**Cawood Parish Council**

**EXPENSES POLICY - CLERK**

***Mileage***

Cawood Parish Council will reimburse employees for approved (in advance) mileage at a rate of 45 pence per mile.

The Clerk will use their vehicle odometer but if this is not possible, will use a reputable mileage calculator to determine the miles travelled.

Mileage will be claimed using the Council’s claim form.

The Clerk may not claim mileage for travel to work, ie to the Old Boys’ School or the Community Hub.

The Clerk may claim mileage for travel to deliver agendas, minutes and post notices, if so required.

***Training expenses***

Any expenses (other than mileage) incurred in the course of training courses, shall be discussed with the Clerk’s Line Manager in advance.

***Heat, light and electricity in the Clerk’s home***

While the Clerk’s principal office is required to be from their home, the Council will reimburse the Clerk at a rate of £ 10 per month, which will be paid monthly, for heating, lighting, broadband and insurance outgoings incurred whilst working for Cawood Parish Council as Clerk/RFO. It is noted that there is no tax liability for Clerk or Council at an amount less than £6.00 per week or £24.00 per month (if paid monthly).

***Mobile telephone***

Cawood Parish Council will provide a mobile telephone for the sole use of Parish Council business and usage will be itemised if necessary.

Adopted by Cawood Parish Council November 2020

Date of Review: December 2021

Approving Committee Staffing

Next Review Date: December 2023