



BRACKLEY TOWN COUNCIL

Members Allowances and Expenses Policy

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1. Introduction

- 1.1 Brackley Town Councillors are unpaid and do not receive an annual allowance.

2. Mayor/Deputy Mayor Allowance

- 2.1 The Local Government Act 1972 s.15 (5) states a local council may pay a Mayor's allowance for the purpose of enabling him/her to meet the expenses of his or her office. A co-opted member elected as the Mayor is entitled to the Mayor's allowance. Brackley Town Council provides an allowance to the Mayor of Brackley as a contribution towards total expenses to defray the costs associated with the office of Mayor and civic duties/events. This allowance is not paid directly to the Mayor but expenses can be claimed for up to the agreed amount.
- 2.2 Provisions made for the Mayor's allowance in the Local Government 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 the office. This allowance is not paid directly to the Deputy Mayor but expenses can be claimed for up to the agreed amount.
- 2.3 When the Deputy Mayor is officially substituting for the Town Mayor in his/her absence, any costs incurred will be taken from the Mayor's allowance and can be claimed for.
- 2.4 The level of allowances will be set every three years or earlier in the event of legislative changes. The council will take into account the recommendations of the Finance and Policy Committee when setting their levels for allowances. For the year 2022/23 this allowance is £3,800 for the Mayor and £380 for the Deputy Mayor.

3. Expenses Policy

- 3.1 Members of the Town Council may be reimbursed for incidental expenses and travel on Council business outside the parish of Brackley only, subject to approved budget provisions. All expenses should be claimed via the Finance Officer but will need approval from the Town Clerk.

4. Scale of Travel Expenses

- 4.1 To be maintained in line with provisions made by the National Joint Council and in line with HMRC approved rates for payment without liability for tax. (For 2022/23; car 45p per mile, motorcycle 24p per mile, non-motorised cycle 20p per mile).
- 4.2 Costs of travelling by public transport, not first class, reimbursed on production of receipts or other evidence.
- 4.3 Claims are made on the basis of travelling from/to a home or work address as appropriate.

5. Procedure and Payment

- 5.1 Advance notice should be given to the office wherever possible if Councillors are planning to claim for expenses to ensure these meet the criteria for payment.
- 5.2 Payment of expenses will be via an expenses claim form available from the office and should be sent to the Town Clerk for approval.