



## Fakenham Town Council

Fakenham Connect  
Oak Street  
Fakenham  
Norfolk  
NR21 9DY  
01328 853653  
e-mail: [info@fakenhamtowncouncil.gov.uk](mailto:info@fakenhamtowncouncil.gov.uk)  
website: [fakenhamtowncouncil.gov.uk](http://fakenhamtowncouncil.gov.uk)

## EXPENSES POLICY

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#### **1. TRAVELLING AND SUBSISTENCE**

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

Approved activities include work carried out by Councillors in the discharge of their duties on behalf of the Council, its committees and working parties.

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

#### **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 operate a Basic Councillor Allowance scheme to cover such expenses as travel costs to meetings and in recognition of time committed to council business.

Fakenham Town Council does not operate a Basic Councillor Allowance remuneration scheme.

Reviewed at Finance Subcommittee 19<sup>th</sup> February 2024

Ratified at Full Council Meeting 28<sup>th</sup> February 2024