

## **Introduction**

The Mayoral allowance is covered by the Local Government Act 1972, sections 15(5) and 35(5) and provides for town and parish councils to recompense for appropriate clothing (which would not otherwise have been necessary), transport, contribution towards telephone, small tokens such as flowers, donations to charities, tickets to functions etc.

Provision made for the Mayor's Allowance in the LGA does 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 would therefore be entitled to claim expenses.

The Civic Budgets, including the Mayoral Allowance are reviewed annually as part of the Council's budget procedure.

## **Administration of the Mayoral Allowance**

The Mayor's Allowance is expected to fund expenses incurred in carrying out Mayoral duties, and is used for the following:

- Tickets for events, for the Mayor and Consort.
- Raffle/draw tickets (any prizes will become the property of the Town Council)
- Donations to charity stalls, etc.
- Reasonable clothing allowance for civic events, including clothing for the Mayor's Consort.
- Travel expenses.
- Reasonable stationery and printing costs.
- Costs incurred in the process of raising money for the Mayor's Chosen Charity(s), including event costs and purchasing raffle prizes.
- Reasonable expenditure required for performing the Mayor's duties in service of the Town.

There is no requirement for strict accounting for the spend, but as Daventry Town Council is committed to accountability and transparency regarding all expenditure, including the Mayor's Allowance, it is expected that where possible receipts will be submitted to support the expenditure and a report to substantiate the expenditure will be provided

The allowance is not exempt from income tax and therefore the way it is managed is important. There are two options to ensure that the allowance is administered correctly.

The Allowance will be administered as follows: -

- Direct payments may 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.
- Any remaining allowance at the end of the Mayoral Year will be returned to the general reserves