ASTON TIRROLD& ASTON UPTHORPE
PARISH COUNCIL

Expenses Policy

Aston Tirrold and Aston Upthorpe Parish Council will reimburse any expenses actually and necessarily incurred by the Clerk, the Chairman or Councillors in performing the duties required by the Council.

1. Clerk's Expenses
   The Clerk will be able to claim the following expenses. • stationery, postage and printing costs and other office consumables • the cost of telephone calls made by the Clerk from home on council business. • travelling and associated travel expenses on journeys on council business to include mileage at current NJC rates and parking. • subsistence which may include overnight accommodation and meals incurred in the performance of Council business ("other expenses") provided that the other expenses have been receipted and approved by the Council.

2. Councillor's Expenses
   Parish Councillors are unpaid and do not receive an annual allowance. Councillors (including the Chairman) may be reimbursed for expenses for travel and subsistence on Council business outside the Council's area (encompassing South Oxfordshire district): • travelling and associated expenses on journeys on Council business, to include mileage not exceeding current NJC rates and parking. • for the purpose of making mileage claims, councillors are permitted to claim for "allowable journeys" only and should have been made with the mandate and prior approval of the Council. • all claims are to be made promptly to the Clerk (within 2 months of expenditure) and where relevant MUST be accompanied by a receipts and other information sufficient to verify the claim. Councillors may be reimbursed for purchases made on behalf of the Parish Council as long as they were made with the mandate and prior approval of the Council. Reimbursement of other costs, including stationery, postage and printing, may be made if they represent a significant expense and have the prior approval of the Council.

Signed by: Charlotte Ray
Clerk to the council of Aston Tirrold and Aston Upthorpe
25/09/2026