



BOGNOR REGIS TOWN COUNCIL MAYOR'S ALLOWANCE SCHEME

Adopted by the Council at its Meeting held on 13th July 2015

BOGNOR REGIS TOWN COUNCIL

MAYOR'S ALLOWANCE SCHEME

The Mayor is elected by Council and holds office for a civic year, having often been the Deputy Mayor, in the previous year. The Mayor is the statutory chairman of council and the civic leader. The office brings political neutrality to Council meetings, as well as promoting the Council and its role by supporting all aspects of community life.

During his or her period of office, the Mayor puts in long hours representing the Council and raising money for nominated charities. The Mayor has to transport him/herself to functions not only within the Town, but across the County. Limited secretarial support is available from the office.

Like most local councils of this size, Bognor Regis Town Council has traditionally given a Mayor's allowance, which is set out in the Budget each year.

Mayors' allowances are covered by the Local Government Act 1972, (LGA) sections 15(5) and 35(5). They are to provide recompense for appropriate clothing, transport, contribution towards telephone, small tokens such as flowers, donations to charities, tickets to functions etc. There is no requirement for strict accounting for the spend, but a general report on activity suffices. The allowance is not exempt from income tax and therefore the way it is managed is important.

Limited hospitality and administration costs at Council events such as the Civic Service, Annual Council Reception and Annual Town Electors meeting would be paid directly from the Civic Fund budget, as would the postage for invitations and Christmas cards.

Mayors traditionally hold events, such as a Mayor's Ball, to raise money for charity. Both costs and income are dealt with through the Mayor's charity part of the accounts. Funds raised by the Mayor are paid into the account and a total cheque is paid to the charity usually at the end of the civic year.

The total allowance for 2015-2016 is £3,000.00 made up of £2,500 plus £500 extra allowance in this year to ensure adequate provision is available for funding items/events which are not covered within the LGA. £2,500 will be paid out in quarterly instalments of £625.00 per quarter with any balance of the £500 remaining paid to the Town Mayor at the end of their term of office.

If the allowance is not paid through PAYE, the Mayor must be advised in writing of the requirement to declare it for income tax purposes. The Mayor may keep records to help to reduce any tax liability as the following will not be subject to tax:

- Expenses incurred on providing receipts where possible
- Reimbursement for travel expenses, with mileage claims at the appropriate rate.