



Mayor's Allowance Scheme

Adopted by Council on 23rd September 2019

The Mayor is elected by Council and holds office for a civic year but may be re-elected further years. 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 often 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, Newmarket Town Council has traditionally made provision in the Budget each year for a Mayor's allowance, to be used at the Mayor's discretion.

Mayors' allowances are covered by the Local Government Act 1972, sections 15(5) and 35(5). They are to provide recompense for appropriate clothing (which would not otherwise have been necessary), 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 Civic Sunday, Annual Council, the Christmas Council and Annual Town meeting would be paid directly from the Civic Hospitality budget, as would the postage for invitations and Christmas cards.

Mayors traditionally hold events, to raise money for charity. If the Council decide it is appropriate, costs and income can be dealt with through a Mayors Charity part of the accounts. Any up-front expenses could then be taken from the Mayor's Allowance or Charity money already raised and reimbursed from income for the event as it comes in.

The Allowance will be administered as follows:

- Direct payments can be made for items such as tickets, room hire & small tokens on authorisation from the Mayor.
- The Mayor may claim back expenses incurred on providing receipts where possible
- The Mayor may be reimbursed for travel expenses, with mileage claims at the appropriate rate.
- Any remaining allowance at the end of the Mayoral Year, the Mayor may authorise it to be donated to a local charity of his or her choice.