

# Burton Latimer Town Council



The Harold Mason Centre  
120 High St, Burton Latimer NN15 5RH  
[townclerk@burtonlatimertowncouncil.org.uk](mailto:townclerk@burtonlatimertowncouncil.org.uk)

## **BURTON LATIMER TOWN COUNCIL**

### **Expenses Policy**

#### **General Principles**

1. It is the policy of BLTC to reimburse its Elected Members' travel costs, provided the expenditure has been authorised, receipted and certified in accordance with this policy. This principle will also apply to staff
2. All expenses paid should pass the 'fair and reasonable' test to the Council.
3. It must always be borne in mind that the Town Council is, financially, a small organisation with a commensurate small budget.
4. *In accordance with Financial Regulation 6.21, the Clerk or RFO may purchase postage or minor stationery items and be refunded on a regular basis- an official receipt for every item will be required.*

#### **Authorised Duties**

5. Expense claims will be considered for the following activities:  
Travel to and from meetings/training outside of a 5 mile radius from BL Harold Mason Centre when representing the council on approved business.

#### **Method of Travel**

6. Travel by car will be reimbursed at the approved HMRC mileage rate (see Mileage Rates)
7. The Environment will be considered when making expenses decisions. Public transport will be preferred where practicable.
8. All rail travel shall be by the cheapest standard class fare available.
9. Car -sharing must apply whenever possible.

#### **Mileage Rates**

10. Approved travel expenses will be reimbursed at a rate of 45p per mile. Each qualifying journey will nominally start at the Civic Centre.

#### **Procedure for Making a Claim**

11. All expenses claims must be made on the claim form (see Appendix 1) with receipts attached as appropriate. Claim forms are available from the Clerk.
12. It is important that all Elected Members keep full records of expenses claimed and the reasons the expenses were incurred so that they can provide appropriate evidence, if requested, to HMRC. In respect of car travel, Members should keep a log showing where journeys commenced and ceased and the number of miles travelled.
13. All claims must reach the Clerk within one month of being incurred, or it will not be paid.

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14. The Finance/HR/Policy Committee Group will scrutinise all claims submitted. If satisfied that the claims are allowable, it will approve and pass them to Full Council for approval and payment.

## **Miscellaneous Expenses (e.g. Car Parking Tickets/consumables)**

15. There may be other incidental expenses incurred by Elected Members. All cases should be referred promptly to the Clerk/RFO prior to incurring the expense if at all possible and should be kept to a minimum.

## **Publication and Review**

16. This document will be issued to all existing Members, new Members and published on the Council's website.
17. The policy will be reviewed 6 months after implementation and annually thereafter.

## **Members Excluded from this Policy**

18. The Town Mayor (Chair's Allowance applies- if applicable)

## **Speeding/Parking Fines (etc)**

19. Members are personally liable for these and reimbursement will not apply.

## **Suspension of Policy**

20. Expenditure under this policy will be monitored on a quarterly basis and should the level expenditure indicate that the budgeted funds ('Cllrs' Expenses) will be insufficient to sustain the continuation of the policy, the policy will be suspended. Members will confirm this outcome at that time and the decision will be Minuted.

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## Appendix 1

### Councillor's Travel Expenses Claim Form

Councillor's Name: .....

Date of Claim: .....

(i) **Mileage Claim**

Date of Travel: .....

Travelling from: .....

Travelling to:.....

Total Miles Claimed: .....

Purpose of Journey: .....

(ii) **Other Expenses (receipt attached):**

Description: .....

Amount (£): .....

**Summary**

£

Total miles claimed .....@ 30p per mile:

Total cost of other expenses:

Total Claimed: .....

***I claim reimbursement of the above for travelling on approved Council business in accordance with the Town Council's 'Councillor's Travel Expenses Policy'.***

***Councillor's signature:.....***

Date received by the Clerk to the Council:

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Appendix 2

## Reimbursement of Approved Expenditure

### Claim Form

Councillor's/Staff Name: .....

#### Claim Details

Details of Item(s) Purchased:

.....  
.....  
.....  
.....

..... Total Cost: £.....

**Note: All Receipts must be stapled to the Claim Form.**

**Expenditure approved prior to purchase by BLTC:**

**Minute Reference No:** .....

***Alternatively:***

***Purchase approved by:*** ..... ***(Signature)***

***Date:***.....

**Declaration:**

***I claim reimbursement for the above purchase(s) made on behalf of the Burton Latimer Town Council for which prior approval was obtained.***

**Councillor's Signature:**.....

**Date:**.....

**Date claim received by the Clerk to the Council:**.....

**With the exception of the last line of the Claim Form (to be completed by the Clerk) all parts of the Form must be completed by the claimant before the form is submitted to the Clerk. Failure to do so will result in the claim not being processed.**