



STOTFOLD TOWN COUNCIL

Mayoral Allowance Policy 2026

Version 1.1

1. Purpose

Stotfold Town Council is committed to accountability and transparency regarding all expenditure, including the Mayor's Allowance. It is the Town Council's policy that no Councillor should be financially disadvantaged in the performance of the role of Mayor.

2. Background

Each May, the Town Council elects the Mayor for the coming year. This position entails increased responsibility with the Mayor representing Stotfold at various events throughout the County, hosting their own civic events and raising money for the Town Mayor's chosen charities.

Each year, a budget is allocated to cover legitimate expenses incurred, which is known as the Mayor's Allowance.

3. Permitted Expenditure

Section 15(5) of the Local Government Act (LGA) provides for Town and Parish Councils to pay its Mayor 'for the purposes of enabling him to meet the expenses of his office such allowance as the council think reasonable'.

Provisions made for the Mayor's Allowance in the LGA do not extend to the Deputy Mayor, who would be treated the same as any other councillor. However, where the Deputy Mayor officially represents the Mayor they may claim reasonable expenses; such claims will follow the same claims procedure and timescales set out in this policy (submit within 28 days with original receipts).

It is recognised that the Mayor may be accompanied to many formal engagements by their spouse or partner. The Mayor's Allowance is expected to fund expenses incurred in carrying out Mayoral duties and is used for the following:

- Travel Costs to and from events.
- Tickets for events, Town Mayor, and consort.
- Any gifts presented.
- Raffle/draw tickets (any prizes will become the property of the Town Council). Donations to charity, with or without attending events.
- Costs incurred in the process of raising money for the Mayor's Chosen Charities, including event costs and purchasing raffle prizes.
- Civic entertainment and refreshments, strictly limited to occasions where either external guests or residents are present.
- Reasonable clothing allowance for civic events, including clothing for the Mayor's Consort.
- Reasonable telephone, stationery, IT and printing costs.

Reasonable expenditure under the above headings represents legitimate expenditure.

The Mayor shall submit expense claims to the Responsible Financial Officer (RFO) using the Council expense form within 28 days of incurring the expense, with original receipts attached. The RFO will authorise routine claims. Claims over £250 or any request for an advance must be approved in writing in advance by the RFO and the Chair of the Governance and Resources Committee.

Fundraising and charitable receipts

All funds raised in the Mayor’s name must be banked to the Council and recorded as a designated fund. The RFO will maintain records and publish an annual statement of amounts raised and distributed to the Mayor’s Chosen Charities. Disbursement to charities will be made on receipt of appropriate charity receipts and, where required, a Council resolution.

Not permitted

The Mayor’s Allowance must not be used for party-political campaigning, personal holidays, fines or penalties, personal club subscriptions, or personal gifts without Council approval.

The Allowance paid under section 15(5) of the LGA 1972 will be subject to the usual tax and national insurance deductions if it is paid as a round lump sum allowance to ensure HMRC regulations are adhered to.

Stotfold Council has RESOLVED not to pay the Mayoral Allowance as a round lump sum. Any residual allowance unspent at the end of the Mayoral term will be returned to the general reserves. If exceptionally, the Mayor’s Allowance is entirely spent during the year of office, the Mayor may seek reimbursement of any excess expenditure from the Council.

An annual summary of the Mayor’s Allowance income and expenditure (totals by category) will be published on the Council’s website.

Compliance & cross-reference

This policy should be read alongside the Council's Financial Regulations.

Version History:

Version No	Date Approved/ Reviewed	Author/ Owner	Summary Of Changes	Responsible Committee	Review Date
1	July 2024	Town Clerk	Adopted	Governance and Resources	July 2026
1.1	June 2026	Town Clerk	Additions of: reimbursement of deputy mayor Specified reimbursement deadlines Fundraising reporting Cross referencing other policies		