

Toft Newton Parish Council

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Employee and Volunteers Expenses Policy

Having recently approved new Standing Orders and Financial Regulations, Toft Newton Parish Council are now reviewing existing policies and introducing new policies that support or extend the scope of these legal documents.

Toft Newton Parish Councillors are asked to approve a separate policy for Members' Allowances and this one for Employee and Volunteers Expenses.

The following expenses can be claimed by Toft Newton Parish Council employees and volunteers, for expenses incurred in the undertaking of their duties.

Upon on the submission of a valid claim form and relevant receipts, employees and volunteers can claim the following expenses.

Allowance	2026-27 rate	Comments
Travel Allowances – per mile		
The mileage rate is to be increased or decreased in accordance with any changes to the tax efficient rate authorised by HM Revenue and Customs.		
Car Allowance	Up to £0.45 for the first 10,000 miles per year, then £0.25 per mile thereafter.	Petrol, Diesel, LPG and Hybrid vehicles: £0.45 / £0.25 Electric vehicles: £0.14 if using a public charger / £0.07 if using a home charger.
Passenger Supplement	£0.05	
Motorcycle Allowance	£0.24	
Bicycle Allowance	£0.20	
Tolls and parking	Reimbursed in full	
Public transport	Second / Standard class	
Subsistence Rates (receipts must be provided for subsistence claimed)		
Meal Allowance – PC related absence from home – maximum daily allowance ⁱ	More than 4 hours, but no more than 8 hours – the cost of one meal can be reimbursed	£15.00
	More the 8 hours, but no more than 12 hours – the cost of two meals can be reimbursed	£25.00
	More than 12 hours, but no more than 16 hours – the cost of three meals can be reimbursed	£33.00
	More the 16 hours but not including an overnight stay – the cost of four meals can be reimbursed	£44.00
Overnight stays – per night	Outside of London: £83.00 Greater London Area: £208.00	
Administration Benefits (receipts must be provided for expenses claimed)		
Work From Home Allowance	£26.00 per month tax free for the Clerk and any additional volunteers as agreed by the Personnel Committee.	
Eye Test Allowance	Up to £25.00 towards the cost of an annual Eye Test for the Clerk if the Clerk requires / requests an eye-test.	
Stationery Costs	The Toft Newton Parish Council Standing Orders 2026 allow up to £50 to be spent on stationery without prior approval.	

The current approved mileage rates are set by HM Revenue and Customs, subsistence rates are set as per the West Lindsey District Council Members' Allowances Scheme.

Claims will be paid at the same time as employees' wages are paid, this is on the last Wednesday of each month, apart from in December, when pay day is the Wednesday prior to Christmas Day, but as a separate expenses' payment.

Claims should be submitted to the Responsible Financial Officer (scanned versions are acceptable) as soon as possible to the expenditure having occurred, and certainly no later than the first Wednesday of the following month.

The expenses claim form is the same form that employees and volunteers will be using from the beginning of April 2026, this is attached as an appendix. All reimbursements will be in the form of BACS / Faster Payment / or other electronic payments directly into the Member's bank account.

Reviews

Toft Newton Parish Council will review this policy as per the schedule below, or sooner if changes to local or national guidance or legislation require a revision to take place sooner.

Previous versions of this policy will be retained on the Zoho WorkDrive and will have a version number appended to their file name.

Approved by Toft Newton Parish Council on:	7 th July 2026
First review due:	September 2027
Then review:	Annually

ⁱ Meals and non-alcoholic drinks will only be reimbursed up to the maximum amounts quoted above.