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## MAYORS ALLOWANCE POLICY

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## WARE TOWN COUNCIL



### What's in the Policy:

Details the Mayoral allowance that is intended to facilitate the execution of the Mayoral role.

For more information please contact:

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Adopted  
19<sup>th</sup> October 2015

Review  
January 2021

1. Annually the council can provide funds for a Mayoral Allowance within the normal budgeting cycle (LGA 1972 s 15(5)).
2. The Mayoral Allowance is intended to facilitate the execution of the Mayoral role irrespective of personal economic circumstances.
3. The allowance shall cover expenditure that is wholly and necessarily incurred for the purpose of the mayoral role.
4. Where expenditure is incurred by the Town Mayor receipts should be retained (excluding donations and categories of expenditure specifically authorised).
5. Following the acceptance and authorisation of an expenses statement of expenditure from the Town Mayor or Town Mayors secretary of the sums spent, a cheque will be issued from the Town Council Account to cover the amount of the receipts and allowable expenditure included.
6. Should any residual allowance be unspent at the end of the Mayoral term it should be remain with the Town Council.
7. Any assets (excluding clothing) purchased by the Mayor using the Mayoral Allowance with a useful life and face value beyond the mayoral term will be returned to the Town Council for use by the subsequent Mayor.
8. The Mayor will be personally liable for any tax liabilities incurred following receipts from the Mayoral allowance.
9. This policy will apply for expenditure incurred by the Deputy Mayor when deputising for the Mayor.
10. *The Town Mayor's Allowance is used for the following, including all associated expenses:*
  1. ***Reimbursement of monthly expenses incurred in carrying out Mayoral Duties.***
  2. **Civic Service**
    - (a) Refreshments
    - (b) Venue hire if applicable
    - (c) Donation

**3. Annual Meeting Council Meeting**

- (a) Refreshments

**4. Remembrance Sunday**

- (a) Wreath
- (b) Donation

**5. Christmas**

- (a) Christmas cards
- (b) Refreshments for December Council meeting

**6. Civic Dinner and other events for Mayor's Charity(ies)**

- (a) Cost of tickets for the Town Mayor and consort.
- (b) Any gifts presented.
- (c) Drinks for invited guests, eg Mayors of Twin Towns.

**7. Attendance at events**

- (a) Tickets
- (b) Donations
- (c) Donations to charities without attending events

It is usual for the Town Mayor to donate to the charitable events he/she attends. This would cover the cost of participation in the event. For example, if the Town Mayor and consort are given complimentary tickets to an event, the donation should at least cover the cost of the tickets.

The cost of the events organised 'in house' will be billed to the Town Mayor's allowance budget as and when the expenditure is incurred.

**8. Travel whilst representing the Council**

Public transport and mileage costs.

**9. Administrative costs at home** (should be detailed on 'monthly expenses' sheet)

(a) Telephone calls

(b) Internet charges

(c) Printing, paper etc.

**To comply with Accounts and Audit Regulations, detailed accounts will be required at the end of the Mayoral year. These are not to be presented to Council, but form part of the accounts submitted for audit each year.**

Review Summary:

Date	Update
19 <sup>th</sup> October 2015	Adopted

