

Chairman/Mayor's Expenses Policy

November 2023

Under the Local Government Act 1972 s.15 (5) A parish council may pay the Chairman/Mayor for the purpose of enabling him or her to meet the expenses of their office such allowance as the Council think reasonable.

Statement of Policy

Bury St Edmunds Town Council is committed to accountability and transparency of all expenditure, including the Chairman/Mayor's allowances.

Background

Each May, the Council elects the Chairman (who is sometimes described as the Town Mayor) for the ensuing year. The appointment will entail increased responsibility for the Chairman/Mayor representing the town at various official events throughout. This policy allows post-holders an increased expenditure and to defray these extra costs. A budget can be allocated each year in line with anticipated expenditure and agreed as part of the usual budget round.

Budget Allocation

The amount of the Chairman/Mayor's allowance must be approved by Full Council, usually during the annual budget setting process. Exceptional expenses can be agreed by Full Council in the event of unforeseen circumstances.

Permitted Expenditure

Permitted expenditure for which there will be reimbursement include motor mileage to and from official events - either actual miles travelled or up to a maximum of 200 return miles ; car parking; tickets for events; raffle/draw tickets; donations to charity stalls. Exceptionally, expenses for events in London will be considered. As is usual in the public sector, expenses for spouse or partners will not be allowed.

Any allowable expenses incurred by the Vice Chairman/Deputy Mayor (or another Councillor) while deputising for the Chairman are payable out of the Chairman's Allowance. This would include, for example, expenses incurred for work with the Magna Carta Trust.

Procedure for claiming

Claims for reimbursement of permitted expenditure should be submitted on the Chairman/Mayor's expenses claim form (see Appendix A) preferably on a monthly basis, or at least quarterly, with VAT receipt(s) covering petrol used and with supporting evidence (e.g. receipts, tickets, car park tickets) for any other expenses claimed.

If, exceptionally, the Chairman/Mayor's Allowance is fully spent during the year of office, the Chairman/Mayor must seek approval for reimbursement of any excess expenditure from the Full Council.

APPENDIX A

Travelling Allowances and Subsistence Claims

If using a private vehicle on Town Council business, claimants must hold a valid driving licence and their vehicle must be properly insured. You will be required to provide copies of your driving licence, insurance and MOT when asked. Alternative means of transport are encouraged, such as public transport, bicycles and walking.

APPENDIX B

Travel and Subsistence Allowance rates as at February 2018

Travel Allowances	
Mileage allowance (casual users)	All casual users will be paid the Inland Revenue rate of 45p per mile regardless of engine size
Motor cycles	24p per mile
Public transport	Second class rail fare and/or bus fare
Bicycles	20p per mile

Subsistence Rates	Maximum amount which can be claimed*
Breakfast	£6.90
Lunch	£9.50
Tea (after 6.30pm)	£3.80
Evening Meal (after 8.00pm)	£11.80
Bed and Breakfast	£51.00
Bed and Breakfast (London)	£100.00
Out of Pocket Expenses#	£4 per night up to £16.00 per week maximum
The following limitations apply on reimbursement of subsistence: <ul style="list-style-type: none">• for breakfast, an absence of more than four hours commencing before 0700 hrs• for lunch, an absence of more than four hours including commencing before 1100 and finishing after 1500 hrs• for tea, an absence of four hours finishing after 1830 hrs• for evening meal, an absence of more than four hours finishing after 2030 hours• tea and evening meal allowances cannot be claimed for the same day• no claims for alcoholic beverages are permitted	
*Only the actual expenditure may be claimed up to the maximum amount.	
#This expenditure is for e.g. toothpaste, washing or shaving or materials etc. Expenditure on alcoholic drinks and tips will not be reimbursed.	