



Wilton Town Council

Expenses Policy

Originally adopted by Wilton Town Council on 3rd August 2021 Minute reference; 178/21/(b) (iv)

Reviewed and Re-Adopted on 4th October 2022

Minute reference 185/22 (ix)

Review date; September 2024

Wilton Town Council Expenses Policy

Wilton Town Council will make reimbursement for all or some of the expenses the Clerk, Staff, Mayor or Councillors may meet on its behalf in performing the duties required by the council.

All expense claims must be submitted using the Travel and Expenses claim form and accompanied by receipts.

1. Clerk / Staff expenses

The Clerk will be able to claim the following expenses.

Travelling and associated travel expenses on journeys on Council business to include mileage at current HMRC rates and parking.

Subsistence which may include overnight accommodation and meals incurred in the performance of council business. All subsistence expenses must be approved prior to being incurred.

Small purchases such as postage and supplies in accordance with Financial Regulations.

2. Mayor's Expenses.

The Mayor can claim for expenses incurred from their budgeted allowance for the municipal year, all expenses must be submitted on the Travel and Expenses Claim Form. If the Mayor wishes to claim the Mayor's allowance in full (or part) prior to incurring the expenses, then The Mayor must declare this income to HMRC.

3. Councillor Expenses

Town Councillors are unpaid, and Wilton Town Council has not agreed to an attendance allowance.

Councillors (inc the Mayor) may be reimbursed for travel when on Council business outside of the Town boundary.

- Travelling and associated travel expenses to inc mileage at current HMRC rates and parking.
- Only allowable journeys may be claimed for, these journeys should be made with prior approval of the Council.
- All claims must be made promptly (within two months) and accompanied by a receipt (where applicable). Councillors may be reimbursed for purchases made on behalf of the Town Council – subject to prior approval of the Council.

4. Expense Claims

All claims must be made on the official Wilton Town Council claim form with accompanying receipts.