



MAYORAL ALLOWANCE POLICY

Mayor's Allowance 2022/2023 & 2023/2024

£ 2,514.00

The Mayoral Allowance is expected to defray the cost associated with the office of Mayor such as:

- Mileage to and from events
- Tickets for events
- Raffle/draw tickets
- Donations to charity stalls, etc.
- Reasonable clothing allowance for civic events
- Telephone, stationery and printing
- Reasonable expenditure required for performing the Mayor's duties in service of the City

Provisions made for the Mayor's allowance in the Local Government Act 1972 do not extend to the Deputy Mayor, who is treated the same as all other councillors. However, it is acknowledged that the Deputy Mayor is likely to incur costs associated with officially substituting for the Mayor in his/her absence. It is therefore reasonable that any legitimate out-of-pocket expenses incurred by the Deputy Mayor while deputising for the Mayor be payable out of the Mayor's Allowance, up to 10% of the overall mayoral allowance budget.

Annually the Council have the opportunity to provide funds for a Mayoral Allowance within the normal budgeting cycle (LGA 1972 s 15(5)).

The Mayoral Allowance is intended to facilitate the execution of the Mayoral role, irrespective of personal economic circumstances.

The allowance shall cover expenditure that is wholly and necessarily incurred for the purpose of the Mayoral role.

Where expenditure is incurred by the Mayor, receipts should be retained (excluding donations and categories of expenditure specifically authorised).

Following the acceptance and authorisation of an expenses statement of expenditure from the Mayor of the sums spent, a cheque will be issued to cover the amount of the receipts and allowable expenditure included.

Should any residual allowance be unspent at the end of the Mayoral term it will be taken back into the Council's overall budget.

The Mayor will be personally liable for any tax liabilities incurred following receipts from the Mayoral allowance, if applicable.

This policy will be reviewed on an annual basis.

Reviewed and approved on the 22nd May 2023

Signed

Cllr Chris Phillips - Chairman of the Council