



CHURCH CROOKHAM
PARISH COUNCIL

COUNCILLOR EXPENSES POLICY

Adopted	N/A
Version number	2.0
Last reviewed	January 2026 – 26/012
Next review	January 2029

Background

A parish council may pay an annual parish basic allowance to its members. This would be a figure calculated to cover the expenses normally associated with the basic duties of being a local councillor. The amount payable to the chairman may differ from that of the other members in recognition of extra duties. Another allowance may be paid in respect of travelling and subsistence.

Church Crookham Parish Council

This parish council does not propose to pay its members an annual allowance.

Reimbursement of Expenses

The parish council will reimburse reasonable expenses incurred in the course of members' duties up to a limit of £200 per annum. This will include:

- **Travel expenses when attending meetings/training outside of the parish with petrol at the relevant tax-free level (currently 45p per mile)**
- **Parking costs when on Parish Council business**
- **Home printing costs, although attempts should be made to use electronic media as far as possible or use of the office facilities for printing if Council related business.**
- **Childcare costs when required to attend a Parish Council meeting or committee meeting.**
- **Legitimately incurred expenses above the agreed limit per annum may be paid, following prior approval at Full Council.**

Claiming Expenses

Expenses will only be reimbursed on receipt of an expenses claim form. All claims must be supported by valid receipts, with the exception of mileage.