



BOGNOR REGIS TOWN COUNCIL MAYOR'S ALLOWANCE SCHEME

Adopted by the Council at its Meeting held on 7th March 2022

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 annual allowance is £3,000.00 made up of £2,500 plus £500 extra allowance in each 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 monthly instalments of £208 per month for 11 months with the balance of £212 paid in month 12. Any balance of the £500 remaining will be paid to the Town Mayor at the end of their term of office in May.

In view of tax law this allowance is paid through the payroll system and thus subjected to PAYE.

The Mayor must keep records for presentation to HMRC if requested including: -

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