

UPLYME PARISH COUNCIL – Payment of telephone expenses to Clerk

This policy was approved by the Council at its Meeting held on 13th April 2011.

Background: The current Clerk, Lois Wakeman, now uses a fixed-price call package. She cannot therefore produce an itemised list of call costs as she has in the past to support her expenses. Under HMRC rules, up to £3/week can be paid to defer general expenses of working from home without the requirement for either documentation or tax to be paid. Lois estimates that her former usage averaged just over £3/month, although call costs are expected to rise soon.

Policy: The Clerk will be paid a £3.50/month 'working from home' allowance to cover her telephone costs.

Policy to be reviewed on appointment of new Clerk.

UPLYME PARISH COUNCIL – Use of internet banking by Clerk

This policy was approved by the Council at its Meeting held on 13th April 2011.

Background: HSBC internet banking can be operated with zero payment limits, which prevents any payments or transfers being made, but allows authorised users to check balances and recent transactions online. Only signatories on the account may officially be given the security device that allows access.

The Clerk would benefit from day-to-day access but is not allowed to be a signatory.

The bank has suggested a way around this, with councillors being authorised users, and lending the security device to the Clerk for routine use.

Policy: Zero-limit internet banking will be set up with at least two councillors as authorised users, and they are authorised to lend the current Clerk, Lois Wakeman, the security device.

Policy to be reviewed on appointment of new Clerk.