

# Silverstone Parish Council - Meeting Report Proforma

## Document Overview

<b>Subject</b>	Reimbursement of Clerk Expenses
<b>Date</b>	28/02/2025
<b>Councillor or Clerk Proposing</b>	Clerk
<b>Meeting Date</b>	10 <sup>th</sup> March 2025
<b>Agenda Reference</b>	Item 14
<b>Purpose</b>	<input type="checkbox"/> To Note <input type="checkbox"/> To Discuss <input checked="" type="checkbox"/> To Resolve

## Travel Expenses:

Date	Type of Journey	Reason for Journey	Total Mileage (45p per mile)	Total Claim
13/01/2025	Car	Meeting with Alan Burns From WNC	8	£3.60
27/02/2025	Car	Return archive docs to County Archives	26	£11.70

**Total Travel Expense Claim: £15.30**

## Other Expenses:

Date	Type of Expense	Reason for Expense	Total Spend
21/01/2025	Stationary	Minotaur service cabinet key for Parish notice board	£2.98
23/01/2025	Stationary	Envelopes	£2.89
23/01/2025	Postage	Stamp for letter to HMRC	£0.85
29/01/2025	Postage	Special delivery to payroll company	£8.35
17/02/2025	Stationary	Printing paper & laminating sheets	£8.98
18/02/2025	Stationary	Archive tape inc. p&p	£13.20

**Total Other Expenses: £37.25**

**Total Overall Expenses Claim: £52.55**