# TALATON PARISH COUNCIL

## CHAIR`S ALLOWANCE POLICY

**1.     Introduction**

1.1     Talaton Parish Council(`the Council`)  does not pay an allowance to councillors generally.

1.2     The Chair of the Council is elected by the Council and holds office for one year.

1.3     The Chair's allowance is covered by the Local Government Act 1972, section 15(5) . There is no requirement for strict accounting for the spend but a general report on activity suffices.

**2.     Expenditure**

2.1     The Council has chosen to have a Chair's Allowance budget set at £100 (`the amount`), to be used at the Chair's discretion for items relating to the office of Chair. The amount will be retained by the Council and the Chair reimbursed for any expenditure on the production of a receipt(s)

2.2     Limited hospitality and administration costs at all Council events (including fundraising) will be paid directly from the relevant budgets.

2.3     The Chair's Allowance can be used for:

- Donations to charity;
- Tickets for events;
- Gifts, including flowers (up to the value of £40);
- Wreaths;
- Specific refreshments etc when organising events in relation to the office of Chair.

    This list is not exhaustive.

2.4     If the Chair is unable to attend an event to which they have received an official invitation through the Council office, the Vice Chair  may be requested to attend as a substitute. In these instances the Vice Chair will be reimbursed according to the paragraph above. The expenses will be charged against the Chair's budget.

**3.     Reporting & Monitoring Procedures**

3.1    The Chair is asked to account for their spending and to submit receipts

3.2    All expenditure will be signed off and paid according to the Council`s financial regulations.

3.3    At the end of the Chair's term of office, a report of the expenditure will be presented to Full Council and displayed on the Council`s website.

3.4    Any outstanding monies in the Chair Allowance budget at year end will be rolled over and incorporated within the budget for the new financial year

**4.**