



Ross-on-Wye Town Council

Mayor's Allowance

Statement of Policy

Ross-on-Wye 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 by the Finance Committee. A part payment equal to 40% of the total allowance will be paid as a lump sum to the Mayor on election and the remainder paid as reimbursement for monies expended on the various events attended. If the Mayor's allowance is not fully spent by the end of the Mayor's term of office, the Mayor may either return the balance to the Council or seek permission from the Finance Committee to contribute the balance to the Mayor's nominated charity for his or her year of office.

Permitted expenditure

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

- Mileage to and from events
- Tickets for events
- Raffle/draw tickets
- Donations to charity stalls, etc.
- Reasonable clothing allowance for civic events
- Telephone, stationery and printing

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, vouchers will be completed and submitted.

Any allowable expenses incurred by the Deputy Mayor while deputising for the Mayor are payable out of the Mayor's Allowance.

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