



## Mayor's Allowance Policy

The Mayor's allowance exists to help defray the cost to the Mayor whilst undertaking his or her duties for the civic year. Bingham Town Council is committed to accountability and transparency in respect of all expenditure, including the Mayor's allowance.

### Background

Each May, the Town Council elect the Mayor for the ensuing year. The job will entail increased responsibility for the Mayor representing the town at various events throughout the County. As a result, it is a likely that there will be increased expenditure and to defray these extra costs a budget is allocated and will be reviewed annually as part of the Council budget procedure. The Mayor's allowance will be taken from the Civic Events and Expenses budget, if this budget is not fully spent by the end of the Mayor's term of office, the remainder of the fund will revert to the general reserves.

### Permitted expenditure

Whilst representing the town the following list is legitimate expenditure for which there will be reimbursement:

- Mileage to and from events
- Transport to events outside the Boundary of Bingham if the Mayor does not have a form of transport available (see Travel & Subsistence Policy)
- Tickets for events
- Reasonable expenditure required for performing the Mayor's duties in service of the Town.

It is recognised that the Mayor may be accompanied to many formal engagements by his or her spouse or partner. Reasonable expenditure under the above headings in respect of the Mayor's spouse or partner represents legitimate expenditure.

It is expected that where possible receipts will support expenditure. Where it is not possible to provide receipts, signed written details must be provided by the Mayor to substantiate the expenditure.

This Mayor's Allowance Policy was considered and approved by Bingham Town Council at its meeting on 16 May 2023

Minute Reference: 23i

This Policy will be reviewed biannually and revised as necessary to reflect changes to the business activities and any changes to legislation.

<b>POLICY REVIEW &amp; UPDATES</b>	<b>DATE</b>	<b>MINUTE REF</b>
Full Council	07 May 2024	23.i
Finance, Policy & Resources	05 May 2026	14.e