



HR Committee
Tuesday 12 March 2026 at 10:00 am

This meeting will be held at
The Community Room, Broomhall Recreation Ground.

Agenda

Councillors

Cllr Hilton (Chair), Cllr Buxton, Cllr Evans, Cllr Morgan and Cllr Penney

You are hereby summoned to attend the HR Committee meeting on the above date and time.

HRC 45 / 25 Chair welcome

Chair to welcome those present to the meeting, reminding them that all mobile devices are switched to silent for the duration of the meeting.

A reminder to all in attendance of the fire safety regulations for the venue of the meeting.

HRC 46 / 25 Attendance and Apologies for absence

To receive for approval any apologies for absence and if appropriate any requests to defer receiving an acceptance of office to a later meeting.

HRC 47 / 25 Disclosable pecuniary interests and other registerable interests

To receive from members any declarations of interests in relation to any items included on the agenda for this meeting required to be disclosed by the Localism Act 2011 and the Sunningdale members' Code of Conduct.

HRC 48 / 25 Minutes of Extraordinary HR meeting 4 December 2025 and 15 January 2026

DECISION: To approve the minutes of the Extraordinary HR committee held on 4 December 2025 and 15 January 2026.

HRC 49 / 25 Mobile Phone Policy

DISCUSSION: To review the mobile phone policy before submitting to council for approval.

HRC 50 / 25 Staff Handbook

DISCUSSION: To receive an update from the Clerk regarding the staff handbook.

HRC 51 / 25 Company Vehicle Rules

DISCUSSION: To review the company vehicle rules before submitting to council for approval.

HRC 52 / 25 Expenses Policy

DISCUSSION: To review the expenses policy before submitting to council for approval.

HRC 53 / 25 TOIL Policy

DISCUSSION: To review the TOIL policy before submitting to council for approval.

HRC 54 / 25 Code of Conduct Policy Review

DISCUSSION: To review the code of conduct policy before submitting to council for approval.

HRC 55 / 25 Appointment of Vice-Chair of the HR Committee

DECISION: To appoint a Vice-Chair for the HR Committee.

HRC 56 / 25 Information Sharing

To share any relevant updates with the HR Committee.

HRC 57 / 25 To resolve to exclude members of the public and press in accordance with the Public Bodies (Admission to Meetings) Act 1960, due to the confidential nature of the business to be transacted (staffing arrangements).

Part 2 – Confidential

HRC 58 / 25 Update from the Chair of the HR Committee

DISCUSSION: To receive an update from the Chair of the HR Committee.

Supporting documents for agenda items will be circulated to committee members prior to the meeting.



Natalie Hayes, Clerk and RFO

5 March 2026



Extraordinary HR Committee Meeting Minutes Thursday 4 December 2025

HRC 31 / 25 Attendance and apologies.

Attendance: Cllr Hilton (Chair), Cllr Evans, Cllr Morgan and Cllr Penney

Apologies: Cllr Buxton

In Attendance: Natalie Hayes – Clerk/RFO

HRC 32 / 25 Disclosure of pecuniary interests and other registerable interests

No members declared a personal interest in any items on the agenda.

HRC 33 / 25 Grievance Policy

RESOLVED: The committee discussed the changes to be made to the policy, to bring it inline with the NALC model. Once updated the Clerk would share with Cllr Hilton to sense check. The final version would be presented to Full Council in January for approval.

Part 2 – Confidential

HRC 34 / 25 To resolve to exclude members of the public and press in accordance with the Public Bodies (Admission to Meetings) Act 1960, due to the confidential nature of the business to be transacted (staffing arrangements).

Even though these agenda items were held in confidential session, the minutes are not considered confidential.

HRC 35 / 25 Review of payroll processing arrangements

RESOLVED: The committee fed back to the Clerk regarding the paper presented and asked for more details to be included about the current process. The proposal would be presented to Full Council in March.

HRC 36 / 25 Date of next meeting

The date of the next meeting was confirmed as Thursday 15th January at 10.30am.

The meeting started promptly at 10.30 am and closed at 12.30 pm.

Signed as a true record of the meeting:

Signed: _____

Dated: _____



HR Committee Meeting Minutes Thursday 15 January 2026

HRC 37 / 25 Chair welcome

The Chair opened the meeting and reminded attendees of the fire regulations and to switch mobile phones to silent.

HRC 38 / 25 Attendance and apologies.

Attendance: Cllr Hilton (Chair), Cllr Buxton, Cllr Evans, Cllr Morgan and Cllr Penney

In Attendance: Natalie Hayes – Clerk/RFO

HRC 39 / 25 Disclosure of pecuniary interests and other registerable interests

No members declared a personal interest in any items on the agenda.

HRC 40 / 25 Minutes of HR meeting 13th November 2025

RESOLVED: To approve the minutes of the HR meeting held on 13th November 2025.

HRC 41 / 25 Update from the Clerk

The Clerk updated the HR Committee on several matters she is working on:

- Payroll/BACS Bureau Paper for Council Approval
The Clerk advised that she had been working with Cllr Hilton on the paper. It is still a work in progress.
The Committee requested that details of a cancellation policy be included.
The paper will be taken to Council for approval in March or April.
- Grievance Policy
Updated amendments are being prepared for approval at the Council meeting on 20 January.
- Mobile Phone Policy
Feedback was to make the policy more general and remove references to specific job roles.
- Company Vehicle Use Policy
The Clerk has been working on a company vehicle use policy, which will be brought to the next HR Committee meeting.

RESOLVED: Due to the volume of work, the Committee will provide the Clerk with a list of priorities for HR matters.

HRSC 42 / 25 To resolve to exclude members of the public and press in accordance with the Public Bodies (Admission to Meetings) Act 1960, due to the confidential nature of the business to be transacted (staffing arrangements).

Part 2 – Confidential

Although these agenda items were held in confidential session, the minutes are not considered confidential.

HRC 43 / 25 Update from the Chair of the HR Committee

At 11:05am the Clerk left the meeting so that matters of a confidential nature could be discussed.

HRC 44 / 25 Date of next meeting

The date of the next meeting was confirmed as **Thursday 12 March at 10.30am.**

The meeting started promptly at 10:30 am and closed at 12:00 pm.

Cllr Penney left the meeting at 11:50am.

Signed as a true record of the meeting:

Signed: _____

Dated: _____



SUNNINGDALE PARISH COUNCIL

Mobile Phone Usage Policy for Council Officers and Councillors

1. Purpose

This policy outlines the acceptable use, responsibilities, and expectations for council officers and councillors issued with mobile phones by the council. It aims to ensure responsible use, protect council data, and manage costs effectively.

2. Scope

This policy applies to all officers and councillors who are provided with a mobile phone by the council for work-related purposes.

3. Acceptable Use

- Mobile phones must be used primarily for council-related business.
- Limited personal use is permitted, provided it does not interfere with work duties or incur significant costs.
- Devices must not be used for illegal, unethical, or inappropriate activities.

4. Security and Data Protection

- Devices must be secured with a passcode or biometric lock.
- No unauthorised applications or software may be installed.
- Council data must be handled in accordance with the UK Data Protection Act and council's information governance policies.

5. Monitoring and Compliance

- The council reserves the right to monitor mobile phone usage.
- Usage may be audited periodically.
- Misuse may result in disciplinary action.

6. Driving and Safety

- Handheld mobile phones must not be used while driving.
- Hands-free use is permitted only when safe and legal.

7. Loss, Theft, and Damage

- Loss, theft, or damage must be reported immediately to The Clerk.
- Users may be held responsible for damage due to negligence.

8. Contact from Councillors and Out-of-Hours Guidance (Officers)

- Officers may receive contact from councillors outside of standard working hours. While responsiveness is appreciated, officers are not expected to be available 24/7 unless explicitly agreed as part of their role.
- Any out-of-hours contact should be proportionate and respectful of personal time.
- Officers should escalate any urgent or inappropriate contact with their line manager or the HR Committee.

9. Return of Equipment

- Mobile phones must be returned in good condition upon termination of employment, end of term, or when no longer required for work.

10. Review and Updates

- This policy will be reviewed annually or as required to ensure it remains current and effective.

Approved by:

Date:

Next Review: March 2027

For questions or clarification regarding this policy, please contact The Clerk.



Company Vehicle Rules

A) DRIVING LICENCE AND AUTHORITY TO DRIVE COMPANY VEHICLES

- 1) You must be in possession of a current driving licence and have the authority of The Clerk to drive one of our vehicles.
- 2) Your driving licence must be produced for scrutiny by The Clerk prior to driving any of our vehicles. Alternatively, we may require you to provide us with the ability to access your driving licence details online.
- 3) If at any time your licence is endorsed, or you are disqualified from driving, we must be informed immediately. *Should you not be able to prove that your licence remains valid for the class of vehicle we require you to drive, your continued employment may be affected.
- 4) Data collected about driving licences will be processed in line with the Data Protection Act. You may read more about the data we hold on to you, why we hold it and the lawful basis that applies in the employee privacy notice.
- 5) It is your responsibility to see that the vehicle is not used by anyone other than authorised employees. Special written permission must be obtained from The Clerk for the vehicle to be used by any other person.

B) FIXTURES, FITTINGS AND MODIFICATIONS

- 1) No fixtures such as aerials, roof racks, towing apparatus, stickers, may be attached to any of our vehicles without prior written permission. When handing the vehicle back to us such attachments must remain unless adequate rectification work is carried out professionally to restore the vehicle to its former condition
- 2) No change or alteration may be made to the manufacturer's mechanical or structural specification of the vehicle.

C) WARRANTY

All warranty work must be reported to us prior to it being carried out.

D) CLEANING AND MAINTENANCE

- 1) As the vehicle has been allocated to you, it is your responsibility to keep it clean, and to ensure that the vehicle is regularly serviced in accordance with the requirements laid down by the manufacturer, and as specified in the maintenance book of the particular model of vehicle.

- 2) Any maintenance or repair work, or replacement of parts, including tyres, must be reported to us so that we can organise for it to be carried out.
- 3) Failure to adequately clean the vehicle may mean you are subject to the cost of the clean being deducted from your pay.

E) USE OF MOBILE PHONE, SAT NAV OR OTHER DEVICE WHILST DRIVING

It is illegal to hold and use a mobile phone, sat nav, tablet or any device that can send and receive data whilst driving.

It is our Company policy that you should not hold and use a mobile phone, sat nav, tablet or any device that can send and receive data whilst driving. You should ensure you are safely parked and you have turned off the engine before making or receiving any telephone calls. In the event of you being unable to answer a call because you cannot find a safe place to stop, you must return the call as soon as conveniently possible after you have safely parked and turned off the engine.

You can use a device held in your hand in the following circumstances only:

- you need to call 999 or 112 in an emergency,
- and it is unsafe or impractical to stop
- you are safely parked
- you are making a contactless payment in a vehicle that is not moving, for example at a drive-through restaurant
- you are using the device to park the vehicle remotely.

You can use devices with hands-free access, such as a built-in sat nav, provided you do not hold the device at any time during usage.

F) SMOKING POLICY

It is our policy that all workplaces including vehicles are smoke free, which includes the use of e-cigarettes. This policy applies to all employees, contractors, clients or members of the public including using their own vehicle for Company business. You may only smoke during authorised breaks and in the designated areas.

Company disciplinary procedures will be followed if you do not comply with this policy. Those who do not comply with the smoke free law may also be liable for a fixed term penalty fine and possible criminal prosecution.

G) FUEL ETC.

- 1) In addition to keeping the vehicle regularly serviced, it is your responsibility to see that the oil and water levels, battery and brake fluid and tyre pressures are maintained and that the tread of all tyres conforms to the minimum legal requirements.
- 2) Unless contrary arrangements exist in writing between us, we will only reimburse you for fuel and oil used on our business. Claims must be submitted on a weekly report sheet, signed by you and accompanied by receipted bills.

H) ELECTRIC VEHICLES

- 1) If you have an electric company vehicle you are responsible for installing a suitable charge point at your home, if necessary, at your own cost, unless other arrangements are agreed in writing between us.
- 2) You are responsible for charging any electric company vehicle that has been allocated to you, at your own cost. **OR** Electric company vehicles can be charged using our on-site charging facilities. Further information is available from the Clerk.
- 3) We will only reimburse you for electricity to charge the vehicle for use on our business. Claims must be submitted on a weekly report sheet, signed by you and accompanied by appropriate evidence of expenditure.
- 4) You must ensure that the vehicle has sufficient charge to be used on our business and plan your journeys accordingly.

I) FINES

We will not be held responsible for any fines (e.g. parking, speeding, etc.) incurred by you whilst working for us. If we receive the summons on your behalf, we may pay the fine and deduct the cost from any monies owing to you.

J) DAMAGE OR INJURY

- 1) If you are involved in an accident which causes damage to property or another vehicle, or injury to any person or animal, you are required to give your name and address, the name and address of the vehicle owner, the registration number of the vehicle and the name of the Insurance Company to any person having reasonable grounds for requiring such information. It is important that you give no further information. If for some reason it is not possible to give this information at the time of the accident, the matter must be reported to the office and where necessary the police as soon as possible, but within twenty-four hours of the occurrence.
- 2) In addition in the case of an incident involving injury to another person or to notifiable animals (i.e. dogs), you are responsible for notifying the police of the occurrence, and you must produce your insurance certificate to a Police Officer attending the accident, or any other person having reasonable grounds for seeing it. The accident must be reported to a police station or to a Police Officer within twenty-four hours. If you are not then able to produce the certificate, you must, in any event, produce it in person within five days after the accident, to such police station as you may specify at the time of first reporting the accident.
- 3) For security reasons, insurance certificates are kept by us. However, a copy of the certificate of insurance is provided with each vehicle and this will be renewed annually. You should make sure that it is with the vehicle at all times. Replacement copies can be obtained from us if necessary.

K) LOSS

- 1) In the case of theft of one of our vehicles, the police and ourselves must be informed immediately. Full details of the contents of the vehicle must also be given. If any contents are stolen from the vehicle the police and ourselves should be notified immediately.

- 2) Please note that only Council property is insured by us and you should make your own arrangements to cover personal effects.
- 3) The vehicle should be kept locked when not in use and the contents should be stored out of sight, preferably in the boot. If a vehicle is stolen we are required to prove to the Insurance Company that there has been no negligence and, therefore, we must hold you responsible in the event of such negligence

L) ACCIDENT PROCEDURE

- 1) It is a condition of the insurance policy that the insurers are notified of all accidents, even if apparently of no consequence. You must, therefore, as soon as possible after the accident, obtain an accident report form from us which must be completed and returned to us within twenty-four hours. All the information required on the form must be completed. You should note that whenever possible the following particulars should appear in the form:-
 - a) The name and address of the other driver and the name and address of their insurers.
 - b) The names and addresses of all passengers in both our vehicle and the third party's vehicle.
 - c) Names and addresses of all witnesses. It will be of considerable assistance if statements can be obtained from all witnesses at the time of the accident.
 - d) Particulars of the police attending i.e. name, number and division.
- 2) A detailed sketch must be provided showing the relative position of the vehicle before and after the accident, together with details of the roads in the vicinity, e.g. whether they are major or minor roads and as many relevant measurements as possible.
- 3) If our vehicle is undriveable you are responsible for making adequate arrangements for the vehicle to be towed to a garage, and the name and address of the garage where the vehicle may be inspected must be stated on the claim form.
- 4) An estimate of the repairs required to be carried out, showing details and cost of both labour and materials, must be obtained and sent to us as soon as possible.
- 5) Under no circumstances may repairs be put in hand until the Insurance Company has given its Agreement. We will notify you when this has been done.
- 6) You should not under any circumstances express any opinion one way or the other on the degree of responsibility for the accident. Only exchange particulars mentioned in 1) above and nothing more.

M) ROAD FUND LICENCE

The road fund licence for each vehicle will be renewed automatically when due.

N) TRAVEL OVERSEAS

- 1) Our vehicles may not be taken out of the country.

O) PERMITTED USE

Subject to the restrictions already stipulated, our vehicles may only be used for our authorised Council business of **travelling to and from areas within the Parish for work purposes, collecting goods from local businesses** unless previous arrangements for private domestic or social use have been agreed with us in advance. They may not be used for the carriage of passengers for hire or reward, nor may they be used for any type of motoring sport, including racing, rallying or pace making, whether on the public highway or on private land.

P) PERSONAL LIABILITY FOR DAMAGE TO VEHICLES

- 1) Where any damage to one of our vehicles is due to your negligence or lack of care, we reserve the right to insist on your rectifying the damage at your own expense or paying the excess part of any claim on the insurers.
- 2) Repeated instances may result in the use of the vehicle being withdrawn and disciplinary action being taken.

Q) SECURITY TRACKERS

All Company vehicles are fitted with trackers for security and management information purposes. These enable the Company to monitor the vehicles' whereabouts at any time, both live and retrospectively. Vehicles are monitored to assist in the safety of lone workers, to verify movements and to track the vehicle in the event of theft.

We will ensure all personal data obtained in this way is processed in line with the current Data Protection Act.

OR

We will be installing a Tracker System for all mobile employees. The Tracker System will be installed for a number of reasons:-

Under legislation we, as your employer, have a duty to ensure so far as is reasonably practicable, the health and safety and welfare at work of all our employees. Due to the nature of our work and the mobility of employees the tracking system will help the Company to monitor your movements to ensure your health and safety.

- 1) It will help us to distribute and organise the work more efficiently.
- 2) It will help us to establish arrival times for booked appointments should there be any dispute with the client.
- 3) It will reduce our insurance costs as stolen vehicles will be recovered.

We will ensure all personal data obtained in this way is processed in line with the current Data Protection Act.

R) ONBOARD VEHICLE CAMERAS

Cameras are fitted to all our vehicles. This is for a number of reasons, including the prevention of crime, the safety of employees and clients, and for reducing insurance and legal costs. The footage can be monitored live or retrospectively.

Employees should be aware that footage from the cameras may be used and relied upon, where necessary, for insurance purposes and for disciplinary purposes. Similarly, if there were allegations of negligence or careless driving made by clients or third parties against employees, or claims brought against any member of the Company leading to civil proceedings, by clients, third parties or employees the Company may use and/or submit the footage to the relevant authorities.

We will ensure all personal data obtained in this way is processed in line with the current Data Protection Act.

S) OTHER GUIDELINES

- 1) It must be emphasised that you must never drive under the influence of alcohol, or drugs, including medicines which may affect your driving.
- 2) Use seat belts at all times and comply with local traffic conditions.
- 3) Always drive within the speed limit and reduce speed where weather conditions require you to.
- 4) DO NOT DRIVE if tired.
- 5) Always take regular breaks from the vehicle.

I have read and I understand the above terms.

| | | |
|-------------------|--|----------|
| SIGNATURE: | | Employee |
| NAME: | | Print |
| DATE: | | |



Time off on Lieu (TOIL)

Version control and summary of changes

Summary of changes:

| <i>Version</i> | <i>Date</i> | <i>Author/Reviewer</i> | <i>Summary of changes</i> | <i>Adopted/Min ref</i> |
|----------------|---------------|------------------------|---------------------------|------------------------|
| 1 | February 2026 | Natalie Hayes | n/a | tbc |

Definition of Time off in Lieu (TOIL)

Time off in lieu (TOIL) is time taken as additional leave instead of overtime pay by employees working beyond their contractual or normal working hours.

Purpose

The purpose of this policy and procedure is to ensure that managers and employees are aware of and understand the council's TOIL arrangements.

Principles governing use of TOIL

The requirement for overtime may be due to a variety of reasons such as an increased volume of regular work, a temporary crisis in resourcing, to cover absences, to catch up on slipping deadlines or to attend evening meetings of the council or its various committees.

When TOIL is more appropriate

Overtime is not paid to employees on or above salary point 22 and TOIL will therefore apply.

Accruing TOIL

Some employees often attend evening meetings which are outside of their contractual hours. This may be treated as TOIL and does not need prior agreement. The council does not

encourage staff to work excessive hours and is committed to complying with the Working Time Regulations. Under the regulations employees are not expected to work more than 48 hours per week. Managers must ensure therefore, when agreeing with the accrual of TOIL, that the maximum is not exceeded.

Taking TOIL

Employees are encouraged to take TOIL as soon as possible after it has been accrued. Excessive levels of TOIL should not be accumulated, and in any case should be used within 6 months of being accrued.

The operation of TOIL depends on mutual trust. Any suspected abuse of TOIL, such as claiming more hours than accrued, may be treated as a disciplinary matter. A record of hours accrued, and TOIL should be kept and available for inspection.

Redeeming TOIL

Any TOIL not taken within 6 months of accrual will be lost unless there has been prior agreement between the employee and their manager to take it another specified time.

DRAFT



SUNNINGDALE PARISH COUNCIL

Code of Conduct

Version: July 2021 in line with RBWM adoption of LGA Model Code

Revised: June 2021

Approved: 27 July 2021

Minute: 42 / 21

Model Code of Conduct

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Definitions

For the purposes of this Code of Conduct, a “councillor” means a member or co-opted member of a local authority or a directly elected mayor. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint subcommittee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

For the purposes of this Code of Conduct, “local authority” includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority’s requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect as a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor officer protocol.

2. Bullying, harassment and discrimination as a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council as a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information as a councillor:

4.1 I do not disclose information:

- a. given to me in confidence by anyone
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless
 - i. I have received the consent of a person authorised to give it;
 - ii. I am required by law to do so;
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or
 - iv. the disclosure is:
 1. reasonable and in the public interest; and
 2. made in good faith and in compliance with the reasonable requirements of the local authority; and
 3. I have consulted the Monitoring Officer prior to its release.

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute as a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/it's functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position as a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities as a councillor

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local or authorising their use by others:

- a) act in accordance with the local authority's requirements; and
- b) ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

7.3.1 office support

7.3.2 stationery

7.3.2 equipment such as phones, and computers

7.3.4 transport

7.4.5 access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct as a Councillor:

8.1 I undertake Code of Conduct training provided by my local authority.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests as a councillor:

9.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority .

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in [Table 1](#), is a criminal offence under the Localism Act 2011.

[Appendix B sets](#) out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality as a Councillor

10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.

10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £25 within 28 days of its receipt.

10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality

associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Declaration as a council member of Sunningdale Parish Council

I, _____ declare that I will abide by the standards of councillor conduct as set out in this code and honour my obligations, which are the minimum standards of conduct required of me as a councillor.

I confirm my understanding that, should my conduct fall short of these standards, a complaint may be made against me, which may result in action being taken.

I confirm that as detailed in section 8.4, I will comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

Signed:

Dated:

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in [Table 1 \(Disclosable Pecuniary Interests\)](#) which are as described in “The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012”. You should also register details of your other personal interests which fall within the categories set out in [Table 2 \(Other Registerable Interests\)](#).

“**Disclosable Pecuniary Interest**” means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A ‘sensitive interest’ is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a ‘sensitive interest’ you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in [Table 1](#), you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest, just that you have an interest.
 - a. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to one of your Other Registerable Interests (as set out in [Table 2](#)), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

8. Where a matter arises at a meeting which **affects** –
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a relative, close associate; or
 - c. a body included in those you need to disclose under Other Registrable Interests as set out in [Table 2](#)you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter **affects** your financial interest or well-being:
 - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
 - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interestYou may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.
If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. Where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must make sure that any written statement of that decision records the existence and nature of your interest.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

| Subject | Description |
|--|--|
| Employment, office, trade, profession or vocation | Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.] |
| Sponsorship | Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992. |
| Contracts | Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged. |
| Land and Property | Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income. |
| Licenses | Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer |
| Corporate tenancies | Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of. |

| | |
|--------------------------|--|
| <p>Securities</p> | <p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor’s knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either—</p> <p>(i)) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p> |
|--------------------------|--|

* ‘director’ includes a member of the committee of management of an industrial and provident society.

* ‘securities’ means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You have a personal interest in any business of your authority where it relates to or is likely to affect:

- a) any body of which you are in general control or management and to which you are nominated or appointed by your authority

- b) any body
 - I. exercising functions of a public nature
 - II. any body directed to charitable purposes or
 - III. one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

Best Practice Recommendations

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies.

Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.



SUNNINGDALE PARISH COUNCIL

EXPENSES POLICY

Version control and summary of changes

Summary of changes:

| Version | Date | Author/Reviewer | Summary of changes | Adopted/Min ref |
|----------------|--------------|-------------------------|---------------------------|-----------------------------------|
| 1 | January 2016 | | | 19 January 2016 Minute 05/2015 |
| | May 2017 | | | |
| | May 2018 | | | |
| | May 2019 | | | |
| | March 2021 | | No changes | |
| | March 2023 | | No changes | |
| V2 | March 2026 | Natalie Hayes, Clerk | | |

Purpose of the Policy

The purpose of this policy is to provide clear guidance on the reimbursement of travel, hotel, conference, training and out-of-pocket expenses. It is the Parish Council's policy to reimburse all necessary and reasonable expenses directly incurred by persons whilst on Parish Council business. The expectation is that individuals will neither gain nor lose financially and will exercise prudent judgement to keep expenses to a minimum.

The Council is committed to ensuring transparency, value for money, environmental responsibility, accessibility and compliance with HMRC and audit requirements. Reasonable adjustments will be

supported for councillors or staff with disabilities, including the use of taxis or additional accommodation needs where appropriate.

1. Travel

Councillors and employees of the Council should seek to choose a mode of transport that is both cost-effective and environmentally responsible, making an appropriate judgement between the cost and convenience of the mode of travel selected.

Public Transport

The rate payable shall not exceed the amount of the ordinary standard class fare or any available cheap fare.

First-class travel will not normally be reimbursed unless there is a clear business justification and prior written approval from the Clerk (employees) or Chairman (councillors).

Own Vehicle

A Councillor may use his or her car to travel to a conference, meeting or other approved Council business outside of the Parish.

The rate claimed shall be the following rates approved by HMRC (Approved Mileage Allowance Payments). Cars - 45p per mile (First 10,000 miles); Motorcycles - 24p per mile; Bicycles - 20p per mile; Passengers - 5p per mile for each passenger (who must be a Councillor or officer of the Parish Council) carried.

Parking and toll charges may be claimed provided these were necessarily incurred.

Travel by taxi will only be paid in urgent or exceptional circumstances.

Claimants must ensure that any private vehicle used is fully insured for business use. The council will not reimburse additional insurance premiums.

Start and finish points for a journey

The starting and finishing point for any journey made by a Councillor shall be his/her home. If Councillors start and/or finish their journey from a place other than their home, the claim shall be in respect of the lesser of the cost of either the journey to/from that other place or to/from their home.

Digital mapping tools may be used as evidence of mileage. Journeys should reflect the most economical reasonable route.

2. Hotels costs

Hotel claims will not be paid unless previously approved by Council.

Where accommodation is required, the Council expects individuals to select reasonably priced hotels. Maximum guidance rates will be reviewed annually. Upgrades, minibar use, in-room entertainment, alcoholic beverages and personal items will not be reimbursed, Itemised receipts are required.

3. Subsistence (Meals – new section)

Subsistence expenses (Meals and refreshments) may be claimed when council business prevents the individual from taking meals at home or the normal place of work. Maximum reimbursement allowances will be set by the Council and reviewed annually. Alcohol will not be reimbursed. Itemised VAT receipts are required.

4. Other Expenditure.

All other expenditure more than £10 must first be approved by the Clerk.

Claims more than £100 should also be authorised in advance by the Chairman unless already approved as part of a project budget.

Digital receipts are acceptable. Non-claimable items include; speeding or parking fines; gifts; personal entertainment; personal mobile phone charges (unless previously agreed); travel upgrades; and expenses incurred by partners, family members or companions.

5 Procedure for Reimbursement

To obtain reimbursement of expenses incurred, individuals should complete a Parish Council Expenses Claim Form, attach all relevant supporting receipts. Specific details should be provided to support all expense claims e.g. purpose of incurring expenditure, names of people entertained.

All claims should be made as soon as possible after the expenses have been incurred and submitted to the Clerk. Claims that are received six months after the date on which the expenditure was incurred will not be paid without the specific authorisation of the Parish Council.

The Clerk should examine critically all expense claims submitted for payment. Expenses will be reimbursed by Bank Transfer by the Clerk within fourteen days of receipt of a properly completed and supported Expenses Claim Form. Expenses will only be reimbursed if an original VAT Receipt is attached to the Claim Form where appropriate. Please note that credit card slips are not VAT Receipts.

Expenses will only be reimbursed if a valid VAT receipt (paper or digital) is provided. Scanned or photographed receipts are acceptable provided the VAT information is clearly legible.

Claimants are not permitted to authorise their own expenses, or the claims of others from which they may benefit.

All claims may be subject to internal audit. Supporting evidence must be retained for six financial years plus the current year.

6. Advances and Corporate cards – new section (if applicable)

The council does not provide cash advances unless approved by resolution

Where a council corporate payment card is issued, personal use is strictly prohibited. All transactions must be supported by receipts.

7. Environmental and Sustainability Considerations - New section

Where reasonably practicable, individuals should prioritise environmentally friendly modes of transport and avoid unnecessary travel. Carsharing is encouraged.

8. Review of the policy

This policy will be reviewed annually at the Annual Meeting of the Parish Council, or earlier if HMRC mileage rates or statutory requirements change.