

Payhembury Parish Council

Chairman's Allowance policy and procedure

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1. Introduction

- 1.1. Payhembury Parish Council does not pay an allowance to Councillors generally.
- 1.2. The Chairman of the Council is elected by the Parish 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), which states 'A Parish Council may pay the Chairman for the purpose of enabling him to meet the expenses of his office such allowance as the council think reasonable'. There is no requirement for strict accounting for the spend but a general report on activity suffices.

2. Expenditure

- 2.1. Payhembury Parish Council has chosen to have a Chairman's Allowance budget set at £100, to be used at the Chairman's discretion for items relating to the office of Chairman.
- 2.2. The Chairman's Allowance can be used for:
 - Donations to charity;
 - Tickets for events;
 - Gifts, including flowers;
 - Wreaths;
 - Specific refreshments etc when organising events in relation to the office of Chairman.This list is not exhaustive.
- 2.3. All expenditure from the Chairman's Allowance must be made in consultation with the Parish Clerk. The Chairman may consult with other Councillors if they so wish.
- 2.4. The Chairman's Allowance may be used by another Councillor, if authorised by the Chairman and subject to 2.3 above. This Councillor should not be involved in approving the expenditure.
- 2.5. Additional funds may be allocated to the Chairman's Allowance in-year if approved at a Parish Council meeting.

3. Reporting and monitoring procedures

- 3.1. All expenditures from the Chairman's Allowance should be accounted for, with receipts submitted where appropriate. All expenditure will be signed off and paid according to the Parish Council's financial regulations.