BRENCHLEY AND MATFIELD PARISH COUNCIL
Matfield Pavilion, The Green, Matfield, Kent, TN12 7JU
Tel: 01892 723586 Web: www.brenchleyandmatfield-pc.gov.uk

Policy: Councillors' Expenses and claim form
Date adopted: 5 May 2026

Brenchley and Matfield Parish Council acknowledges that Councillors give their time voluntarily as public servants and notes that part of the expectation of the role is to travel to and attend events within the Parish, in the capacity of Parish Councillor. Councillors will not be reimbursed for travel within the parish.

Claims for reimbursement of travel costs by car or rail, including parking charges, to events outside the parish, will be paid following verification by the Clerk that they meet this policy. If Councillors are unsure if expenses can be claimed they should contact the Clerk in advance of the activity.

All claims for reimbursement of expenses other than travel must have received prior agreement for the specific expenditure, including ascertaining if it is in budget, from the Clerk. Where possible bookings for training and any purchases should be placed by Council staff to avoid the need for reimbursement to Councillors.

- Current HMRC mileage rates will be used in calculating the travel costs.
- Payment methods are by bank transfer only.
- Claims must be made within the financial year to which they apply.

Claim Form for Councillor Expenses Reimbursement

Name:	Date of claim

Mileage					
Date of travel	Journey (to/from)	Reason for travel (inc passengers)	Miles	Rate	Amount claimed

Other expenses including rail (please attach receipts/invoices for all items, showing VAT where applicable)			
Date of purchase	Item	Reason for purchase	Amount Claimed

Total Expenses claimed (for travel and any other items)	**£**

I confirm that the above expenses were incurred on Parish Council business and verified by the Clerk

Signed Cllr:	
Signed Clerk:	Date paid: