MAYORS' ALLOWANCE SCHEME

The scheme is detailed below and operates from 19th May 2014.



Background

For tax purposes council members and civic dignitaries are treated in the same way as any other individual who holds an office or who is an employee. Councillors should be aware that allowances payable in return for acting as Town Mayor are regarded as salary or wages for the purpose of Income Tax and will usually be deductible from such allowances, unless these allowances do no more than reimburse expenses actually incurred and which are deductible for tax purposes. Please refer to HMRC EIM65970 Local Government Councillors and civic dignitaries: ODPM guidance part 2: taxation of members' allowances and expenses.

This scheme has been set up to demonstrate commitment by Lydd Town Councils elected Mayors to increase transparency, openness and direct accountability and to ensure that those who participate do not suffer unreasonable financial disadvantage by doing so. This should encourage people from a wide range of backgrounds and with a wide range of skills to serve as Mayor of Lydd Town Council. This scheme is not intended to be a monitor of Mayoral activity and attendance at events.

This scheme is designed to avoid bureaucracy and to not be unduly time consuming of staff resources.

Policy

Whilst this scheme is operated and adopted by Lydd Town Council, Mayors may choose to opt out of the scheme by notifying the Town Clerk in writing upon their election and prior to any payments being made by the Town Council on their behalf. By opting out they will agree to provide their HMRC Notice of Tax Coding to the Town Clerk and will then be paid their allowance in two parts under the Town Council's PAYE system via HMRC RTI.

- Mayoral Allowances are payable on behalf of the Mayor for attending functions and events as part of Mayoral duties and for the reimbursement of travel costs to the Mayor and Deputy Mayor (if the Deputy Mayor is attending functions at the request of the Mayor).
- The Mayor's allowance for 2025-26 is £2,000 as agreed in budget set November 2024 to note that this budget head in the agreed budget is £2,8000 and that the additional £800 is the honorarium for the Town Sergeant.
- The Allowances will be reviewed by the Personnel Committee annually prior to inclusion in budget setting and become payable from the following Annual Council meeting (Mayor Making).
- 4. The invitation to a function or event which the Mayor or their representative and guest or Town Sergeant has formally agreed to attend will be used as the invoice upon which a cheque is raised for payment and will be deducted from the budget header specifically for this purpose. Any additional expenditure made for items such as drinks, raffles, donations etc. will be deemed as personal expenditure and will not be reimbursed by the Town Council.
- Payment arrangements will be the same as those for the other purchases made by the Town Council, but cheques can be raised by the Mayors' secretary for signing by 2 Members to pay for attendance at events with agreement by the Town Clerk.
- 6. A fuel allowance is payable for bona fide purposes, where the Mayor (Deputy Mayor or Town Sergeant) has used their car to travel to a function or event. A claim form should be submitted and matched to the invitation to the event by the Mayors' secretary. The rate for approved mileage is 45p per mile and an additional 5p per mile will be paid for additional passengers travelling in the same car to attend the approved duty. This is at the level of the Approved Mileage Allowance Payment (AMAPs) laid down by the Inland Revenue as a tax free "approved amount" and shall be amended in line with any changes made to these amounts as and when they occur. The cost of parking fees can also be claimed. Payments for travel will be made in arrears at the following Council meeting but must be submitted by the Mayor (Deputy Mayor or Town Sergeant) within three months of the event claimed for taking place. Claims made outside

- this period will only be considered in exceptional circumstances such as long term illness and will be considered by Council.
- Expenditure on Mayoral Clothing is nil under this scheme, unless this is for civic regalia or the cleaning or repair of which will be included as a separate item in the Town Council's budget.
- Should the Mayors expenditure exceed the annual allowance then Council may consider a
 virement from another budget head underspend by recommendation of the Personnel
 Committee to full Council for approval.
- A Mayor may decide not to claim (in full or part) their Allowance or not to request additional sums should they overspend but should notify the Town Clerk in writing of their intention should this be the case.
- 10. All monies to be paid out to or on behalf of the Mayor must only be in accordance with the approved scheme of spending for the year.
- 11. All monies to be paid out are to be certified by the Town Clerk.
- 12. Financial Regulations to be amended to include the Mayors' Allowance Scheme.
- 13. To note that the above scheme does not include charitable donations by the Mayor which are paid from the Mayors Charity Fund which has its own bank account.

Summary

1	Attendance at official events and functions by Mayor and guests or their representative	Cheque payment to be raised by Town Council
2	Additional refreshments/raffles etc. not included in cost set out on invitation	To be expenditure of attendee
3	Fuel costs and parking to attend official function or event as above	To be paid by attendee, claim form completed and reimbursed out of Mayors allowance by Town Council
4	Mayoral Clothing and regalia	Not covered unless civic regalia paid for by Town Council upon approval and in accordance with budget and not from the Mayors allowance
5	Donations to charities	To be from the Mayors Charity Fund

This scheme has been seen and agreed by Lydd Town Council's Internal Auditor and will be updated annually in line with budget setting and HMRC guidelines.

Updated May 2025 in line with budget

COUNCILLORS ATTENDANCE AT MEETINGS 22nd APRIL 2024 TO 21st APRIL 2025

COUNCILLORS	COUNCIL		PLANNING	PERSONNEL	BUILDINGS & AMENITIES	35	ANNUAL TOWN MEETING 22.04.25	TOTAL MEETINGS ATTENDED	NGS
	P A	۵	A	P A	P A	۵	4	Ь	٨
JONES Robert	9 9	10	10	m	2 2		-	22	77
BEACH Maria	25	10	00		1 1	1	п	18	15
CHAPMAN	4	10	4	m	1 Ex-Officio	п	п	21	13
Sadie (ELECTED 28.10.24)	Е .	7	2					50	N.
	E .				1	0		9	m
AN	9					1		7	9
GODDARD	9			E	2	2 1	-	12	12
HARSTON	9	10	10			п	0	17	16
JONES	9 9	10	10		2	2 1	1	19	13
LAWS (DECEASED 28.05.24)		-							
LEWIS Della (ELECTED 28.10.24)	3 3	2	7					5	2
MARTIN Alan	9 9	- 40				-1	1	7	7
MAY Anthony	9 9	10	10			1 1	1	18	18
McKENNA Deborah	9 9					т	1	7	1
PIPER Suzanne (RESIGNED 31.7.24)	2 2	m	2				1	9	S
RYE Kim	9	10	1			п	1	17	13
RYE Paul	9			3 2		1	1	10	6
SWEENEY	6 5			3 1	2	2 1	1	12	00

. NEW COMMITTEES FORMED ON THE 20TH MAY 2024

. P = POSSIBLE A = ACTUAL

31st MARCH 2025

	-																																													
	4	RESTATED VALUE		£ 511,563.00	£ 112,537,00	£ 12,261.00	f 118,678.00	£ 1,956.00		f 72,989,00		£ 480.00		£ 209.00		1	£ 487.00		50 100 100 100 100 100 100 100 100 100 1	£ 56.00	0 3 684 00						00'000'04 3																			00000000
	MCI	WALLE Sep 23		61,120,00	6330,000	ETE, 573	4310,000	45,819												1225		No.						21			Se		2050						-		927				12	
	INSURANCE	VALUE Aust-22									70,000	480	25,000	4,000	3,000	1,500	1,000	4,000	059	35		1.800	2,300	1,000	900			15,000	10,000	12,000	10,000	2,300	2,000			3,000	2,000	2,000	3,000		1,200	1,500	800	2,000	1,500	
7	NCE	VALUE Aug-19		746,155	128,256	13,973	135,255	5,819		80,374											3 256	and a					79,865																			40.004
-	MCE	VALUE V		724,423	124,521	13,566	131,316	5,650	- Annie Control	78,033		480									3.462	man for					77,538																		CONC.15	40.000
-				905,803	280,540	13,950	132,950	1,956	The state of the s	Total Regoin	50,000	480	20,000	4,209	3,000	1,500	1,467	3,500	564	95	Total Transitie	1.250	2,000		1,000		Total Art	15,000	10,000	12,000	10,000	2,300	2000			3,000	2,000	2,000	3,000		1,200	1,500	400	5,000	1,500	40.000
		VALUATION VALUATION Jul-89 Mar-15									20,000		30,000		Ì	ı		1,050			160	1.250	800	200	75			10,000	7,500	8,000	5,000	2,500	2,000		1,500	1,250		1,000								0000
0		NOTE V						1				16		90			^	0.7	8,40	22														l												4
	,	LOCATION		Guild Hall	Manor Road	Manor Road	Dennes Lane	Dennes Lane			Guild Hall	Guild Hall	201		Guild Hall	Guild Hall	Guild Hall	Guild Hall	o Guild Hall	Guild Hall		Guild Hall	Guld Hall	Guildhall				Guild Hall	Gulid Hall	Guld Hall	Guild Hall	Guild trail	Guld Hell	Museum	Archived	Guild Hell	Guild Hall	Guld Hall	Guld Hall	Archived	Guild Hall	Gulid Hall	Guld Hall	Gulid Hall	Guild Hall	Control Control
		DESCRIPTION	Buildings	Guild Half & Offices	Manor Road Pavilion	Garages	The Banks Pavilion	The Banks Container		Regalia	Mayor's Chain & Jewel of Office	Gold shields for Mayor's Chain	Silver Mace	Mayors robes, shoes, sword jabot, deeves	Mayoress Robes two hats	Appeal town sergeam two nats	Robes town clerk, 1 wig	Escort, Deputy & Owic reps badges	Town sergeant unitorm, badges, jabot, rob Guild Hall	Ovic umbrellas	Troohlet cobjets & Bowle	Silver Rosebowl Gardening Trophy	William 111 Silver Cup	Cinque Ports bowl and 6 goblets	Coalport goblet		Paintings, Artwork and other items	Painting of W.D. Walker	Balliffs of Lydd Irene Wellington	Painting Albert Cock	Painting of Alderman Parie	Desiration of Alderman Eduin Days	Painting of Aiderman Finn	Model of SS Dungeness	Coloured Estate Plan	Painting of Miss Mittell	Painting of Alderman Whiting	Charter - Charles Edward Bass	4 mayor, derk freeman boards	Ordnance Survey Map - Lydd Borough	2 oak circular seal plaques	2 framed congretulation 50/60.	corp of Lydd Charters box	8 bronze imperial measures	beam scales and 7 weights	17th Century call coffee, WWI Maxim pop (Guild Hall
*	4	ASSET NO	1	1,0001	170002	LTC003	170004	1,0005			1,000	200000	LTCOIL									110031	24 LT0028					29 170012	1,70013	170014	32 170015	190000	LTC022	36 LT0023	37 LTC024	38 LTC025	39 LTC026	40 LTC027	LTC030	42 LTC032						
	100	- ~	m	4	sin i	9	Pe		m.	2	Ξ	25	2	4	in s	2 1	7	00 0	2	20 50	3	23	25	55	56	27	28	59		5	32	9.6	32	36	37	38	39	9	4	42	43	4	45	4	43	48

LYDD TOWN COUNCIL

31st MARCH 2025

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9	COCATION	NOTE	VALUATION	VALUATION	INSURANCE	INSURANCE	INSURANCE	VALLET	RESTATED VALUE
			346-89	Mar-15	Sep-18	Aug-19	Aug-22	Sep.	
Gulld Hal	Hall	23							6914.40
									İ
Allotment	to.	7			0000				£8,000.00
Garages		m			656		-		£870.00
Garages					1,882	2,968			62,607.00
Guild Hall				53,005	60,289	Tack			(51,674.95
Guild Hall		ŧ							£44,531.00
Guild Hall		'n							£2,987.00
Gulid Hall		21,18,17							\$61067
Guld Hall		39							£753.00
Guld Hall							290		20,000,000
Suid Hat		12							EZ,806,62
15" Battery Powered Portable PA System Guild Hall		29							F303.00
Guild Hall		32							00'0693
Guild Hall		33							£323.00
Councillors		×							66,444.00
Furniture for Staff room, Sofa, 2 chairs and Guild Hall		35							6649.00
TC and TCA		39							£1,550.00
Chairman		43							6395.00
Guild Hall		44							6514.00
Guild Hall		45							£520.00
TC and TCA		82							6298.00
Guild Hall		49							6634,20
Guild Hall		50							£212,42
Guild Hall		51					3,469	20	E3,469.00
Lydd		m		45.833	44.212	45.538	60		£45,833.00
Park St Lydd	pı				11,833		00		£10,694,00
Under 5s play equipment -11 removed 23 Rype Play		13,42			87,871	90,508	19,457		0.000.000.000
Rype		14			1,907	1,964	*		£1,851.00
Lydd		15			1,833		60		£1,780.00
Lydd, Greatstone	tstone	20			2,359	2,429	-th		£2,290,00
Rype		35			100000				£157.20
Guild Hall, Lydd	(yold	27							616,295.32
2 Borough of Lydd, large signs refurbished Lydd		30							£1,083.00
9 aside goals, steel locking sockets, football cips, Bootwiper & Strs	Wiper & Scr.	31							£1,062.00
Aype		36							£1,260.37
Pype		37							00.0063
Festive lights for local businesses, Guildhal Lydd		38							£952.34
Pype		46							£561.73
Memorial Garden	al Garden	47							£4,872,00
	111111111111111111111111111111111111111	I							

LYDD TOWN COUNCIL

31st MARCH 2025

1 ASSET NO 2 2 95 96						9	E			w	
	DESCRIPTION	OCATION	MATTE	MULTATION	Wattatata	INSURANCE	INSURANCE	INSURANCE	PER UNITARIES	DESCRIPTION OF STREET	
-alie		TOTAL STATE OF		Jul-89	Mar-15	Sep-18	Aug.19	Aug-22	2902	SESTATED VALUE	
in	Goal posts/nets/flags, interior fittings	on loan	10		4,229				VA.	£4,229,00	
	Wrought from gate	Pavilion	28		2830					E400.00	
25	Hrst Aid Box	Pavilion								E57.00	
98 HAGS	Under 11s Playground equipment	The Rype						58,869		658,869,00	
66	Exhibits				Total Exhibits	16,825	17,330	0		£15,234.00	
100 LTC016	Veteran 4 wheel horse drawn bus	Museum									
101 (70017	Horse drawn fire engine	Museum									
102											
104											
105	Mean major frame in financial court 22, 24		Ī								
106 ETC	Tennis court refurbishment Apr 21	The Banks Denney In	I							DAY SAID AND	
107 Echo	Handrail to steps tennis courts Sep 23	The Banks Dennes Ln	I							£3 544.00	
100 HAGS	New under 5s play equipment Nov 23	The Rype								639,000,00	0152
601			I							677,851.00	
110											
TOTAL AS	SET REGISTER VALUE 31,03,2024									E1,297,336.50 31.04.24	31.04.2
112											
13 ASSET NO	DESCRIPTION	LOCATION		INSURED							
114 Land				VALUE							
115 LTC006	The Rype		11	13							
16 LTC007	Memorial Gardens	Park Street	11	E							
17 LTC008	Allotment Gardens	Dungeness Road	11	13					G.		
18 LTC009	The Banks Sports Area	Dennes Lane	11	4							
6.0											
50											
1 NOTES TO	121 NOTES TO THE ASSET REGISTER										
122											
124 Note 1	Shed removed and container installed		I								
25 Note 2	Insured on separate comercial vehicle insurance	surance									
26 Note 3	New trailer					May-13					
27 Note 4	Includes new computer system					Feb-13					
28 Note 5	includes speech enhancement equipment	*				Apr-15	100				
129 Note 6	Valuation of WWI German Maxim Gun					May 15	1,00				
130 Note 7	New Clerk's wig					Sep-15	-				
131 Note 8	Town Sergeant's uniform, badges, Mayor's jabot and sleeves	r's jabot and sleeves				Aug-15					
132 Note 9	2 new benches Dennes Lane					Apr.13	par-				
m	New Noticeboard adj Church					May-13	· ja				
134	New Memorial Bench for Clir. Marie Mastons	tors				Oct-15	-				
-un	New signs for Memorial Gardens					Oct-15	įė.				
101	New Noticeboard at "Seaguils"					Feb-16	10				L
137	New Bus Shelter High Street					Mar-16	in.				
138 Note 1D	New goal posts					May-13	6				
139	New mobile goal posts					Nov-15					

						ASSET	ASSET REGISTER					
	×	8		0	200	**	9	Ι	-	1	×	,
1 ASS	ET NO	ASSET NO DESCRIPTION	LOCATION	NOTE	VALUATION VALUATION	VALUATION	INSURANCE	INSURANCE	INSURANCE	WALDE	RESTATED VALUE	
2			Transport of the Park	0.0000000	Jul-89	Mar-15	Sep-18	Aug-19	Aug-22	2007		
141 Note 12	9 12	now Ryrocera printer under rental					Mar-24			200		
142		agreement with KCFC procurement										
143		framework agreement					Mar-15					
144 Note 13	P 13	New under 5s play equipment					Nov-16					
145 Note 14	e 14	HMD90 Bench on Pype around Holm Dak					Oct-16					
146 Note 15	e 15	Festive Lights on Street Lights					Dac-16					
147 Note 16	9 16	New gold shield for Mayoral Chain					Aug-16					
148 Note 17	e 17	New portable heaters					Dec-06					
149 Note 18	918	New office chair					Feb.17					
150 Note 19	618	Minute books 2007-2016					Mar-17					
151 Note 20	e 20	Defibrillators					Dec-17					
152 Note 21	221	Cloud Phone System					001-16					
153 Note 22	e 22	Owic umbrellas					Jul-17					
154 Note 23	e 23	Long case clock in parlour renovation (from Pavilion)	int Pavillon)				Aug-16					
155 Note 24	2.24	Stairlift					Jun-05					
156 Note 25	8.25	Storage room racking					Feb-18					
157 Note 26	e 26	Additional goal post sockets for Rype					Dec-17					
158 Note 27	127	CCTV equipment					01/07/2013					
159 Note 28	87.8	Wrought iron gate for Pavillon					01/10/2017					
160 Note 29	e 29	15" Battery Powered Portable PA System					01/10/2018					
161 Note 30	n 30	2 Borough of Lydd, large signs refurbished	ъ				01/11/2018					
162 Note 31	9.31	9 aside goals, steel locking sockets, foutball clips, Bootwiper & Scraper	all clips, Bootwiper & Scr.	aper			01/04/2018					
163 Note 32	e.32	Cross-cut shredder					43223					
164 Note 33	1 33	Security Key Cabinet					43525					
165 Note 34	9 34	16 no iPad wift 32gb Space Grey, emails					43405					
166 Note 35	E 35	Furniture for Staff room, Sofa, 2 chairs and 3 tables	of 3 tables				43405					
167							-					
168		100000000000000000000000000000000000000										
169 2024/25	4/25	Rype Playground										
170		Glasdon Bins										
171		Rype retention payment										
172		WINI - May payment										
173	24-Apr	24-Apr ETC sports-tennis court surface										
174	03-fum	03-lum Hags-swings										
175	03-Auf	03-3ul Hopkins-cabinet										
176		Check Tollaris										
177		Ashington Robes?		ij								
178		Hags cabinet										

LYDD TOWN COUNCIL