



# Heybridge Parish Council

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## General Office Expense Policy

### 1. Introduction

This policy relates specifically to the procurement of goods and services for the general office.

The general office is the admin centre for the Parish Council located in Plantation Hall. Goods and services required for the general office and for the management of Council property generally are obtained by Council staff as required. Such expenses are obtained according to the terms of reference of Council staff.

### 2. General Office Expenses

The procurement of general office supplies and services include but are not limited to:-

- All stationery and admin expenses
- Printer consumables
- Reference books for the Clerk and Councillors
- Internet
- Postage
- PAT machine supplies
- Computer maintenance
- Petty Cash for both the Clerk and Finance Contractor
- Odd supplies required for minor maintenance projects
- Council refreshments
- Occasional caretaking and cleaning supplies

### 3. Status

This policy is to be considered for adoption by full Council on 17<sup>th</sup> December 2015. This policy will be reviewed annually. Adopted 17<sup>th</sup> December 2015.

Reviewed May 2016.

Dec 2015

Clerk