



Knaresborough
Town Council

MAYORAL ALLOWANCE

Each May, the Town Council elects a Mayor for the coming civic year. This position entails increased responsibility as the Mayor represents Knaresborough at various events throughout the town and the wider district. As a result there is increased expenditure and to defray these costs an allowance is allocated.

Section 15(5) of the Local Government Act provides for town and parish councils to pay its Chair or Mayor for the purposes of enabling him/her to meet the expenses of his or her office 'such allowance as the council think reasonable'. The Mayoral Allowance is intended to facilitate the execution of the Mayoral role irrespective of personal economic circumstances.

Provisions made in the LGA Act 1972 do not extend to the Deputy Mayor, who is treated the same in law as all other Town Councillors. However, it is acknowledged that the Deputy Mayor is likely to incur costs associated with officially representing the mayor in his/her absence and in this case he/she will be entitled to claim expenses in line with the Council's Travel Expenses Policy.

The Allowance forms part of the civic budget and is expected to defray the costs associated with the office of Mayor, such as:

- Mileage to and from events (Travel claims should be submitted by completing an expense claim form and will be approved by the RFO. The NJC mileage rates are the same as the prevailing HMRC mileage rates, available on the main HMRC website).
- Tickets for events, including donations to charities without attending events
- Raffle/draw tickets
- Donations to charity stalls etc
- Reasonable clothing allowance for civic events
- Telephone, stationery and printing
- Costs associated with a Civic Service
- Mayoral Christmas Cards
- Refreshments for the December Full Council meeting

The Mayor is asked to account for his/her spending and payment of funds will be made on production of receipts for expenditure incurred by the Town Mayor. It is recognised that some cash expenditure (e.g. charity donations and raffle tickets) will not be receipted. All amounts submitted for reimbursement from the Town Council will be signed off and paid according to the Town Council's Financial Regulations.

The civic budget for 2026/2027 is £4,500 and this includes:

- Expenses incurred by the Mayor as outlined above
- Travel by the mayor and consort to Knaresborough's twin town of Bebra
- The Annual Meeting of the Town Council which hosts civic guests when the Mayor is appointed
- Any civic regalia required or repairs to regalia (including Mayoral Chain)
- Updating the mayoral board in the Chamber
- A wreath for the Mayor to lay on Remembrance Sunday

Expenditure which is not allowed:

- Parking fines or parking charge notices
- Costs associated with the use of home as office
- Printing fliers/leaflets/posters etc other than for civic events
- Events of a political nature e.g. supporting or organised by a political party

Adopted: 14 September 2026

Review date: September annually (to update civic budget figure). Full review 2030