

HULLBRIDGE PARISH COUNCIL

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Clerk to the Council: Anne-Marie Bates

[Hullbridge Parish Council](#)

[Policy on Expenses Claims](#)

[Adopted: 25.03.2015](#)

[Last Reviewed: 13.03.2017](#)

Members agreed at the November (10.11.2014) Parish Council Meeting that Members **would not** be remunerated for their role as a Parish Councillor as agreed by RDC Remuneration Panel. (Hullbridge £850 per Councillor per annum)

However Members did agree that any out of pocket expenses ie. Travel out of the District could be claimed by the recommendations made for Parish/Town basic allowance in 2015/16 as agreed by RDC Remuneration Panel.

The Panel recommended that the Chairman's allowance remain at 50% of the appropriate Parish/Town Council basic allowance.

Claimed expenses is on the basis that the expense is wholly necessary and exclusively for the Councillor to fulfil his/her duties as a Councillor.

1. The payment of expenses does not apply to duties, of whatever nature or regularity, incurred at the Hullbridge Parish Council Office or any other property/land owned/leased by Hullbridge Parish Council.
2. Expenses can only be paid for travel and parking outside of the Parish of Hullbridge. For travel by car reimbursement will be in line with current HMRC rates. (45p per mile for the first 1000 miles) not 40p as per RDC Recommendations. Car parking will be reimbursed at cost on production of a valid car parking ticket for the journey involved.
3. Councillors should submit an Expenses Claim Form for each journey made to the Parish Clerk within two months of the expense incurred together with any necessary supporting documentation e.g. tickets.

All other expenses are in line with Rochford District Council's Recommendation.

Chairman:..... Date: