

MAYORS ALLOWANCE SCHEME

Reference	SNTC/FI005	Adopted by	FULL COUNCIL
Prepared by	C Robson (Town Clerk)	Adopted date	25 October 2022
Monitored by	RFO	Minute reference	TC-98-22-23
Monitoring Review	Every four years	Review date	October 2026

1. INTRODUCTION

- 1.1 The Town Council does not pay an allowance to councillors generally. However, like most local councils of its size, St Neots Town Council has traditionally made provision in the budget each year for a Mayor's allowance, to be used at the Mayor's discretion.
- 1.2 The Mayor's allowance, exists to help defray the cost to the Mayor whilst undertaking their duties for the civic year. St Neots Town Council is committed to accountability and transparency in respect of all expenditure, including the Mayor's allowance.

2. BACKGROUND

- 2.1 Each May, the Town Council elects the Mayor for the ensuing year. The role will entail increased responsibility for the Mayor representing the town at various events throughout the County. During their period of office, the Mayor puts in long hours representing the Council, supporting the community and often raising money for nominated charities. The Mayor has to transport themselves to functions not only within the Town, but across the County.
- 2.2 As a result, it is a 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.

3. PERMITTED EXPENDITURE

- 3.1 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'**.
- 3.2 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 their absence and in this case, they will be entitled to claim expenses from the Mayor's allowance; with prior agreement from the Town Clerk.
- 3.3 The Allowance is expected to defray the cost associated with the office of mayor such as;
 - Milage to and from events

- Tickets for events
- Raffle/draw tickets
- Donations to charity stalls or event to a maximum of £50.
- Reasonable clothing allowance for civic events
- Telephone, stationery and printing.
- To entertain guests in the name of the council or locality

3.4 It is recognised that the Mayor may be accompanied to many formal engagements by their spouse or partner and reasonable expenditure under the above headings represents legitimate expenditure for them also.

3.5 If exceptionally, the Mayor's Allowance is fully spent during the year of office, the Mayor can seek reimbursement of any excess expenditure from the Finance & Governance Committee.

4. NOT PERMITTED EXPENDITURE

4.1 The following is not a permitted of Mayor's allowance:

- 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
- Parking fines
- Social events internal to the Council unless agreed by Committee

5. PAYMENT OF ALLOWANCE

5.1 The Allowance will be administered as follows:-

- Direct payments can be made for items such as tickets, room hire and small tokens on authorisation from the Mayor.
- The Mayor may claim back expenses incurred via a quarterly expense form on providing receipts or a signed statement where possible.
- The Mayor may be reimbursed for travel expenses, with mileage claims at the appropriate rate.
- Any remaining allowance at the end of the Mayoral Year, will be paid as a lump sum through PAYE or the Mayor may authorise it to be donated to a local charity of their choice.

6. REPORTING AND MONITORING PROCEDURES

6.1 The authorisation of expense claims, placing of orders, or actioning of Payroll, is delegated to the Clerk and RFO within the agreed budget for the Chairman's Allowance.