



**GILLINGHAM TOWN COUNCIL**  
The Town Hall, School Road, Gillingham, Dorset SP8 4QR

## **Mayor's Allowance Policy**

Gillingham Town Council is committed to accountability and transparency in respect of all expenditure, including the Mayor's Allowance.

### **1. Permitted Expenditure**

Section 15(5) of the Local Government Act (LGA) provides for town and parish councils to pay its mayor 'for the purposes of enabling them to meet the expenses of the office such allowance as the council think reasonable'. Provisions made for the Mayor's Allowance in the LGA do not extend to the deputy mayor, who would be treated the same as any other councillor. However, it is acknowledged that the deputy mayor is likely to incur costs associated with officially representing the mayor in their absence and in this case, will be entitled to claim expenses.

### **2. Background**

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 event. 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. As a result of these costs a Mayoral Allowance is allocated each year within the Town Council's budget.

### **3. Hospitality**

Limited hospitality and administration costs at Council events such as Civic Days, Mayor Making, Civic Carol Services, Remembrance Sunday, Freedom events will be paid directly from the Civic Responsibilities Budget, as will the postage for invitations and Christmas cards.

Mayors traditionally hold events, to raise money for charity. If the Council decide it is appropriate, costs and income can be dealt with through a Mayor's Charity part of the accounts. Any up-front expenses could then be taken from the Mayor's Allowance or Charity money already raised and reimbursed from income for the event as it comes in. If ticket sales and other income streams do not exceed costs the event must be cancelled.

### **4. Permitted Expenditure**

The Mayor's Allowance is used for the following, including all associated expenses:

- Mileage to and from events outside the Gillingham ward,
- Tickets for events where an invitation has been received.
- Raffle/draw tickets

- Donations to charity stalls, etc.
- Clothing allowance for civic events not to exceed £500.
- Flower bouquets e.g Golden Wedding anniversary, 100<sup>th</sup> birthday
- Gifts presented on behalf of The Town Council
- The Mayor's Christmas cards,

## **5. Allowance Administration**

- 5.1 Expenditure should be in accordance with the Council's Financial Regulations.
- 5.2 Where expenditure is incurred by the Mayor receipts should be retained (excluding donations and categories of expenditure specifically authorised).
- 5.3 Following the acceptance and authorisation of an expenses claim form from the mayor or mayor's secretary, payment will be issued from the Town Council account to cover the amount of receipts and allowable expenditure included.
- 5.4 Should any residual expenditure be unspent at the end of the Mayoral term it should remain with the Town Council.
- 5.5 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 subsequent Mayors.
- 5.6 The Mayor will be personally liable for any tax liabilities incurred following receipts from the Mayoral Allowance.
- 5.7 This policy will apply to the Deputy Mayor, when deputising for the Mayor.
- 5.8 To comply with Accounts and Audit Regulations, detailed accounts will be required at the end of the Mayoral year. These are not presented to Council, but form part of the accounts submitted for audit each year.

## **6. Review**

Mayor's Allowance Policy was presented to the Finance and Policy Committee at the meeting held on 17<sup>th</sup> July 2023, for approval and adoption Minute no. 560f and ratified at the Full Council meeting on 24<sup>th</sup> July 2023.

This policy will be reviewed by the Finance and Policy Committee biennially or when there are changes to legislation, whichever is the sooner.

Signed by: (The Mayor of Gillingham)

Date: