

CONGLETON TOWN COUNCIL
MAYOR'S ALLOWANCE SCHEME POLICY

Current Allowance
Town Mayor £ 3000.00

No allowance will be paid to the Deputy Mayor, but they will be entitled to claim expenses.

Mayors' allowances are covered by the Local Government Act 1972, sections 15(5) and 35(5). They are to provide recompense for appropriate clothing (which would not otherwise have been necessary), transport, contribution towards telephone, small tokens such as flowers, donations to charities, tickets to functions etc. There is no requirement for strict accounting for the spend, but a general report to Council on activity suffices. The allowance is not exempt from income tax and therefore the way it is managed is important.

The Allowance will be reviewed annually as part of the Budget process.

The Allowance must be declared for tax purposes.

There will be no additional allowance paid over and above the £3,000

The Town Mayor's allowance is to be used for the following items and any remainder to be used as the Town Mayor wishes.

Specifically:

General items may include:

- a) Clothing
- b) Consort's clothing
- c) Donations to charities
- d) Collections
- e) Personal hospitality (including lunches and dinners)
- f) One-off events held by the Mayor
- g) Tickets to events
- h) Child minding

It should be noted that the purchase of the above items would not necessarily qualify towards the allowance for tax-deductible purposes; it merely suggests that the items relate to maintaining the dignity of the office. The Mayor's allowance is a taxable benefit and Mayors are advised to keep track of their expenses to offset against a potential tax liability.

The Town Council's budget contains provision for certain civic events including Remembrance Sunday, Civic Sunday, Mayor Making and receiving Civic visitors. Managing

this budget is the responsibility of council officers and any purchase orders can only be raised by officers.

It is important for the Mayor to have an awareness of this budget as once the budget level has been reached, no payments can be made, or further orders placed by Council Officers. Any expenditure on anything other than the events mentioned above would need to be approved by Council and ideally planned well in advance to enable a budget to be approved.

Mayor’s Ball & Other Charity Fund raising events.

All costs including postage (but not letter headings) and income are dealt with through the Mayor’s Charity Account and separate Mayors Charity Bank Accounts. The Town Council holds two Mayor’s Charity Bank Accounts – one for the current Mayor and one for the outgoing Mayor. These are separate bank accounts held with the Royal Bank of Scotland. The bank accounts are outside of the scope of VAT, meaning that VAT does not need to be added to ticket prices, but also that VAT cannot be reclaimed on purchases. The Council also have a separate cost centre in the accounts for all Mayor Finance activities.

Expenses for the Mayor’s Ball: Room hire, postage, entertainment and refreshments are from to be made through the Mayors Cost Centre Accounts expenditure nominal code and all expenses are to be covered by income received from ticket sales, any remaining balance remain in the account and can be used for end of year donations.)

Policy to be used alongside the Civic Protocol Policy. (Section 11)

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