TRAVEL AND EXPENSES POLICY

Barford & Wramplingham Parish Council

1. It is the aim of Barford & Wramplingham Parish Council that no member will be financially disadvantaged when representing Barford & Wramplingham Parish Council.
2. Barford & Wramplingham Parish Council will recompense members for personal expenses incurred whilst representing Barford & Wramplingham Parish Council or by interim sanction of the chairman.
3. If possible expenses should be claimed or shared from other organisations. Barford & Wramplingham Parish Council shall meet those expenses if they cannot be claimed from other organisations provided a significant proportion of the meeting was attended.
4. Expenses for representation will only be paid when agreed in advance by the Full Parish Council and on receipt of a completed expense claim form together with a written report on the meeting attended.
5. Councillors will not receive expenses for attendance at any meeting of Barford & Wramplingham Parish Council or any work within the Parish.
6. Expenses will not be paid to members attending training or promotional events organised by Barford & Wramplingham Parish Council.
7. All expense claims should be accompanied by receipts where applicable and will be authorised by the Chair. In the event of any query the next Full Council meeting will look at the issue and agree a solution.
8. Where possible attempts should be made to minimise expenses by sharing transportation.
9. Public transport should be used wherever possible/practicable.
10. No claim more than three months old will be paid.
11. The current level of expenses will in line with Norfolk Association of Local Councils.
12. Staff will be paid expenses as per their Statement of Employment
13. For the clear avoidance of doubt, the following are not eligible for reimbursement of travelling and subsistence allowance:
    a. Attendance at any meeting of Barford & Wramplingham Parish Council.
    b. Attendance at training or promotional events organised by the Parish Council
    c. Attendance at political meetings.
    d. Attendance at civic receptions, chairman's receptions, services, parades.
    e. Attendance at meetings of outside bodies on which members serve but to which they have not been appointed by Barford & Wramplingham Parish Council.
    f. Any Councillors expenses which have not been previously agreed by a full Council meeting.
14. This policy will be reviewed every three years.