



# Cantley with Branton Parish Council

[www.cantleywithbrantonparish.co.uk](http://www.cantleywithbrantonparish.co.uk)

## EXPENSES POLICY

### Mileage

Cantley with Branton Parish Council will reimburse employees for approved (in advance) mileage at a rate of 45 pence per mile. Where possible staff will use their vehicle odometer and if this is not possible, will use a reputable mileage calculator to determine the miles travelled. Employees will claim mileage via the council's claim form devised for the purpose.

Employees may not claim mileage for travel to work, ie to Kilham Hall. The clerk may claim mileage for travel to deliver agendas, minutes and post notices.

### Training expenses

Any expenses (other than mileage) incurred in the course of training courses, shall be discussed with the employee's line manager in advance.

### Heat, light and electricity in the clerk's home

The council will reimburse the clerk at a rate of £26 per month when working from home has been necessary, which will be paid monthly via online banking at the full council meeting.

It is noted that there is no tax liability for clerk or council at an amount less than £4.00 per week or £18.00 per month (if paid monthly).

### Telephone and Broadband expenses

The council will reimburse the full cost of telephone calls made from the clerk's home phone in the course of her duties. An itemised bill will be presented to the council with a monthly claim.

An allowance of £12 per month will be paid for broadband expenses.

Mobile telephone - Cantley with Branton Parish Council will provide a mobile telephone and any further provisions for this need to be included in here.

**Dated** 8<sup>th</sup> December 2021

**Adopted** 2<sup>nd</sup> February 2022

**Review** February 2025