

**To receive a report on photography costs for Mayoral events and consider any actions and associated expenditure**

**Report to:** P&F

**Date of Report:** 9.09.25

**Officer Writing the Report:** Office Manager / Assistant to the Town Clerk

**Officers Recommendations**

1. Due to an administrative oversight, Members are asked to consider approving the following refunds in accordance with the guidance set out in the Town Council Civic Handbook:

April 2022 and March 2023 – Civic Service (Civic Award Presentations): subject to the former Mayor providing the receipts.

2. Due to an administrative oversight, Members are asked to consider requesting that the Mayor for 2024 and current Mayor reimburse the Town Council for the cost of Mayor Making photography, for the year 2024 £60 and 2025 £70 in accordance with the guidance set out in the Town Council Civic Handbook.
3. Members are asked to consider whether it is appropriate for the Town Council to cover the cost of a photographer for the Mayor Making Ceremony.

Please note: These photographs are used for official publicity purposes.

If Members approve these amendments, the Town Council Civic Handbook will be updated accordingly.

**Report Summary**

During the Civic year, Saltash Town Council appoints a photographer for key occasions, such as, the Mayor Making, Remembrance Sunday, and the Civic Service. The Civic Handbook currently outlines whether this cost is covered by the Mayor's allowance or by the Council. **See Appendix A** highlighted section for further information.

As the photographs are regularly used for Town Council publicity, including social media, official publications and historical records the Town Council may feel it is appropriate that the cost for the Mayor Making Ceremony should be met by the Town

Council, not the Mayor. However, the adopted Town Council Civic Handbook does not reflect this at present.

The cost for photography for this occasion is typically between £80 to £100 dependent on the time a photographer is required to attend.

The table below provides five years of photographer appointments and how payment has been made. There is a lack of consistency.

<b>Date</b>	<b>Event</b>	<b>Who paid</b>	<b>Administrative oversight</b>
May 2021	Civic Service	Photographer not appointed due to Covid	N/A
September 2021	Mayor Making	Mayor	N/A
November 2021	Remembrance	STC	N/A
April 2022	Civic Service	Mayor	Yes
May 2022	Mayor Making	Mayor	N/A
November 2022	Remembrance	STC	N/A
March 2023	Civic Service	Mayor	Yes
May 2023	Mayor Making	Mayor	N/A
November 2023	Remembrance	STC	N/A
April 2024	Civic Service	STC	N/A
May 2024	Mayor Making	STC	Yes
November 2024	Remembrance	STC	N/A
April 2025	Civic Service	STC	N/A
May 2025	Mayor Making	STC	Yes

## **Budgets**

**Budget Availability:** £8,895

**Budget Codes:** 6202 Civic Occasions

**Committed Spend:** £1,000

**Signature of Officer:**

Office Manager / Assistant to the Town Clerk

## APPENDIX A -

### Budgets, Allowances and Hospitality

The Chairman of the Town Council is paid an allowance (taxable) during the term of office to reflect expenses incurred (LGA 1972, s15 (5) and 34 (5)). The objective of the allowance (which is separate from the Town Councillors Allowance) is to allow any Town Councillor to be able to be Mayor regardless of personal financial circumstances and to allow each Mayor to fulfil the duties of the role with dignity.

The Finance Officer will advise on the allocation of the Mayor's allowance.

### Who pays for what?

The Chairman is given the allowance in the expectation that they will fund a number of things while other expenses are paid from the Civic Occasions budget. The LGA does not stipulate the type or category of expenditure. A breakdown is shown below and while not an exhaustive list, the examples should cover most expenditure items of the year. If you are in any doubt as to whether you are expected to pay for something, please ask.

Category	Paid from the Chairman of the Town Councils Allowance	Paid from the Civic Ceremonial Events Budget
Flowers	Personal bouquets; buttonholes; special arrangements	Remembrance Sunday costs including wreaths
Food/Drink	Private catering/working lunches including alcohol	Official lunch meetings Special meetings (e.g. the High Sherriff)
Photos	Photography for Mayoral Civic events such as Mayor Making; official photographs	Photography for Civic events such as Remembrance, Mayor's Civic Service if Civic Awards are presented during the service

<b>Travel</b>	Mileage to and from events	
<b>Entry to events</b>	Tickets for events	
<b>Charity events</b>	Raffle prizes/tickets; charitable fundraising	
<b>Donations</b>	Donations to charities	
<b>Additional Mayor Making Expenditure</b>	All additional expenses must be paid from the Mayor's Allowance e.g. Gifts to attendees that the Mayor may wish to thank	Pennies and Fruit for Mayor Making
<b>Administration expenses</b>	Telephone, stationery, printing and postage	