

Expenses Policy

October 2026

Contents

1. Travelling Expenses 3
2. Items Purchased Specifically at the Direction of the Council 3
3. Other Expenses 3
4. Members' Allowances 3

Contact Details:

Town Clerk
Franklin Hall
Halton Road
Spilsby
PE23 5LA

01790 753189
townclerk@spilsbytowncouncil.gov.uk

1. Travelling Expenses

a. Councillors, including co-opted councillors, may claim travel expenses when carrying out previously approved duties. “Approved duties” means doing anything approved by the Council, or anything of a class so approved for the purpose or in connection with, the discharge of the functions of the Council or any of its committees or working parties.

b. Travelling expenses will be reimbursed at standard Lincolnshire County Council rates, if using a private vehicle, or the cost of a standard class rail ticket, or appropriate bus fare, if using public transport. Anyone claiming for reimbursement of travel by private vehicle must confirm on their claim that the insurance company providing cover for the vehicle has been advised of the owner’s use for travel on council business.

c. Claims shall only be made on the appropriate forms available from the Clerk.

d. The Clerk shall have delegated powers to authorise Councillors’ attendance at training events, subject to funds remaining within the yearly budget. Such expenses incurred will be approved retrospectively, after the event, at the next meeting of the Council. Any expenditure in respect of training in excess of the budget must be approved by Council prior to attendance.

2. Items Purchased Specifically at the Direction of the Council

a. These will only be reimbursed subject to the prior agreement of the Council and on production of a valid receipt.

b. Members must endeavour to obtain a VAT receipt in the name of the Council for all such purchases, and this must be passed to the Clerk, together with the claim for reimbursement.

c. Claims shall only be made on the appropriate forms available from the Clerk.

3. Other Expenses

a. Reimbursement of any other expenditure will only be by prior agreement with the council.

4. Members’ Allowances

a. Spilsby Town Council does not pay any basic members’ allowance to elected councillors.