

Mayor's Budget Policy

Introduction

Trowbridge Town Council provides a Mayor's budget to fund the expenses of the Mayor, Town Crier, Twinning and a range of civic events as follows (figures are 2018/19 budget). Expenditure against the budget is delegated to the Town Clerk in consultation with the Mayor.

4,155	Civic Events (Service, Gathering etc.)	£2,000
4,280	Mayor's Allowance	£300
4,280	Mayor's Expenses	£2,500
4,286	Civic Regalia	£1,000
4,287	Town Crier	£1,000
4,289	Mayor's Civic Dinner	£6,000
4,290	Twining	£2,000
1,041	Income - Civic Dinner	(£3,000)
	TOTAL	£11,800

Civic Events – This budget is used to fund the provision of the Town Gathering, Civic Service and any other events which the mayor considers appropriate to celebrate the civic life of the town and to support the Mayor's charity fundraising efforts.

Mayor's Allowance – This budget is paid to the Mayor to cover out of pocket expenses which cannot be reclaimed through the expenses system with receipts, such as purchase of raffle tickets and donations to other charities at events to which the Mayor is invited. (Note: This could be subject to tax depending upon the personal circumstances of the individual Mayor.)

Mayor's Expenses – This budget is to cover claimable expenses supported by the production of receipts, mileage (in accordance with the standard Expenses Policy of the Council) and the costs of attending events including purchase of tickets for the Mayor and consort or the Deputy Mayor and consort or other such councillor(s) deputising for the Mayor.

Civic Regalia – This budget is to be used for the insurance of, repairs and maintenance to and the purchase of Civic Regalia, including the Mayor's and Deputy Mayor's Chains of Office and the Mayor's Robes.

Town Crier – This budget is paid as an honorarium to the Town Crier to cover the expenses of being the Town Crier, including the provision of vestments. No other expenses are claimable by the Town Crier. (Note: This could be subject to tax depending upon the personal circumstances of the individual Town Crier.)

Civic Dinner – This budget is for the expenses of providing the Civic Dinner, expenses include Hall Hire, Catering, Decorations, Civic Award and Entertainment. The Income relates to the sale of tickets to attend the Civic Dinner, thereby reducing the net cost and budget available. It is for the Mayor to consider the most appropriate arrangement for the Civic Dinner including the issue of free or discounted tickets for attendance at the dinner to people such as councillors, members of staff and local dignitaries, subject to the financial limits available within the budget. Decisions are delegated to the Town Clerk in consultation with the Mayor.

Twinning – This budget is used to support Twinning activities and any requests for financial assistance should be directed to the Town Clerk and not as a grant application. The budget is delegated to the Town Clerk in consultation with the Mayor. From this budget each of the four twinning groups (Charenton, Leer, Elblag and Oujda) are allocated £100 annually, the remainder of the budget supports the Mayor's activities relating to twinning and specific twinning events, in particular the hosting of visiting dignitaries. Normally no additional grant applications from Twinning groups will be considered for Grants or Hall Hire discounts.

Mayor's Charities - The Mayor may choose one or two charities each year to be the Mayor's Charities for their year of office. The Mayor will raise money for the charities at civic events and other events as appropriate, including donations and additional activities undertaken at the Civic Dinner. Any income raised on behalf of the Mayor's charities will be accounted for separately and paid to the charities at the end of the civic year. Any underspend in the Mayor's budget will not be used to contribute to the sum raised for the Mayor's Charities. It should be noted however that if the Mayor claims all relevant allowances and expenses due to him/her from the Mayor's budget and chooses to make a personal donation to their Mayor's charities that is for them to do so personally and is not otherwise a concern of this Policy.

Approved

Lance Allan
Town Clerk

This Policy was approved by the Policy & Resources Committee of the Council on Tuesday 6th March 2018, to be reviewed in March 2022.