Flitwick Town Council
Town Mayor's Allowance Policy

Statement of Policy

Flitwick Town Council is committed to accountability and transparency regarding 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 with the Mayor representing Flitwick at various events throughout the County, hosting their own civic events and raising money for the Town Mayor's Chosen Charities. Each year, a budget is allocated to cover legitimate expenses incurred, which is known as the Mayor's Allowance.

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 their absence. In this case, they will be entitled to claim expenses.

It is recognised that the Mayor may be accompanied to many formal engagements by their spouse or partner.

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

- Travel Costs to and from events.
- Tickets for events, Town Mayor, and consort.
- Any gifts presented.
- Raffle/draw tickets (any prizes will become the property of the Town Council).
- Donations to charity, with or without attending events.
- Costs incurred in the process of raising money for the Mayor's Chosen Charities, including event costs and purchasing raffle prizes.
- Civic entertainment and refreshments, strictly limited to occasions where either external guests or residents are present.
- Reasonable clothing allowance for civic events, including clothing for the Mayor's Consort.
- Reasonable telephone, stationery, IT and printing costs.

Reasonable expenditure under the above headings represents legitimate expenditure, and the Mayor will be reimbursed on providing receipts where possible.

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 lump sum allowance to ensure HMRC regulations are adhered to.

Flitwick Town Council has **RESOLVED** not to pay the Mayoral Allowance as a round lump sum. Any residual allowance unspent at the end of the Mayoral term will be returned to the general reserves.

If exceptionally, the Mayor's Allowance is entirely spent during the year of office, the Mayor may seek reimbursement of any excess expenditure from the Council.