

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.

1. 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).
2. The Mayor's allowance for 2026-27 is £2,000 as agreed in budget set November 2025 – 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 which is paid from the Mayoral Allowance.
3. 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.
5. 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 passenger 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.

7. 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.
8. 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.
9. 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 when required.
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 or online banking 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 2026 in line with budget

COUNCILLORS ATTENDANCE AT MEETINGS
28th APRIL 2025 TO 11th May 2026

| COUNCILLORS | COUNCIL | | PLANNING | | PERSONNEL | | BUILDINGS & AMENITIES | | ANNUAL TOWN MEETING 27.04.26 | | TOTAL MEETINGS ATTENDED | |
|-----------------|---------|---|----------|----|-----------|---|-----------------------|---|------------------------------|---|-------------------------|----|
| | P | A | P | A | P | A | P | A | P | A | P | A |
| JONES Robert | 6 | 6 | 11 | 11 | 5 | 5 | 1 | 1 | 1 | 1 | 24 | 24 |
| BEACH Maria | 6 | 6 | 11 | 11 | | | 1 | 1 | 1 | 1 | 19 | 19 |
| CHAPMAN Darren | 6 | 3 | 11 | 2 | 5 | 5 | | | 1 | 1 | 23 | 11 |
| CRUMP Sadie | 6 | 6 | 11 | 10 | | | | | 1 | 1 | 18 | 17 |
| DAWES Tom | 6 | 4 | | | | | 1 | 0 | 1 | 0 | 8 | 4 |
| DUNCAN Ann | 6 | 3 | 11 | 1 | | | | | 1 | 0 | 18 | 5 |
| GODDARD Clive | 6 | 6 | | | 5 | 5 | 1 | 1 | 1 | 0 | 13 | 13 |
| HARSTON Pippa | 6 | 5 | 11 | 8 | | | | | 1 | 1 | 18 | 14 |
| HILLS Tony | 2 | 2 | | | | | | | 1 | 1 | 3 | 3 |
| JONES Jean | 6 | 5 | 11 | 11 | | | 1 | 1 | 1 | 1 | 19 | 18 |
| LEWIS Della | 6 | 5 | 11 | 8 | | | | | 1 | 1 | 18 | 14 |
| MARTIN Alan | 5 | 1 | | | | | 1 | 0 | 1 | 1 | 7 | 2 |
| MAY Anthony | 6 | 6 | 11 | 11 | | | | | 1 | 0 | 18 | 17 |
| McKENNA Deborah | 3 | 2 | | | | | | | 1 | 1 | 4 | 3 |
| RYE Kim | 6 | 6 | 11 | 5 | | | | | 1 | 1 | 18 | 12 |
| RYE Paul | 6 | 4 | | | 5 | 5 | | | 1 | 0 | 12 | 9 |
| SWEENEY Martin | 3 | 1 | | | 1 | 1 | | | 1 | 1 | 5 | 3 |

. NEW COMMITTEES FORMED ON THE 12TH MAY 2025

. P = POSSIBLE A = ACTUAL

LYDD TOWN COUNCIL

31ST MARCH 2026

ASSET REGISTER

| | A | B | C | K | L |
|----|----------|---|-------------|----------------|---|
| 1 | ASSET NO | DESCRIPTION | LOCATION | RESTATED VALUE | |
| 2 | | Buildings | | | |
| 3 | LTC001 | Guild Hall & Offices | Guild Hall | £ 511,563.00 | |
| 4 | LTC002 | Manor Road Pavilion | Manor Road | £ 112,537.00 | |
| 5 | LTC003 | Garages | Manor Road | £ 12,261.00 | |
| 6 | LTC004 | The Banks Pavilion | Dennes Lane | £ 118,678.00 | |
| 7 | LTC005 | The Banks Container | Dennes Lane | £ 1,956.00 | |
| 8 | | | | | |
| 9 | | Regalia | | £ 72,989.00 | |
| 10 | LTC010 | Mayor's Chain & Jewel of Office | Guild Hall | | |
| 11 | | Gold shields for Mayor's Chain | Guild Hall | £ 480.00 | |
| 12 | LTC011 | Silver Mace | Guild Hall | | |
| 13 | | Mayors robes, shoes, sword, jabot, sleeves | Guild Hall | £ 209.00 | |
| 14 | | Mayoress Robes two hats | Guild Hall | | |
| 15 | | Robes town sergeant two hats | Guild Hall | | |
| 16 | | Robes town clerk, 1 wig | Guild Hall | £ 487.00 | |
| 17 | | Escort, Deputy & Civic reps badges | Guild Hall | | |
| 18 | | Town sergeant uniform, badges, jabot, robes | Guild Hall | £ 650.00 | |
| 19 | | Civic umbrellas | Guild Hall | £ 56.00 | |
| 20 | | | | | |
| 21 | | Trophies, goblets & Bowls | | £ 2,684.00 | |
| 22 | LTC031 | Silver Rosebowl Gardening Trophy | Guild Hall | | |
| 23 | LTC028 | William 111 Silver Cup | Guild Hall | | |
| 24 | | Cinque Ports bowl and 6 goblets | Guildhall | | |
| 25 | | Coalport goblet | | | |
| 26 | | | | | |
| 27 | | Paintings, Artwork and other items | | £ 70,000.00 | |
| 28 | LTC012 | Painting of W.D. Walker | Guild Hall | | |
| 29 | LTC013 | Bailiffs of Lydd Irene Wellington | Guild Hall | | |
| 30 | LTC014 | Painting Albert Cock | Guild Hall | | |
| 31 | LTC015 | Painting of Alderman Paine | Guild Hall | | |
| 32 | LTC019 | Frames Royal Arms Charles 11 | Guild Hall | | |
| 33 | LTC020 | Painting of Alderman Edwin Finn | Guild Hall | | |
| 34 | LTC022 | Painting of Alderman Finn | Guild Hall | | |
| 35 | LTC023 | Model of SS Dungeness | Museum | | |
| 36 | LTC024 | Coloured Estate Plan | Archived | | |
| 37 | LTC025 | Painting of Miss Mittell | Guild Hall | | |
| 38 | LTC026 | Painting of Alderman Whiting | Guild Hall | | |
| 39 | LTC027 | Charter - Charles Edward Bass | Guild Hall | | |
| 40 | LTC030 | 4 mayor, clerk freeman boards | Guild Hall | | |
| 41 | LTC032 | Ordnance Survey Map - Lydd Borough | Archived | | |
| 42 | | 2 oak circular seal plaques | Guild Hall | | |
| 43 | | 2 framed congratulation 50/60 | Guild Hall | | |
| 44 | | corp of Lydd Charters box | Guild Hall | | |
| 45 | | 8 bronze imperial measures | Guild Hall | | |
| 46 | | beam scales and 7 weights | Guild Hall | | |
| 47 | | 17th Century oak coffer -WWI Maxim gun | Guild Hall | £10,000.00 | |
| 48 | | Long case clock | Guild Hall | £914.40 | |
| 49 | | | | | |
| 50 | | Groundsman's Equipment | | | |
| 51 | LTC033 | Massey Ferguson tractor | Allotment | £8,000.00 | |
| 52 | | Ifor Williams trailer | Garages | £870.00 | |
| 53 | | Garden Machinery | Allotments | £2,607.00 | |
| 54 | | | | | |
| 55 | | Guildhall Contents | Guild Hall | £51,674.95 | |
| 56 | | Office equipment | Guild Hall | £44,531.00 | |

LYDD TOWN COUNCIL

31ST MARCH 2026

ASSET REGISTER

| | A | B | C | K | L |
|-----|----------|---|------------------|-------------------|------------|
| 1 | ASSET NO | DESCRIPTION | LOCATION | RESTATED VALUE | |
| 57 | | computers, speech enhancement eqmt | Guild Hall | £2,987.00 | |
| 58 | | Cloud Phones, office chair, radiators | Guild Hall | £903.95 | |
| 59 | | Minute books 2007-2016 | Guild Hall | £753.00 | |
| 60 | | Minute books 2015-19 | Guild Hall | | |
| 61 | KCC | Printer Kyrocera TASKalfa 5054 | Guild Hall | £2,806.62 | |
| 62 | | Storage room racking | Guild Hall | £665.00 | |
| 63 | | 15" Battery Powered Portable PA System | Guild Hall | £303.00 | |
| 64 | | Cross-cut shredder | Guild Hall | £690.00 | |
| 65 | | Security Key Cabinet | Guild Hall | £323.00 | |
| 66 | | 16 no iPad wifi 32gb Space Grey, emails | Councillors | £6,444.00 | |
| 67 | | Furniture for Staff room, Sofa, 2 chairs and | Guild Hall | £649.00 | |
| 68 | | 2 no laptops, mobile phones | TC and TCA | £1,550.00 | |
| 69 | | HP 840G2 Elite laptop | Chairman | £395.00 | |
| 70 | | 2 no Zyxel NW wifi access points | Guild Hall | £514.00 | |
| 71 | | APC Smart UPS 1500VA | Guild Hall | £520.00 | |
| 72 | | 1 no HP 9010E inkjet printers | DC | £149.00 | 31/03/2026 |
| 73 | | 1 no HP 9010E inkjet printers | TCA | £149.00 | |
| 74 | | 3 no Chairs for Chamber | Guild Hall | £634.20 | |
| 75 | | Tall cupboard for Staff Room | Guild Hall | £212.42 | |
| 76 | | Stairlift 31.10.22 | Guild Hall | £3,469.00 | |
| 77 | | Outdoor Property | | | |
| 78 | LTC018 | Street furniture/signs/noticeboards | Lydd | £45,833.00 | |
| 79 | | War Memorial in Memorial Gardens | Park St Lydd | £10,694.00 | |
| 80 | | Under 5s play equipment -11 removed 23 | Rype Play | | |
| 81 | | HMQ90 Bench | Rype | £1,851.00 | |
| 82 | | Festive Lights | Lydd | £1,780.00 | |
| 83 | | Defibrillators x 2 | Lydd, Greatstone | £2,290.00 | |
| 84 | | Additional goalpost sockets | Rype | £157.20 | |
| 85 | | CCTV equipment | Guild Hall, Lydd | £16,295.32 | |
| 86 | | 2 Borough of Lydd, large signs refurbished | Lydd | £1,083.00 | |
| 87 | | 9 aside goals, steel locking sockets, football clips, Bootwiper | Rype | £1,062.00 | |
| 88 | | Basketball post, board and hoop | Rype | £1,260.37 | |
| 89 | | 2 Southampton benches | Rype | £900.00 | |
| 90 | | Festive lights for local businesses, Guildhall | Lydd | £952.34 | |
| 91 | | Chains for basket swing | Rype | £561.73 | |
| 92 | | 2 no Memorial benches and plaques | Memorial Garde | £4,872.00 | |
| 93 | | Beacon at The Banks | The Banks denne | £3,840.00 | |
| 94 | | Manor Rd Pavilion Contents | | | |
| 95 | | Goal posts/nets/flags, interior fittings | on loan | £4,229.00 | |
| 96 | | Wrought iron gate | Pavilion | £400.00 | |
| 97 | | First Aid Box | Pavilion | £57.00 | |
| 98 | HAGS | Under 11s Playground equipment | The Rype | £58,869.00 | |
| 99 | | Exhibits | | £15,234.00 | |
| 100 | LTC016 | Veteran 4 wheel horse drawn bus | Museum | | |
| 101 | LTC017 | Horse drawn fire engine | Museum | | |
| 102 | | | | | |
| 103 | | | | | |
| 104 | | | | | |
| 105 | | New major items in financial year 23-24 | | | |
| 106 | ETC | Tennis court refurbishment Apr 23 | The Banks Denne | £37,307.00 | |
| 107 | Echo | Handrail to steps tennis courts Sep 23 | The Banks Denne | £1,544.00 | |
| 108 | HAGS | New under 5s play equipment Nov 23 | The Rype | £39,000.00 | |
| 109 | | | | £77,851.00 | |
| 110 | | New major items in financial year 24-25 | | | |
| 111 | | Topsy 2000 Keyed Lock Yellow bin with liner | | £254.20 | |

LYDD TOWN COUNCIL

31ST MARCH 2026

ASSET REGISTER

| | A | B | C | K | L |
|-----|--|--|----------|----------------|------------|
| 1 | ASSET NO | DESCRIPTION | LOCATION | RESTATED VALUE | |
| 112 | Glasdon | Topsy 2000 Keyed Lock Blue bin with liner | | £277.90 | 31/03/2026 |
| 113 | Hopkins | Outdoor locked polycarbonate cabinet | | £475.00 | |
| 114 | Ashington | Installation of Lord Warden - 3 sets of robes | | 74.97 | |
| 115 | TW Kempton | Town Sergeant Uniform | | £261.75 | |
| 116 | | Garden Machinery | | -£2,607.00 | |
| 117 | | Goal posts/nets/flags, interior fittings | | -£4,229.00 | |
| 118 | | Festive Lights | | -£1,780.00 | |
| 119 | | | | -£7,272.18 | 31/03/2025 |
| 120 | removed 25/26 | | | | |
| 121 | Glasdon | Topsy 2000 Keyed Lock Blue bin with liner | | -£277.90 | |
| 122 | 2 no HP 9010E inkjet printers | DC | | -£149.00 | |
| 123 | | New major items in financial year 25-26 | | | |
| 124 | CSG Global Education Ltd | Office shredder | | £649.00 | |
| 125 | Office Ifini Ltd | HP Gen 11 Server | | £1,150.00 | |
| 126 | Office Ifini Ltd | 2x HP 800 mini G9 | | £1,398.00 | |
| 127 | Office Ifini Ltd | 1 x 850 elitebook laptop | | £980.00 | |
| 128 | notice Boards | Rype | | £1.00 | |
| 129 | notice Boards | Lydd on sea on toilet block wall | | £1.00 | |
| 130 | | | | | |
| 131 | | | | £3,752.10 | 31/03/2026 |
| 132 | | | | | |
| 133 | | | | £1,290,064.32 | 31/03/2025 |
| 134 | | | | | |
| 135 | TOTAL ASSET REGISTER VALUE 31.03.2024 | | | £1,297,336.50 | 31.03.24 |
| 136 | | | | | |
| 137 | TOTAL ASSET REGISTER VALUE 31.03.2025 | | | £1,290,064.32 | 31.03.25 |
| 138 | | | | | |
| 139 | TOTAL ASSET REGISTER VALUE 31.03.2026 | | | £1,293,965.42 | 31/03/2026 |

31ST MARCH 2026

ACQUISITIONS AND DISPOSALS

LYDD TOWN COUNCIL

| A | B | C | D | E |
|----|---|------------------|-----------|---|
| | Description | ACQUISITION DATE | Cost | |
| 1 | | | | |
| 2 | | | | |
| 3 | CSG Global Education Office shredder | 08/04/2025 | £649.00 | |
| 4 | ifini HP Gen 11 Server | 28/07/2025 | £1,150.00 | |
| 5 | ifini 2x HP 800 mini G9 | 28/07/2025 | £1,398.00 | |
| 6 | ifini 1 x 850 elitebook laptop | 28/07/2025 | £980.00 | |
| 7 | | | | |
| 8 | | | | |
| 9 | notice Boards Rype | 31/03/2025 | £1.00 | |
| 10 | notice Boards Lydd on sea on toilet block wall | 31/03/2025 | £1.00 | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | DISPOSAL DATE | | |
| 15 | Glasdon Topsy 2000 Keyed Lock Blue bin with liner | 31/03/2026 | -£277.90 | |