

### **POLICY FOR PAYMENT OF EXPENSES AND FEES TO TRUSTEES**

Purpose: this Policy provides for Trustees of the Friends of Penlee House Gallery & Museum (“Charity”) to be reimbursed reasonable expenses properly incurred on behalf of the Charity in accordance with para 5.1(a) of the Constitution.

1. Travel and subsistence expenses: no payment will be made for attendance at functions and events organised by the Charity 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 Charity.
2. 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 Trustees are encouraged to use the most environmentally friendly mode of travel where practicable.
3. Other reasonable administrative expenses incurred by Trustees will be reimbursed on production of receipts.
4. Expenses should not be incurred without, where reasonably possible, the prior approval of the Treasurer, and if above £100, the Treasurer and the Chair acting jointly, provided that no person can approve their own expenses and where necessary the Secretary shall act.
5. Expenses should be claimed promptly and will be reimbursed by electronic payment.
6. Trustee indemnity insurance cover will be purchased by the charity in accordance with para 5.1(b) of the Constitution.
7. Trustees will only be paid for work undertaken on behalf of the Charity if undertaken in strict compliance with para 6(2) of the Constitution. Any invoice for services submitted by the Trustee must be approved by the Chair and Treasurer acting jointly, provided that no Trustee can approve their own invoice for services, and where necessary the Secretary shall act.

*Approved by the Trustees 25<sup>th</sup> March 2026*