

EIGHT ASH GREEN PARISH COUNCIL

Chairman Councillor John Jardine
Parish Clerk Mrs Katherine Kane
10 Squirrels Field Colchester CO4 5YA
Tel: 07811 254163 email: parish.clerk@eightashgreen.com



Expenses Policy

This Policy was adopted by the Council at its Meeting held on 8th May 2021

Introduction

As a local authority, Eight Ash Green Parish Council is funded almost entirely from public funds. It is therefore essential that the Council can demonstrate high standards of honesty, integrity and value for money. This document sets out the Council's policy for repayment of travel and subsistence expenditure. Breaches of this policy are considered to be misconduct and will be dealt with under the Disciplinary Procedure.

Policy

- In order to reclaim expenditure an Expenses Sheet must be completed.
- Every claim for repayment of expenditure may be subject to audit, public scrutiny or Freedom of Information requests.
- Claims must be accompanied by receipts where required and by sufficient detail to allow for scrutiny, both at the time the claim is submitted and within the following seven years (the statutory retention period for financial information)
- No personal expenditure may be charged to the Council – even if there is an intention to repay these costs.
- The Clerk as Responsible Financial Officer will authorise the repayment of all expenses.
- In cases of the Clerk reclaiming expenditure the Chairman will countersign the Expense Sheet.
- Expenditure can only be reclaimed for expenses incurred carrying out work on behalf of Eight Ash Green Parish Council.

Monitoring and Review

This policy will be reviewed annually by the Clerk and Council to ensure that it is continually developed, meets current legislation and is made publicly available.