



Be kind



Bydewch yn garedig

COWBRIDGE (ANCIENT BOROUGH) with
LLANBLETHIAN TOWN COUNCIL
CYNGOR TREF
Y BONTFAEN (Bwrdeistref Hynafol) gyda
LLANFLEIDDAN

Councillor Allowances Policy

Background

Part 8 (sections 141 to 160) of the Local Government (Wales) Measure 2011 sets out provisions about allowances for members of town and community councils. Under the 2011 Measure, the Independent Remuneration Panel for Wales has been given the responsibility for setting payment levels for community and town councillors in Wales.

1. Basic Principles

- 1.1 Individuals who have accepted office as a member of the town council are entitled to receive payments as determined by the Independent Remuneration Panel for Wales. It is the duty of the proper officer (town clerk) of the council to arrange for correct payments to be made to all individuals entitled to receive them;
- 1.2 Members should receive monies to which they are properly entitled as a matter of course. There is no requirement for individuals to opt in to receive payments;
- 1.3 An Individual may decline to receive part, or all, of the payments if they so wish. A councillor wishing to decline payments must themselves write to the town clerk to do so;
- 1.4 The town clerk should ensure there is ready access to proper reimbursements of costs of care to enable those eligible for reimbursement to participate in the democratic process.

2. Duties and Powers to make Payments to Councillors

- 2.1 Cowbridge with Llanblethian Town Council must make available a payment to each of their members of £156 per year. Members are entitled to receive this allowance from the start of the financial year, unless they are elected/co-opted later in the financial year, in which case they are eligible for a pro-rata payment from that date;

2.2 The Town Council must make available an 'extra costs' payment to each of their members of £52 per year. Members are entitled to receive this allowance from the start of the financial year, unless they are elected/co-opted later in the financial year, in which case they are eligible for a pro-rata payment from that date;

2.3 The Town Council can make an annual payment of up to £500 each to up to 3 members in recognition of specific responsibilities.

This is in addition to the basic allowance of £156 and the extra costs payment of £52;

If the Council wishes to make such payments available, it must decide the amount of the additional allowance. The additional payments are payable from the date when the member takes up the role during the financial year;

2.4 The Town Council can decide to make payments to each of their members in respect of travel costs for attending approved duties. Please see 5.2 below;

2.5 The Town Council can decide to pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties. Please see 5.2 below;

2.6 The Town Council must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month.

Reimbursement must be for the additional costs incurred by members to enable them to carry out their approved duties. Please see 5.2 below.
Reimbursement shall only be made on production of receipts from the carer;

2.7 The Town Council can provide a payment to the Mayor, up to a maximum of £1,500. This is in addition to the £156 basic allowance, the £52 extra costs allowance and the £500 senior salary if these are paid;

2.8 The Town Council can provide a payment to the Deputy Mayor up to a maximum amount of £500. This is in addition to the £156 basic allowance, £52 extra costs allowance and the £500 senior salary if these are paid.

3. Agreed Allowances & Expenses

3.1 The Mayor's Allowance shall be £1,500 per annum;

3.2 In addition, the Town Council will provide reimbursement of necessary costs to the Mayor. This to include the cost of flowers, photography, refreshments, engraving, tickets to events and any other costs which are incurred as a consequence of office;

- 3.3 Payments in respect of 2.4 & 2.5 will be paid if authorised by full council once the activity has taken place.

4. Arrangements for Payment

- 4.1 Councillors' Allowances, Mayor's Allowance, Deputy Mayor's Allowance and Senior Salary/Special responsibility allowance are taxable allowances. Before receiving their first payment, councillors will be required to complete payroll forms in accordance with Governance & Accountability for Local Councils in Wales – A Practitioner's Guide (2019 edition) 13.24. Payroll forms are to be completed and sent to the clerk by 1st March at the latest in order to receive payment in that financial year. Once a councillor has been registered on the town council's payroll system, they will not need to take any further action in order to receive their basic allowance;
- 4.2 Councillors wishing to refuse their basic allowance should write to the town clerk to confirm that they do not wish to receive their allowance by 28th February in the financial year to which the allowance relates;
- 4.3 Unless they have refused their allowance, councillors will receive payment in March of each financial year;
- 4.4 If a councillor resigns during the financial year, they will receive a pro rata payment as soon as practicable after resignation. This will usually occur the following calendar month, provided that the councillor is registered on the council payroll;
- 4.5 The Mayor's Allowance shall be paid in two equal instalments in May each year;
- 4.6 A councillor making a claim for compensation for Financial Loss must sign a statement that the member has not made and will not make any other claim in respect of the matter to which the claim relates;
- 4.7 Any claim for travelling or subsistence allowance shall be made within three months from the date on which the entitlement occurred. However, this does not prevent the council from authorising a payment where the allowance is not claimed with the three-month period;
- 4.8 Any claim for payment of travelling or subsistence allowance in accordance with this policy (excluding claims for travel by private motor vehicle) shall be accompanied by appropriate receipts proving actual expenses;
- 4.9 A claim for a payment of travelling allowance or subsistence allowance must include, or be accompanied by, a statement signed by the councillor that they have not made and will not make any other claim in respect of the matter to which the claim relates.

5. Miscellaneous

5.1 Reimbursement only against receipts for purchases made on behalf of the council are not covered by these regulations. These payments will be authorised in advance of the purchase at the monthly Full Council Meeting.

5.2 Approved Duty means

- a. Attendance at a meeting of the council or of any committee or sub-committee of the council or any other body to which the council makes appointments or nominations or of any committee of such a body.
- b. Attendance at any other meeting the holding of which is authorised by the council or a committee of the council, provided that at least two members of the council have been invited.
- c. Attendance at a meeting of any association of councils of which the council is a member.
- d. Attendance at any training or development event approved by the council.
- e. Any other duty approved by the council or duty of a class approved by the council for the discharge of its functions or any of its committees or sub-committees.

6. Publicity Requirements

6.1 The Town Council is legally obliged to publish details of all payments made to individual members in an annual Statement of Payments for each financial year. This information must be published on council noticeboards and on the website. A copy must also be provided to the Independent Remuneration Panel for Wales.

Appendix 1

All rates quoted are contained in the IRPW Report February 2019.

Travel Costs

1. Payments made must be the actual costs of travel by public transport or the HMRC mileage allowances as below:

Rate Payable per mile	Stipulations
45p	Up to 10,000 miles per year
25p	Over 10,000 miles

5p	Per passenger carried on authority business
24p	For private motor cycles
20p	For bicycles

Subsistence Expenses

- If the council resolves that a particular duty requires an overnight stay, it can authorise reimbursement of subsistence expenses to its members at the maximum rates set out below on the basis of receipted claims:

Rate	Stipulation
£28	Per 24 hour period allowance for meals, including breakfast where not provided.
£200	London overnight
£95	Elsewhere overnight
£30	Staying with friends and/or family overnight

Financial Loss Compensation

- The Town Council can pay financial loss compensation to each of their members, where such loss has occurred, for attending approved duties as follows:

4.

Rate	Stipulation
Up to £55.50	For each period not exceeding 4 hours
Up to £110.00	For each period exceeding 4 hours but not exceeding 24 hours

References

1. Independent Remuneration panel for Wales Annual Report dated February 2020.
2. Independent Remuneration panel for Wales Annual Report dated February 2023.
3. Governance & Accountability for Local Councils in Wales – A Practitioner's Guide (2019 Edition).
3. HM Revenue & Customs Employment Income Manual EIM65960.

Review

1. The Council's procedures will be reviewed by the Town Clerk following receipt of the IRPW annual report to ensure compliance.

Any discrepancies will be referred to the Council.
2. If the Policy does not require amendment following the review by the Town Clerk, it will be reviewed every three years by Council.

Policy Adopted

Next Review