



Chairs Allowance Policy

Statement of Policy

Siston Parish Town Council is committed to accountability and transparency regarding all expenditure, including the Chair's Allowance. Each year, a budget is allocated to cover legitimate expenses incurred, which is known as the Chair's Allowance.

Permitted expenditure

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

It is recognised that the Chair may be accompanied to many formal engagements by their spouse or partner.

The Chair's Allowance is expected to fund expenses incurred in carrying out their duties and is used for the following:

- Mileage to and from events.
- Tickets for events.
- Any gifts presented.
- Raffle/draw tickets.
- Donations to charity, with or without attending events.
- Civic entertainment and refreshments, strictly limited to occasions where either external guests or residents are present.
- Reasonable telephone, stationery, IT and printing costs.

Reasonable expenditure under the above headings represents legitimate expenditure, and the Chair will be paid £50.00 twice a year to cover this.

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.

Approved at the Full Council Meeting dated 20th January 2022