

This Policy was adopted by the Council at its Meeting held on **20th September 2023** and will be reviewed annually, in March prior to the commencement of the new financial year. This year, being the first year, has been completed later.

1. INTRODUCTION

- 1.1 The purpose of the Policy is to give guidance to Members on how to claim allowances and expenses which are available to them to support their role as a Councillor.
- 1.2 The Independent Remuneration Panel for Wales (**IRPW**) is the independent body which produces a report every year setting out the payments that may be made to a Member. These payments consist of a mixture of mandatory and optional payments. With the exception of mandatory payments, community and town councils (**CTCs**) are to make a formal decision (annually prior to the start of the next financial year) regarding whether to make these payments and if so, how much to pay. However, the amounts that CTCs can pay for these allowances are subject to limits determined by the Panel.
- 1.3 The Panel considers Members should not be out of pocket for carrying out their duties. However, an individual may decline to receive part, or all, of the payments if they so wish. This must be done in writing and is **an individual matter**. *A CTC Member wishing to decline payments must themselves write to their proper officer to do so.* Each CTC must ensure that it does not create a climate which prevents persons accessing any monies to which they are entitled that may support them to participate in local democracy. Payments should be made efficiently and promptly.
- 1.4 Members should also note that, except for reimbursed expenses, the allowances paid may be subject to taxation.
- 1.5 The Public Services Ombudsman for Wales, Code of Conduct states:
“You need to follow the law and your Council’s requirements in claiming expenses and allowances. If you are in any doubt about your entitlements, or the proper way to claim, you should ask your Clerk for advice. You need to keep proper records of expenditure, supported by receipts where appropriate, so that you can properly evidence your claims. Even if a particular scheme does not require you to submit receipts, you are strongly advised to keep these so that you can prove how much you have actually spent on the items you are claiming for.”

2. Members Payments and responsibilities of community and town councils (CTCs)

- 2.1 The IRPW reports consists of mandatory and optional payments which are annually reviewed, with the new report issued in the February prior to the financial year they are applicable to. CTCs must receive the report at the next available meeting, following which, this Policy is to be updated to reflect any changes and reported back to Council for approval.
- 2.2 In respect of mandatory payments, no decision is required by the CTC and Members should receive what they are properly entitled as a matter of course.

- 2.3 A CTC can adopt any, or all, of the non-mandatory determinations but if it does make a such a decision, it must apply to all its Members.
- 2.4 Members in receipt of a Band 1 or Band 2 senior salary from a principal authority i.e. BGCBC (e.g. Leader, Deputy Leader or Executive Member) cannot receive any payment from a CTC, *other than travel and subsistence expenses and contribution towards costs of care & personal assistance.*
- 2.5 The CTC must publish details of all payments made to individual Members in an annual Statement of Payments for each financial year with this information being sent to IRPW and published on noticeboards/website. Publication deadline is 30th September, following the financial year payments related to.
- 2.6 The CTC must make and record a policy decision in respect of:
- when and how payments are to be made,
 - whether they are paid monthly, yearly or otherwise,
 - whether and how to recover any payments made to a Member who leaves or changes their role during the financial year.
- 2.7 Any individual Member may make a personal decision to elect to forgo part or all of the entitlement to any of these payments by giving written notice to the proper officer of Council. This is *an individual matter* and each CTC must ensure that it does not create a climate which prevents persons accessing any monies to which they are entitled.

3. POLICY

- 3.1 The IRPW report for the financial year ending 31st March 2024 has been received by Council, with the determinations and Council’s responses/stance shown in the following table.
- 3.2 Council’s policy decision in respect of when and how payments are made and whether there is any claw back following a Member leaving a specific role and/or Council are include for each determination.
- 3.3 IRPW table of payments to CTCs, as of February 2023.

Group 2. Type of payment	Electorate 10,000 to 13,999. Requirement	Determination Number	Council’s stance
Extra Costs Payment: <ul style="list-style-type: none"> • Reimbursement for extra costs of working from home £156 per year • Reimbursement for consumables £52 per year 	Mandatory for all members	4	<ul style="list-style-type: none"> • Mandatory payments to all Members unless they advise the appropriate officer, in writing, that they do not wish to accept it. Payable: • October following AGM. • £156 payment as a lump sum

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			<ul style="list-style-type: none"> £52 payment as a lump sum or Members can claim reimbursement using the form in Appendix 1. Claw back – At Council’s discretion, with the Finance Sub-committee making a decision based on each circumstance individually.
Contribution towards costs of Care or Personal Assistance	Mandatory	43	<ul style="list-style-type: none"> Approved. meeting the guidance of the IRPW report. <p>Payable:</p> <ul style="list-style-type: none"> On production of appropriate receipts.
Senior Role <ul style="list-style-type: none"> £500 per year 	Mandatory for 1 member; optional up to 5	45	<p>1 payment £500 – Leader</p> <ul style="list-style-type: none"> The Member can decline the allowance by advising the appropriate officer, in writing. <p>Payable:</p> <ul style="list-style-type: none"> June following AGM. One lump sum. Claw back – At Council’s discretion, with the Finance Sub-committee making a decision based on each circumstance individually.
Travel and Subsistence for attending approved duties <ul style="list-style-type: none"> Travel 45p per mile up to 10,000 miles in the year or Actual costs of travel by public transport Approved Overnight stay - £28 per 24 hour period allowance for meals; £200 London overnight; £95 elsewhere overnight; £30 staying with friends/family overnight. 	Optional	46/47	<ul style="list-style-type: none"> Attendance and overnight stay (if required) must be approved in advance. <p>Payable:</p> <ul style="list-style-type: none"> When the activity they relate to has taken place. Requires submission of a reimbursement form (Appendix 1) and receipts.
Financial Loss	Optional	48	<ul style="list-style-type: none"> No payment
Attendance Allowance	Optional	49	No payment – to be decided

<p>Mayor or Chair</p> <ul style="list-style-type: none"> Up to a maximum of £1,500 	<p>Optional</p>	<p>50</p>	<p>annually at its AGM</p> <p>Mayoral Allowance £500</p> <ul style="list-style-type: none"> The Member can decline the allowance by advising the appropriate officer, in writing. <p>Payable:</p> <ul style="list-style-type: none"> June following AGM. One lump sum. Claw back – At Council’s discretion, with the Finance Sub-committee making a decision based on each circumstance individually. <p>Mayoral Civic budget £815</p> <ul style="list-style-type: none"> Pay costs direct on behalf of the Mayor. Mayor reclaims costs via submission of receipts.
<p>Deputy Mayor or Deputy Chair</p> <ul style="list-style-type: none"> Up to a maximum of £500 	<p>Optional</p>	<p>51</p>	<ul style="list-style-type: none"> No payment

3.4 Expenditure incurred on behalf of Town Council

It is extremely important to obtain prior approval, from Council or the Town Clerk if within the remit of their role, before incurring expenditure on behalf of Town Council.

- This expenditure can include, but not limited to, the purchase of items for events and activities.
- Members are to obtain/retain receipts to support claims for the reimbursement of these expenses and will supply them to the proper officer of Council with the completed reimbursement form in *Appendix 1*.
- Purchases below £25.00 can be reimbursed by the proper officer from petty cash but amounts exceeding that sum must be reclaimed using the form.
- Reimbursement of claims using the form in *Appendix 1* will be made by cheque, following approval as part of the Schedule of Payments.
