

## **CONGLETON TOWN MAYOR'S ALLOWANCE SCHEME**

Town Mayor                      £ 3000.00

No allowance will be paid to the Deputy Mayor, but, he/she will be entitled to claim expenses.

The Town Mayor's allowance is to be used for the following items and any remainder to be used as the Town Mayor wishes.

The Mayors' allowance is covered by the Local Government Act 1972, sections 15(5) and 35(5). Generally they are to provide recompense for appropriate clothing, 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 expenditure, but a general report on activity to Council suffices.

The Allowance will be reviewed annually as part of the Budget process.  
The Allowance must be declared for tax purposes.

Specifically:

**1. Civic Service and Remembrance Day**

Donations & invitations

*(Room hire, postage and refreshments are from the Civic Hospitality Budget)*

*(Costs of Wreaths for Remembrance Sunday, are covered by a grant to British Legion)*

**2. Annual Meeting**

Bouquet (outgoing consorts)

*(Room hire, correspondence and refreshments are from the Civic Hospitality Budget)*

**3. Town Meeting**

*(All costs are from the Civic Hospitality Budget)*

**5. Christmas**

Christmas cards from Mayor

*(Postage is paid by Council)*

**6. Mayor's Ball & Other Charity Fund raising events**

All costs including postage (but not letter headings) and income are dealt with through the Mayor's Charity Account.

*(Room hire, postage, entertainment and refreshments are from the Civic Hospitality Budget minus any income received from ticket sales)*

**7. Civic Guests**

*Expenditure incurred in entertaining civic guests including cost of neighbouring civic heads attending Mayor's Ball be met from Civic hospitality account*