

## **Chairman's Allowance**

### **1. Introduction**

This policy sets out the purpose and arrangements for payment of a Chairman's Allowance by Carrington and New Bolingbroke Town Council, in accordance with Section 15(5) of the Local Government Act 1972, which permits a parish council to pay its Chairman "for the purpose of enabling him or her to meet the expenses of his or her office such allowance as the council thinks reasonable."

### **2. Purpose of the Allowance**

The Chairman's Allowance is intended to cover reasonable expenses incurred by the Chairman in carrying out their official duties and representing the Council. It is not a salary or honorarium and is designed to ensure that the Chairman is not personally out of pocket while fulfilling the role.

### **3. Setting and Payment of the Allowance**

- The amount of the allowance shall be set annually at the Budget and Precept Meeting of the Town Council, for the following year.
- The allowance must be approved by resolution of the Council and recorded in the minutes.
- The allowance may be paid by reimbursement of actual expenditure, supported by receipts.
- Any fixed sum shall be paid from the Council's approved budget and reviewed annually.

### **4. Use of the Allowance**

The allowance may be used to cover expenses reasonably incurred by the Chairman, including but not limited to:

- Hospitality when representing the Parish Council at events or meetings • Travel within the parish and to official external meetings
- Small incidental expenses arising from the performance of the Chairman's duties All expenditure should be reasonable, proportionate, and in keeping with the Council's financial regulations.

### **5. Transparency and Accounting**

- All payments made under this allowance shall be recorded in the Council's accounts and reported as part of the Annual Governance and Accountability Return (AGAR).
- The allowance and any related expenditure will be open to public inspection in accordance with the Local Audit and Accountability Act 2014.

## **6. Vice-Chairman and Other Councillors**

The Vice-Chairman and other councillors do not have a statutory entitlement to an allowance. However, they may claim reimbursement for approved out-of-pocket expenses in line with the Council's Members' Expenses Policy.

## **7. Review of Policy**

This policy will be reviewed every year or sooner if legislation or best practice changes.

Adopted at the full council meeting 29th September 2026