



MAYORAL ALLOWANCE POLICY

Date Adopted:	10 June 2025
Meeting:	Finance and General Purpose Committee
Next review date:	June 2027
Supersedes:	Mayoral Allowance Policy 2022

1. Introduction

- 1.1 Each May, the Town Council elect the Mayor for the ensuing year. The job will entail increased responsibility for the Mayor representing the town at various events throughout the local area. As a result, it is likely that there will be increased expenditure and to defray these extra costs a budget is allocated and will be reviewed annually as part of the Council budget procedure. If the Mayor's allowance is not fully spent by the end of the financial year the remainder of the fund will revert to the general reserves.

2. Permitted expenditure

- 2.1 Section 15(5) of the Local Government Act (LGA) provides for town and parish councils to pay its Mayor for the purposes of enabling them to meet the expenses of their office such allowance as the council think reasonable.

Provisions made for the Mayor's Allowance in the LGA do not extend to the Deputy Mayor, who would be treated the same as any other councillor. However, it is acknowledged that the Deputy Mayor is likely to incur costs associated with officially representing the Mayor in his/her absence and in this case he/she will be entitled to claim expenses. Relevant incurred costs may include items such as:

- a. Milage to and from events
- b. Tickets for events
- c. Raffle and draw tickets
- d. Donations to charities (up to £50)
- e. Reasonable clothing allowance for Civic events
- f. Additional telephone, printing, stationary expenses
- g. Telephone expenses
- h. To entertain guests in the name of the council or locality

3. Non-permitted use

- 3.1 The following is not a permitted of Mayor's allowance:
- a. Gifts of money or goods other than to charities. Please note any requests for contributions to groups and charities outside of fundraising activities must be considered through the grants process
 - b. Parking fines
 - c. Social events internal to the Council unless agreed by Committee

4. Options for issue of Mayor's allowance

- 4.1 The Mayor may opt for either of the following two options in utilising the Mayor's allowance:
- a) The Mayor may claim disbursements as they arise against the allocated budget code. This may be in the format of expense claims (accompanied by receipts*) against expenditure incurred by the Mayor, or it may be in the format of asking Officers to place orders on behalf of the Mayor, with invoices to be settled against the Mayoral Allowance budget code.
 - b) The Mayor may choose to receive their annual allowance paid to them in four instalments (June, September, December and March) via PAYE. The fourth instalment will be adjusted to account for any expenditure through the year that falls within the scope of the allowance. If the Mayor vacates the position within the year, the Mayoral Allowance will be calculated pro-rata. If this option is chosen, there is no requirement to report on expenditure nor provide receipts.
- 4.2 Each May the Mayor must indicate in writing to the Chief Executive which of the two methods above they wish to choose for the year ahead.

5. Reporting and monitoring procedures

- 5.1 The authorisation of expense claims, placing of orders, or actioning of Payroll, is delegated to the Chief Executive within the agreed budget for the Chairman's Allowance.
- 5.3 Where option a) above is chosen, in the final year of the Chairman's term, all expense claims must be submitted for settlement in by the end of May when the preceding Mayor's allowance will be closed.

* or a signed statement for petty cash records in relation to donations, or other such items, where receipts cannot reasonably be obtained.