



# Ross-on-Wye Town Council

## Mayor's Allowance

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### Statement of Policy

Ross-on-Wye Town Council is committed to accountability and transparency in respect of all expenditure, including the Mayor's allowance.

### 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 events throughout the County. As a result, there is increased expenditure and to defray these extra costs a budget is allocated.

### 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 him to meet the expenses of his 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 his/her absence and in this case he/she will be entitled to claim expenses.

The Allowance is expected to defray the cost associated with the office of mayor such as;

- Mileage to and from events
- Tickets for events
- Raffle/draw tickets
- Donations to charity stalls, etc.
- Reasonable clothing allowance for civic events
- Telephone, stationery and printing

It is recognised that the Mayor may be accompanied to many formal engagements by his/her spouse or partner and reasonable expenditure under the above headings represents legitimate expenditure for him/her also.

The Allowance paid under section 15(5) of the LGA 1972 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 in two instalments through the payroll system ensuring that any deductions and contributions due to HMRC are collected through PAYE. It will be the responsibility of the mayor to make a claim for any expenses that are incurred which are tax deductible.

If exceptionally, the Mayor's Allowance is fully spent during the year of office, the Mayor can seek reimbursement of any excess expenditure from the Finance & Personnel Committee.

*Adopted by Policy & Management Committee, January 2019*