

**POLICY FOR PAYMENT OF EXPENSES AND FEES TO TRUSTEES AND COMMITTEE MEMBERS**

Purpose: this Policy provides for Trustees and Committee members of the Friends of Penlee House Gallery and Museum to be reimbursed reasonable expenses properly incurred on behalf of the Friends in accordance with para 8(e) of the Constitution.

1. In approving the payment of expenses, the Treasurer and Chair will bear in mind para 13(i) of the Constitution: *All funds raised by the Society, after reasonable administrative expenses, shall normally be used to contribute to the purchase of pictures and artefacts for Penlee House or the support of exhibitions and educational activities therein as from time to time determined by the Committee.*
2. Travel and subsistence expenses: no payment will be made for attendance at functions and events organised by the Friends or for other events where attendance is voluntary. Payment will be made only for attendance at external events or functions where the person concerned has been asked to represent the Friends.
3. Travel and necessary subsistence expenses will be reimbursed according to the scheme and the rates set by Penzance Town Council. Receipts must be produced when claims are made. Necessary car parking charges will be reimbursed on production of a receipt but members are encouraged to use the most environmentally friendly mode of travel where practicable.
4. Other reasonable administrative expenses incurred by Trustees or Committee members will be reimbursed on production of receipts.
5. Expenditure should not be incurred without the prior approval of the Treasurer, and if appropriate (for example acting as a representative of the Friends) of the Chair.
6. Expenses should be claimed promptly and will be reimbursed by electronic payment.
7. Trustee indemnity insurance cover will be purchased by the charity in accordance with clause 8) of the Constitution.

8. Trustees or committee members will not normally be paid for work undertaken on behalf of the charity. A trustee or committee may exceptionally be paid a fee for a specific activity or service. Such a payment must be approved by the Chair and Treasurer and the trustee or committee member concerned must not be involved in any discussion or decision-making concerning such a payment.

*Approved by the Trustees 4 October 2023*