Chairman's Allowance Policy

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 01 October 2026