

## Policy and Resources Committee

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| <b>Date:</b>                  | <b>13 May 2014</b>  |
| <b>Title:</b>                 | <b>Civic Allowance</b>  |
| <b>Purpose of the Report:</b> | <b>To agree an allowance for expenses incurred during the civic year.</b> |
| <b>Contact Officer:</b>       | <b>Helen Stewart, Town Clerk</b>  |

### Background

The Local Government Act 1972 allows for the Town Mayor to be paid an allowance to meet the expenses of his/her office. The amount is determined by the Council as part of its annual budget setting.

Whilst representing the town the following list is legitimate expenditure for which there is reimbursement:

- Mileage to and from events or taxi fares
- 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 or her spouse or partner. Reasonable expenditure under the above headings in respect of the Mayor's spouse or partner represents legitimate expenditure.

It is expected that where possible receipts will support expenditure. Where it is not possible to provide receipts, vouchers will be completed and submitted. Any allowable expenses incurred by the Deputy Mayor while deputising for the Mayor may be payable out of the allowance subject to the Mayor's agreement.

If the allowance is not fully spent by the end of the Mayor's term of office, the Mayor may either return the balance to the Council or contribute the balance to the Mayor's nominated charity.

### Allowance

An allowance of £2000 has been made in the budget estimates for 2014-15 with an additional £600 for expenditure attributed to the civic reception.

**Risk Assessment**

A lack of sufficient funds to meet expenses incurred whilst serving as Mayor may deter councillors from standing which could result in not having a Town Mayor.

**Legal Powers:**

The Local Government Act 1972

**Recommendation that:**

- i) The allowance of £2000 to cover expenses associated with civic duties be provided to the incoming Mayor.*