

Cyngor Trêf Llwchwr Llwchwr Town Council



REMUNERATION POLICY

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Introduction

This policy is made under the [Local Government \(Wales\) Measure 2011](#). It takes into consideration the recommendations made by the Democratic Boundary Commission Cymru (DBCC) formerly IRP.

Llwchwr Town Council currently has 17 councillors who, under the above measure and remuneration report of the DBCC, are entitled to these allowances.

The report prepared by the DBCC lists the levels of payments for each electorate area, Llwchwr Town council, with an electorate number of 7,686, comes under group category 3.

Councillors are entitled to these payments and are not required to opt in, however they do have the option to opt out/decline the payments by completing the declaration/opt out form attached at annex 1.

The information below provides details of what payments the councillors are entitled to, some of these payments are mandatory and others require a decision from Council.

Community and Town Councils

Reimbursement for extra costs of working from home – Mandated Payment

Members of community and town councils must be paid £156 a year (equivalent to £3 a week) towards the extra household expenses (including heating, lighting, power and broadband) of working from home on town council business.

Reimbursement for Consumables – Mandate Payment

Councils must either pay their members £52 a year for the cost of office consumables required to carry out their role, or alternatively councils must enable members to claim full reimbursement for the cost of their office consumables.

These payments will be paid annually at the beginning of the new financial year.

Payments that require a decision from Council

Community and town councils in Groups 3 to 4 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 £156 towards the extra household expenses of working from home and the £52 a year for the cost of office consumables required to carry out their role.

Community and town councils can provide a payment to the mayor or chair of the council up to a maximum of £1,500. This is in addition to the £156 contribution to the cost of working from home and the fixed sum of £52 for office consumables and the £500 senior salary if these are claimed.

Community and town councils can provide a payment to the deputy mayor or deputy chair of the council up to a maximum of £500. This is in addition to the £156 contribution to the cost of working from home and the fixed sum of £52 for office consumables and the £500 senior salary if these are claimed.

Community and town councils can pay financial loss compensation to each of their members, where such loss has occurred, for attending approved duties as follows:

- up to £63.37 for each period not exceeding 4 hours
- up to £126.74 for each period exceeding 4 hours but not exceeding 24 hours

Each council can decide to introduce an attendance allowance for members. The amount of each payment must not exceed £30. A member in receipt of financial loss will not be entitled to claim attendance allowance for the same event.

The Panel has determined that from September 2024, reporting returns due from all community and town councils need only show the total amounts paid in respect of the mandatory payments mentioned above. That is the £156 contribution to the costs of working from home and the £52 set rate consumables allowance and the travel and subsistence expenses paid. This brings these in line with the reporting of the costs of care and personal assistance allowances.

Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is leader, deputy leader or executive member) cannot receive any payment from any community or town council, other than travel and subsistence expenses and contribution towards costs of care and personal assistance.

Community and town councils can decide to reimburse their members in respect of travel and or subsistence costs for attending approved duties. Where the option to reimburse has been made, the Travel and subsistence expenses guidance must be applied.

Travel and Subsistence Expenses

Community and Town Councils can opt to reimburse travel and or subsistence costs. Where the option to reimburse has been made, this must be as specified in the Travel and subsistence guidance.

Mileage Costs

Reimbursement must be at the current HM Revenue and Customs (HMRC) rates.

Other Travel Costs

All other claims for travel, including by taxi if this is the only or most appropriate method of transport, must only be reimbursed on actual cost as shown on receipts.

Subsistence Costs

The maximum rates for subsistence payments are set out below on the basis of receipted claims:

- £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

Costs of Care and Personal Assistance Payments

All relevant authorities must provide a payment towards necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs as follows:

- formal (registered with Care Inspectorate Wales or equivalent) care costs to be paid as evidenced
- informal (unregistered) care costs to be paid up to a maximum rate equivalent to the Real Living Wage **hourly rates as defined by the Living Wage Foundation** at the time the costs are incurred

This must be for the additional costs incurred by members to enable them to carry out official business or approved duties. Each authority must ensure that any payments made are appropriately linked to official business or approved duty. Payment shall only be made on production of receipts from the care provider.

Compliance

Community and town councils must also publish a statement of payments by 30th September each year. This document details all payments made to elected members in the previous municipal year.

Appendix 1 –Councillor Remuneration Declaration and Opt out form

In carrying out duties as a Town councillor, the Democratic Boundary Commission Cymru (DBCC) formerly IRP, following the Local Government (Wales) Measure 2011 recognises that there will be a requirement for to work from home on a regular basis.

As a councillor you must confirm in writing to the Clerk that you regularly work from home on your official duties as a Councillor and that you are not already claiming a tax allowance for home working expenses against another source of income.

Please complete all the details below and return to the Clerk:

I confirm that I regularly work from home on official duties as a Councillor and I do not already claim a tax allowance for home working expenses against another source of income.

Name

Signature

Date

*Payment must be returned if your role changes and you become ineligible to receive the allowance.
Payment will not be paid if you fail to attend a meeting within 6mths*

Payment is made by bank transfer

Name on account:

Bank:

Sort Code:

Account Number:

OPT OUT

I wish to opt out of receiving All or PART allowance of £156

Name:

Signed:

Date:

I wish to opt out of receiving ALL or PART reimbursement for consumables of £52

Name:

Signed:

Date: