



Watton Town Council Expenses Policy

Adopted 27th June 2017 Clarified wording October 2018

Reviewed 28th June 2022

Scheduled Review date June 2023

1. Watton Town Council Staff Expenses

Watton Town Council Staff will be able to claim the following expenses:

- Travelling and associated expenses on journeys on council business to include mileage at current NJC rates and parking in line with their Statement of Employment
- Subsistence which may include overnight accommodation and meals incurred in the performance of Council business provided that expenses have been receipted and approved by the Council.

2. Councillors' Expenses

Watton Town Councillors are unpaid and do not receive an annual allowance. The cost of the following can be reclaimed following the agreed procedures:

I. Travel and Subsistence:

Councillors may be reimbursed for travel and subsistence when carrying out previously approved duties, (approved duties generally means the carrying out activities approved by the Town Council).

The rates of allowance in respect of travel shall be as follows; Custom and Revenue non-profit making rate (currently 45p a mile)

Claims should be made on the appropriate forms available from the Clerk, and should be accompanied by receipts, if appropriate.

Councillors will not receive expenses for attendance at any meeting of Watton Town Council or any work within the Town.

II. Stamps and Stationery

Councillors may obtain these from the Clerk.

3. Chairman's Expenses

In addition to the Councillors' Expenses, the Chairman will receive a small annual allowance of £600 to defray expenses incurred relating to the functions of his/her office. This allowance will be awarded on a quarterly basis; May, August, November and February.

A list of the Mayor's activities are available for public view.

The Chairman's Allowance may be subject to income tax and it is the responsibility of the individual to declare this income and to inform the Council of compliance.