



THORNBURY TOWN COUNCIL

Mayoral Allowance Policy

1. Introduction

- 1.1 The Council sets aside a budget for Mayoral expenses each year. All Mayoral spending will be limited to the agreed budget over the course of the financial year. Any surplus at the end of the financial year will not be carried forward.

2. Permitted expenditure

- 2.1 The Mayoral allowance is to defray reasonable costs in order that the office holder is not out of pocket for fulfilling the role of Mayor. Relevant incurred costs may include items such as:

- a. Milage to and from events
- b. Tickets for events
- c. Raffle and draw tickets
- d. Donations to charities (up to £50)
- e. Reasonable clothing allowance for Civic events
- f. Additional telephone, printing, stationary expenses
- g. Telephone expenses
- h. To entertain guests in the name of the council or locality

3. Non-permitted use

- 3.1 The following is not a permitted of Mayor's allowance:
- a. 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
 - b. Parking fines
 - c. Social events internal to the Council unless agreed by Committee

4. Options for issue of Mayor's allowance

- 4.1 The Mayor may opt for either of the following two options in utilising the Mayor's allowance:
- a) The Mayor may claim disbursements as they arise against the allocated budget code. This may be in the format of expense claims (accompanied by receipts*) against expenditure incurred by the Mayor, or it may be in the format of asking Officers to place orders on behalf of the Mayor, with invoices to be settled against the Mayoral Allowance budget code.
 - b) The Mayor may choose to receive their annual allowance paid to them in four equal instalments (June, September, December and March) via PAYE. If the Mayor vacates the position within the year, the Mayoral Allowance will be calculated pro-rata. If this option is chosen, there is no requirement to report on expenditure nor provide receipts.
- 4.2 Each May the Mayor must indicate in writing to the Clerk which of the two methods above they wish to choose for the year ahead.

5. Reporting and monitoring procedures

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

- 5.3 Where option a) above is chosen, in the final year of the Chairman's term, all expense claims must be submitted for settlement in by the end of May when the preceding Mayor's allowance will be closed.

*or a signed statement for petty cash records in relation to donations, or other such items, where receipts cannot reasonably be obtained.