Drinkstone Parish Council

Chairs Allowance Policy

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Approval Committee	Full Council
Next Review Date	August 2027

Policy History				
Version	Author	Reason For Issue	Date	Approval Minute
1	Clerk	New Policy	06/09/2026	DPC/2257/17

1. Purpose of the Allowance

The Chair's Allowance is provided to support the Chair of the Parish Council in carrying out their official duties, representing the council, and covering reasonable expenses incurred during their term of office.

2. Eligibility

The allowance is payable to the Chair of the Parish Council and applies exclusively to their term of office.

3. Use of the Allowance

The Chair's Allowance may be used to cover:

- Hospitality expenses when representing the Parish Council.
- Purchase of items or services required for official duties (e.g., stationery or printing costs).
- Travel expenses.
- Attendance at civic or community events in an official capacity.
- Other reasonable expenses incurred in the execution of their role as Chair.
- The allowance is not intended for personal expenses unrelated to council business.

4. Budget and Payment

- The annual allowance shall be determined by the Parish Council as part of the budget-setting process.
- The amount will reflect the anticipated responsibilities of the Chair and the council's financial resources.
- Payment will be made by presentation of a Claim Form presented to the Clerk.

5. Accountability

- The Chair must keep a record of expenditure against the allowance for transparency.
- Receipts should be retained for all expenditure and made available upon request by the council or for audit purposes.

6. Review and Amendments

- This policy will be reviewed annually during the budget-setting process or when significant changes in the council's operations occur.
- Any amendments must be approved by a majority vote of the Parish Council.

7. Compliance

- The Chair's Allowance is subject to relevant legislation, including the Local Government Act 1972, Section 15(5), and any applicable audit requirements.
- Misuse of the allowance may result in disciplinary measures in accordance with the council's governance procedures.