Dinnington St John's Town Council

EXPENSES POLICY

July 2026

INTRODUCTION

It is the aim of Dinnington St John's Town Council that no employee or member be financially disadvantaged when representing the Council. The Council will reimburse all or some of the expenses incurred by the Clerk, the Chair or Councillors in performing the duties required by the Council. Expense receipts will be verified.

STAFF EXPENSES

Staff will be able to claim the following expenses when supported by receipts or other proof:

- travelling and associated travel expenses on journeys on Council business - to include mileage at the current Inland Revenue non-profit making rate, currently 55p per mile;
- other expenses which may include overnight accommodation and meals incurred in the performance of Council business provided they have been approved by the Council.

Staff using their own vehicle for council business are to ensure they have the appropriate insurance cover prior to making any journey.

COUNCILLOR EXPENSES

Councillors are unpaid but are entitled to claim the following expenses when supported by receipts:

- travelling and associated travel expenses on journeys on Council business outside the parish - to include mileage at the current Inland Revenue non-profit making rate, currently 55p per mile;
- other expenses, provided they have been approved by the Council.

If using their car for attendance at meetings, Councillors should ensure that they have the appropriate 'volunteer' insurance cover.

Adopted date: 21/07/2026

Minute reference: F23/27

Review cycle: Annually

Next review date: July 2027 – Finance Committee