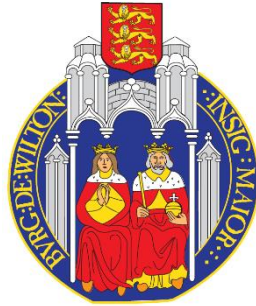


WILTON TOWN COUNCIL

Ancient Capital of Wessex



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WILTON TOWN COUNCIL

Mayoral Allowance Policy

Including the Mayor's Appeal Account

Adopted on 5th July 2022

Minute reference 121/22

Review date July 2024

Statement of Policy

Wilton Town Council is committed to accountability and transparency in respect of 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 as the Mayor represents The Town at various events throughout the County. As a result, there is increased expenditure and to defray these extra costs a budget is allocated.

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 them to meet the expenses of their 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 and in this case they will be entitled to claim expenses.

The Allowance is expected to defray the cost associated with the office of mayor such as;

- Mileage to and from events

- Tickets for events
- Mileage to and from events.
- Raffle/draw tickets
- Donations to charity stalls, to a maximum of £25 per donation / charity event.
- Reasonable clothing allowance for civic events
- Telephone, stationery and printing.
- It is recognised that the Mayor may be accompanied to many formal engagements by their spouse or partner and reasonable expenditure under the above headings represents legitimate expenditure for them also.

The Allowance paid under section 15(5) of the LGA 1972 will be paid on receipt of expense claim form made by the Mayor.

If exceptionally, the Mayor's Allowance is fully spent during the year of office, the Mayor can seek reimbursement of any excess expenditure from the Finance & Personnel Committee.

Mayor's Appeal account

This bank account is held with Lloyds bank, it is an account to deposit all fundraising monies.

Signatories for this account will be the Mayor and the Clerk. The Clerk is only a signatory so that mandates may be processed when a new Mayor is elected.

No one other than the current Mayor may authorise transactions. Transactions should only be made to the charity named by the current Mayor.

The Mayor must keep records of all donations and payments for transparency reasons.

The Mayoral Allowance is never to be paid into the Mayor's Appeal account.

The Mayor's Appeal account must not be used to pay for Mayor's expenses.

Under no circumstances may the Clerk authorise any transactions without a resolution from the Council.