



Fakenham Town Council

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EXPENSES POLICY

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1. TRAVELLING AND SUBSISTENCE

Councillors and employees may claim travel and subsistence expenses when carrying out previously approved duties on behalf of the Council.

For Councillors approved activities include work carried out in the discharge of their duties on behalf of the Council, its committees and working parties. For Employees approved activities include travel around the estate, travel to training and work carried out in the discharge of their duties on behalf of the Council.

Claims must be made on the appropriate forms available from the Council office.

In an emergency, such expenses incurred *may* be approved after the event.

Local Government travel allowance rate is £0.45p per mile

Local Government passenger allowance rate is £0.05p per mile (the journey must also be a work journey for the passenger to qualify)

2. STATIONERY AND STAMPS

Members may obtain stationery and stamps from the Council office.

3. SUNDRY ITEMS

Approved miscellaneous purchases incurred in the course of Council duties will be reimbursed.

Claims must be made on the appropriate forms, available from the Council office. Members should endeavour to obtain a VAT receipt, preferably in the Council's name and attach to the claim form.

4. OTHER EXPENSES

Local authorities can operate a Basic Councillor Allowance scheme in recognition of time committed to council business. Fakenham Town Council does not operate a Basic Councillor Allowance remuneration scheme.

Reviewed at Finance Subcommittee 15th July 2024

Ratified at Full Council Meeting 31st July 2024