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Fakenham Town Council

EXPENSES POLICY

CONTENTS:

1. TRAVELLING AND SUBSISTENCE

Councillors and employees may claim travel and subsistence expenses incurred whilst undertaking approved duties on behalf of the Council.

For Councillors, approved activities include work carried out in connection with Council business, including attendance at meetings, committees, working parties, training events and other duties undertaken on behalf of the Council.

For Employees, approved activities include travel undertaken in the course of their employment, including travel around Council sites, attendance at meetings, training, attendance at the employee's normal workplace outside contracted hours (for example, weekends), travel to and from the workplace for an authorised evening meeting as part of a split shift, and any other work-related travel authorised as part of their role.

Claims should normally be submitted in arrears and will be paid following verification of the journey or expense incurred.

Mileage will be reimbursed at the prevailing National Joint Council (NJC) rates, in line with HMRC approved mileage rates.:

- £0.55 per mile for the first 10,000 miles
- £0.25 per mile thereafter
- £0.05 per mile passenger allowance (where a passenger is carried on Council business and is eligible under the scheme)

Employee mileage claims must be supported by completion of the Council's mileage calculation spreadsheet and will, once approved, be processed through the payroll system.

Councillor claims must be submitted on the appropriate form and will, once approved, be paid by bank transfer.

All claims must be authorised by the Clerk or Responsible Financial Officer (RFO) in accordance with Council procedures prior to payment.

2. STATIONERY AND STAMPS
Members may obtain stationery and stamps required for Council business from the Council office. Items should only be obtained where necessary for the discharge of Council duties and will be recorded by office staff for audit purposes.

3. SUNDRY ITEMS
Reimbursement may be made for miscellaneous or sundry items purchased in the course of authorised Council duties.

All purchases must be supported by an appropriate VAT receipt, preferably made out in the name of the Council, and submitted on the appropriate claim form.

All sundry expenditure must be pre-authorised in accordance with the Council's Financial Regulations and delegated authority limits.

4. OTHER EXPENSES
Local authorities may 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 Governance & Finance Committee 21st July 2026
Ratified at Full Council Meeting 29th July 2026
Due for review in 2027