



CHAIRMAN'S ALLOWANCE POLICY

Recommended: F & GP 21st February 2023

Approved: Full Council 28th March 2023

1. Introduction

- 1.1 Billingham Town Council does not pay an allowance to Councillors generally.
- 1.2 The Chairman of the Council is elected by the Council and holds office for one year.
- 1.3 The Chairman's allowance is covered by the Local Government Act 1972, sections 15(5) and 35(5). There is no requirement for strict accounting for the spend but a general report on activity suffices.

2. Expenditure

- 2.1 Billingham Town Council has chosen to have a Chairman's Allowance budget set at £1000, to be used at the Chairman's discretion for items relating to the office of Chairman.
- 2.2 Limited hospitality and administration costs at all Council events (including fundraising) will be paid directly from the relevant budgets.
- 2.3 The Chairman's Allowance can be used for:
 - Donations to charity;
 - Tickets for events;
 - Gifts, including flowers (up to the value of £25);
 - Wreaths;
 - Specific refreshments etc when organising events in relation to the office of Chairman.

This list is not exhaustive.

- 2.4 All expenditure from the Chairman's Allowance must be made in consultation with the Town Clerk.

3. Reporting & Monitoring Procedures

- 3.1 The Chairman is asked to account for their spending and to submit receipts, if appropriate.
- 3.2 All expenditure will be signed off and paid according to the Town Council financial regulations.
- 3.3 At the end of the Chairman's term of office, a report of the expenditure will be presented to Full Council and displayed on the Town Council website.
- 3.4 Any outstanding monies in the Chairman Allowance budget will be paid to the Chairman's chosen charity.

