



CAMBORNE TOWN COUNCIL

ALLOWANCES POLICY

The Mayor is personally responsible for contacting HMRC at the beginning of his/her term to establish his/her self assessment liabilities for tax purposes. The Mayor should seek advice from HMRC on an acceptable method for recording expenditure for which a receipt would not be possible.

The Mayoral allowance should remain at the sum of £1,000 per annum until such time as the Council sees fit to review this.

An allowance of £120 per annum should be paid to the Deputy Mayor as he/she incurs responsibility to attend some civic events on behalf of the Mayor throughout the year.

All tickets, function expenses and the suchlike must be paid for out of the Mayor's allowance. Mayors and Deputy Mayors should not feel obliged to attend events that seem to be expensive or that would make them unnecessarily out of pocket.

For Mayors, deputy Mayors and ordinary Members who are attending events OUTSIDE of the parish on behalf of the Council, travel costs will be borne by the Town Council. A fuel receipt from an appropriate date or a second class rail ticket receipt should accompany travel claims. Travel within the parish is at the personal expense of Members. Travel outside of the county would require prior approval, which would normally be at the discretion of the Town Clerk and equivalent to 2nd class rail fare or the method of transport most cost effective for the public purse.