



PRUDHOE TOWN COUNCIL MAYOR'S ALLOWANCE POLICY

ADOPTED at the Ordinary Meeting on XX XX XXX

Introduction

Under the Local Government Act 1972, Section 15(5) a council can provide an annual allowance to the Mayor (Chair) to enable them to meet the expense of their office.

The allowance is designed to facilitate the execution of the mayoral role irrespective of personal economic circumstances, and shall cover expenditure that is wholly and necessarily incurred for the purpose of the mayoral role.

Agreed Allowance and Payment

The Mayor's allowance is reviewed and agreed annually as part of the yearly budget setting process.

For the 2026/2027 financial year, this is £1,000.00.

The allowance will be paid on a receipt basis, using a budget code allocated by the Responsible Financial Officer (RFO). Therefore, where expenditure is incurred by the Mayor, receipts should be retained. An expenses statement, including any receipts, must be completed and submitted to the Clerk/RFO for authorisation. Reimbursement will be issued by BACS, following the standard payment approval and authorisation procedures outlined in the council's Financial Regulations.

Permitted Expenditure

The Mayor's allowance is designed to represent reasonable reimbursement to the Mayor for general duties of their office. Relevant incurred costs may include items such as:

- Mileage to and from events
- Tickets for events
- Raffle/draw tickets
- Donations to charities (up to £100)
- Reasonable clothing allowance for civic events
- Stationary, printing or similar expenses

- Refreshments for events (for example for the Christmas and Annual Council Meeting or the Mayor's/Grant Aid Celebrations)
- Christmas cards
- To entertain guests in the name of the council (for example, invited guests such as Mayors of Twin Towns)

Criteria

The Mayor is elected annually at the Annual Meeting of the Council.

If the Mayor vacates their position part way through the year, they will receive a pro-rata allowance.

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.

Tax

A chair's allowance can be taxable under PAYE Income Tax if paid as a round lump sum allowance. The reimbursement of actual expenses which are wholly, exclusively, and necessary for the performance of civic duties as outlined in this policy are generally non-taxable. The Mayor will be liable for any tax liabilities incurred following receipts from the Mayor's allowance.