

Section 6(e) of the Terms of Reference states:

“The treasurer will draft, for PPSG approval, a protocol for volunteers’ claims and rates.”

Protocol for volunteers’ claims and rates

1. Members of the Parish Plan Steering Group (PPSG), in carrying out the work of reviewing the Parish Plan as defined in the Terms of Reference, have kindly undertaken to give their time freely and to absorb as far as possible out of pocket expenses involved.
2. However, recognising that there may be individual difficulties and/or unusual activity by some volunteers, a small budget is available for volunteers to claim reasonable actual expenses incurred during the course of this volunteering, such as postage, stationery, telephone and travel.
3. In addition, the cost of actual purchases made by volunteers on behalf of the PPSG will be reimbursed from the relevant budget head.
4. The PPSG must apply a robust approach to financial management as its activities are funded from the public purse. Therefore, the following conditions will apply to all claims:
 - a. Receipts or other forms of proof must be provided with each signed claim.
 - b. Mileage will be paid at 40p per mile (HMRC threshold).
 - c. Where a purchase is made on behalf of the PPSG, it must first have the approval of the PPSG in consultation with the Treasurer.

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