

1. **Diary Management**

From 2011/12 to be undertaken by the Chairman themselves with limited support from Officers – in future Officers would forward correspondence and telephone enquiries, undertake website management and monthly meetings to organise correspondence for any receptions/church services/HMS Shoreham matters.

The Chairman to liaise with the Vice Chairman direct for support.

2. **Civic Reception - Church Service**

A maximum of one Civic Reception and one Church Service per Civic year, no other events or receptions to be funded from the Council's budgets. The exception being events for HMS Shoreham when on a formal home port (Shoreham) visit with a commensurate reduction in the expenditure for the Civic Reception/Church Service in that year. Expenditure within any one Civic year on hospitality to be within budget. The Church Service is usually the Christmas Service.

The requirements of the Local Government Act 1972 Section 176(1)(1) apply.

3. **HMS Shoreham Visits away from home port** (Shoreham)
(for example, Faslane Scotland or visits to Portsmouth or London).

Expenditure will be personal and not paid from Council budgets.

4. **Attendance of events outside the District as official engagements**

No attendance at events outside of the Adur District/Worthing Borough area. Exceptions will be very rare and be for Sussex-wide events, for example, the West Sussex County Council Chairman's Annual Reception or the Sussex Armed Forces Day Drumhead Service or a specifically authorised event by the Democratic Services Manager consultation with the Leader. Updated: *Should the Chairman wish to attend these events then this is personal expenditure and not from any Council budgets.*

5. **Attending any events where tickets have to be purchased whether this be linked with the District or linked events to charities etc.**

Should the Chairman wish to attend these events then this is personal expenditure and not from any Council budgets.

6. **Attending of charity events outside of the District**

All expenditure to and at these events to be personal and not paid from any Council budgets.

7. **Officer support or Council resources for any Chairman's charity work**

All support for any chosen charity will be from the Chairman's personal team except any banking of the receipts once collected by the Chairman's team unless taken direct at an event by the Charity representatives* (meets audit requirements). There will be no officer supporting in arranging events, correspondence or sundry matters. No use of Council budgets for purchasing tickets, transferring of guest expenditure at charity events, prizes, raffle gifts, refreshments etc. Resources for charity work to be on an income and expenditure style of balance sheet for example, cost of printing posters etc offset by income generated. *Chairman will be encouraged to arrange direct with a charity the banking of finances.

8. **Remembrance Sunday Services** – remain as designated Civic events organised by the Royal British Legion.

Armed Forces Day to be supported. The Council will not charge for advertising or administering road closures on behalf of the Royal British Legion for the Remembrance Sunday events in the District.

9. **Town Twinning**

The current Council policy is that Town Twinning is at no cost to the Council – subscription(s); overseas visits are not paid or charged to the Council's budgets (the Chairman's allowance or expenses). They are a personal expense by the Chairman as Honorary President. No Council expenditure for visitors from the Council's Twin Towns or receptions or the like; a visiting Mayor is received as would be any other Civic dignitary visiting the District.

10. **Chairman's Christmas card Competition**

To continue and be supported by Officers.

Miscellaneous matters

Local Government Act 1972 Section 3(5) and Section 5(4):

The following will be paid from the Chairman's or Vice-Chairman's' allowance -

Cards/Gifts for 100th birthdays / Diamond weddings etc.

Civic gifts – where these are necessary these to be the District Crest Paperweights or lapel badges.

Christmas cards – develop the use of e-cards from the competition design / encourage charity team to sell the winning designs for the Chairman's charity.

Past Chairman's Medal and engraving the past Chairman's Board.

Clothing allowance for special purchases only – a policy to be agreed by Officers supporting the Chairman and Civic Office.

A full evaluation of the reduction in service, advice on constitutional matters and chairing the Council meeting. Setting up systems for management of the Civic Services website events and these matters to be reviewed in December 2011 for the 12/13 year.

Use of Chairman's allowance - the Chairman to sign an authority for the use of their allowance.

The Chairman to be briefed monthly on the money spent and the amount remaining in their budget.

For clarification 'council budgets' means any finance provide from public funds - personal allowance or civic hospitality. Personal expenditure means no public money from the Council's Revenue budgets – the post holder privately funds the expenditure.

Year 2011/12 budget:

Chairman's allowance to be reduced to £3,000.

Vice-Chairman's allowance to be reduced to £300

Civic hospitality (as defined in the Local Government Act 1972) to be reduced to £4,000 and reviewed in December 2011.

The Chairman may receive a Special Responsibility Allowance under the Councillor Allowances scheme set by the Council on a recommendation from the Joint Independent Remuneration Panel - this is for the role of Chairing the Council meetings.