



Mayoral Protocol and Allowance Policy

MAYORAL PROTOCOL

The Mayor and Deputy Mayor upon taking office have agreed to abide by the Mayoral Protocol and allowance policy.

The Mayor as First Citizen of Camborne should act as a focal point in times of crises, tragedy or triumph. The Mayor enjoys precedence at all public events within Camborne parish.

In the absence of the Mayor, the Deputy Mayor is entitled to the Mayor's right of precedence but should not wear any chain at events at which the Mayor is present.

All invitations should be sent for consideration to the Mayor and if the Mayor cannot attend, they may pass down the invitation to the Deputy Mayor.

Invitations should not be sent to (or solicited by) a Deputy Mayor.

The Mayor and Deputy Mayor should conduct themselves in an appropriate and dignified manner.

All other matters of Mayoral Protocol should be settled in accordance with the guidance given in chapter two of Civic Ceremonial by Paul Millward, a copy of which will be kept by the Town Clerk.

ALLOWANCE 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.

There is no allowance paid to either the Mayor or the Deputy Mayor. Expenses, up to an amount of £30 per item, incurred as a result of performing the duties of either office should be claimed each month using the Council's expense claim form. Receipts should be provided to accompany the claim when possible. Advance authorisation for any expense above £30 must be obtained from the Council prior to the expenditure being made.

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.

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TRAVEL

For 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 or standard class public transport ticket receipt should accompany travel claims. Travel within the parish is at the personal expense of Members.

INSURANCE COSTS

Where a member has had an increase in their insurance premium due to them using their vehicle for council business, a claim can be made to reimburse for the difference in cost. A copy of documents from the insurers will be needed to accompany the claim which can be done on the Camborne Town Council expenses form.