

Frome Town Council Constitution

Chapter 4b Staff Expenses Policy

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1. General principles

- The Council will repay staff, Cllrs and volunteers for reasonable costs spent on Council business.
- Submit claims as soon as possible, within 3 months or before the financial year ends (whichever comes first).
- Use:
 - Appendix 1 Staff, Cllr and Volunteer general expenses form - for general purchases (not including food, accommodation or travel costs)
 - Appendix 2 Staff, Cllrs and Volunteer travel and subsistence expenses form - for travel, mileage, parking and subsistence (please request an editable version)
- Line managers must check and approve claims before sending them to Finance.
- Receipts are required, but if missing, the manager can approve with explanation.

2. Training

There are two types of training:

Category A – Required for your role

- Appendix 3 For courses/training of £500 or more, course fees paid in full subject to an agreement form
- Travel and meals covered
- Reasonable paid time to attend and study

Category B – Optional training and/or personal development

- Considered case by case

3. Travel

Choose the most environmentally friendly option where possible:

1. Walk or cycle
2. Public transport (use standard class and book early)
3. Co-Wheels car
4. Hire car or your own vehicle (with manager approval)

Key rules:

- Use your own car only as a last resort and ensure it is insured, taxed and roadworthy. Note: Insurance – in order to use your own car you need to have provided FTC with a copy of your insurance policy confirming business cover for your use.
- Mileage is paid at HMRC rates (no receipts needed).

- Fines or penalties will not be reimbursed.
- Taxis should only be used if necessary and cost-effective, with receipts.

4. Overnight stays

- Accommodation is covered for approved work travel.
- Always book in advance and at the best rate.
- Consider location, travel time and transport costs.

5. Meals (Subsistence)

You can claim for meals if work stops you from eating as usual:

- Must provide receipts
- No alcohol will be reimbursed

Flat rates (HMRC):

- Over 5 hours: £5
- Over 10 hours: £10
- Over 15 hours: £25

(Usually only applies when working outside Frome, except in rare cases.)

6. Councillors

- Councillors can claim for approved training or conferences.
- Book through the HR Lead and Executive Assistant to the Town Clerk where possible.
- If booking themselves, submit a claim with receipts within the usual deadlines.

7. Volunteers

- Volunteers can claim expenses if agreed in advance by their manager.
- Claims must include receipts and be submitted within 3 months or year-end.

Key takeaway

Only claim reasonable, work-related costs, get approval where needed, and submit claims quickly with receipts.

Appendix 1 – Staff, Councillor and Volunteer General Expenses Form

Name	
Address	
Bank name	
Account number	
Sort code	

Note: Attach all receipts/bills to claim form no claim will be paid without proof of purchase

Receipt No.	Date	Brief description of expenses	Purpose of expenses	Claim		VAT for office use only		For office use only	

Signed:	Date:
Authorised by:	Date:

Appendix 3 For courses/training of £500 or more

I, *employee name*, agree that in return for the financial assistance granted to me to undertake *course name* at a cost of £.... in connection with my position as *job role* at Frome Town Council, I will :-

1. Complete the course of studies; and
2. Remain in the employment of Frome Town Council, throughout my course of studies and for a period of not less than two years from the date of notification of the result of the examination.

I further agree that if I do not fulfill the obligations at 1 and 2 above Frome Town Council has the right to recover such part of the financial assistance granted to me on a pro-rata basis, decreasing over the subsequent 2 year period, as it deems appropriate in the circumstances.

Termination of Employment	Portion of Course Fees Repayable
Up to 12 months after completion of course	100%
Between 12 months and 18 months after completion of course	75%
Between 18 months and 24 months after completion of course	50%
After 24 months after completion of course	Nil

I authorise Frome Town Council to recover any sums repayable by me by deduction from my salary or any other monies due to me.

I acknowledge that nothing in this undertaking shall affect the right of Frome Town Council to terminate my employment in accordance with my Contract of Employment.

Signed

Name

Dated