



BRIDGNORTH TOWN COUNCIL

Ros Williams

5th January 2023

Mayoral Allowance Protocol

Background

The Chair is elected by members of the Council at the commencement of the Annual Council meeting in accordance with the Local Government Act (LGA) 1972 section 15 (1) (2) and is entitled to be called Town Mayor. They are the elected figure head of the Council and the civic representative of the town.

Section 15 (5) of the Local Government Act 1972 provides for town and parish councils to pay the chair 'for the purposes of enabling him to meet the expenses of his office such allowance as the council think reasonable'.

Each May, the Town Council elects the Mayor for the coming year. This position entails increased responsibility as the Mayor represents The Town at various events throughout the County. As a result, there is increased expenditure and to defray these extra costs a budget is allocated.

General Principles

1. Neither the Mayor personally nor their family, friends or close associates (or any organisations with which they are connected) may benefit from use of the Mayoral annual allowance.
2. The allowance is to cover all reasonable and legitimate expenses and it is the intention of the Council that anyone holding the position of Mayor should not be 'out of pocket' from carry out their Mayoral duties.
3. The annual allowance will be agreed annually at the precept meeting of full council.
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.

Permitted expenditure

The Local Government Act does not stipulate the type or category of expenditure for which the Mayor may use the Civic Allowance. However, it is commonly described as recompense for the expenses of maintaining the dignity of the office. Furthermore, general items include:

- Mileage to and from events
- Tickets for events
- Hospitality
- Providing support to Mayoral/civic events (eg raffle prizes)
- Donations at events
- Donations to charities
- Reasonable clothing allowance for Civic events
- Additional telephone, stationery and printing

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 in law as all other Town Councillors. However, it is acknowledged that the Deputy Mayor is likely to incur costs associated with officially representing



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Mayor in his/her absence. As such, the Mayor is advised to reimburse any legitimate out-of-pocket expenses incurred by the Deputy Mayor while deputising for the Mayor, out of the Mayor's Allowance.

Payment of Allowance

The Allowance will be subject to the usual tax and national insurance deductions if it is paid as a round sum allowance to ensure HMRC regulations are adhered to. The payment of the Allowance will be made through the payroll system ensuring that any deductions and contributions due to HMRC are collected through PAYE.

Alternatively, 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 on providing receipts where possible. Where it is not possible to provide receipts, signed written details must be provided by the Mayor to substantiate the expenditure. All claims are to be made promptly to the Town Clerk (within 2 months of expenditure)