

**Extract from Independent Remuneration Panel for Wales
Annual Report - February 2017**

Part 5: Specific provisions relating to community and town councils (“the council”)

Interpretation

35 For the purposes of this Part the term member means both an elected member and a co-opted member.

Allowances

36 Allowances:

- a) The council can if it so determines make an annual payment to members in respect of costs incurred in carrying out the role of a member. The maximum amount payable will be set out in the Annual or Supplementary Report of the Panel.
- b) The council can if it so determines make payments to members in respect of costs of travel for attending approved duties inside or outside the area of the council. The amounts claimable will be set out in the Annual or Supplementary Report of the Panel.
- c) The council can if it so determines reimburse subsistence expenses to its members when attending approved duties inside or outside the area of the council. The arrangements for reimbursement will be set out in the Annual or Supplementary Report of the Panel.
- d) The council can if it so determines pay compensation for Financial Loss to its members where such loss has occurred for attending approved duties outside the area of the council. The Allowances will be set out in the Annual or Supplementary Report of the Panel.
- e) The council can if it so determines pay an allowance to the chair or mayor of the council for the purposes of undertaking the role of that office. The allowance will be set out in the Annual or Supplementary Report of the Panel
- f) The council can if it so determines pay a responsibility allowance to a number of its members as stipulated in the Annual Report of the Panel. 74
- g) The council if it so determines reimburse the costs of care to a member as stipulated in the Annual Report of the Panel.

37. A member may elect to forgo any part of an entitlement to an allowance under these Regulations by giving notice in writing to the proper officer of the council.

38. A member 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.

39. “Approved Duty” under this Part means

- i. Attendance at a meeting of the council or of any committee or subcommittee of the council or of any other body to which the council makes appointments or nominations or of any committee or sub-committee of such a body.
- ii. Attendance at any other meeting the holding of which is authorised by the council or a committee or sub-committee of the council, or a joint committee of the council and one or more councils, or a sub-committee of such a joint committee provided that at least two members of the council have been invited and where

the council is divided into political groupings at least two such groups have been invited.

- iii. Attendance at a meeting of any association of councils of which the council is a member.
- iv. Attendance at any training or development event approved by the council.
- v. Any other duty approved 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.

3.8 The Panel has determined that:

Determination (44) Community and town councils are authorised to make a payment to each of their members of a maximum amount of **£150 per year** for costs incurred in respect of telephone usage, information technology, consumables etc.

Determination (45) Community and town councils are authorised to make an annual payment not exceeding **£500 each to up to 3 members** in recognition of specific responsibilities. This is in addition to the **£150 payment** for costs and expenses if that is made.

Determination (46) Community and town councils are authorised to provide a civic allowance to the mayor/chair of the council at an amount that they deem appropriate to undertake the functions of that office. This is in addition to the **£150 payment** for costs and expenses if that is made.

Determination (47) Community and town councils are authorised to provide a civic allowance to the deputy mayor/deputy chair of the council at an amount that they deem appropriate to undertake the functions of that office. This is in addition to the **£150 payment** for costs and expenses if that is made.

Determination (48) Community and town councils are authorised to make payments to each of their members in respect of travel costs for attending approved duties. Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances as below:

- **45p per mile up to 10,000 miles in the year.**
- **25p per mile over 10,000 miles. –**
- **5p per mile per passenger carried on authority business. –**
- **24p per mile for private motor cycles. –**
- **20p per mile for bicycles.**

Determination (49) If a community or town council resolves that a particular duty requires an overnight stay, it may authorise reimbursement of subsistence expenses to its members at the maximum rates 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.**

Determination (50/51) Community and town councils are authorised to pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties as follows: -

- **Up to £33.00 for each period not exceeding 4 hours: -**
- **Up to £66.00 for each period exceeding 4 hours but not exceeding 24 hours**

Community and town councils are authorised to 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 shall only be made on production of receipts from the carer.

42. Any claim for payment of travelling or subsistence allowance in accordance with these Regulations (excluding claims for travel by private motor vehicle) shall be accompanied by appropriate receipts proving actual expenses.

43. A claim for a payment of travelling allowance or subsistence allowance must include, or be accompanied by, a statement signed by the member or coopted member that the member/co-opted member has not made and will not make any other claim in respect of the matter to which the claim relates.

44. An authority must keep a record of the payments made in accordance with these Regulations. Such record must:

- Specify the name of the recipient and the amount and nature of each payment.
- Be available, at all reasonable times, for inspection (without charge) by any local government elector (within the meaning of section 270(1) of the 1972 Act) for the area of the authority.
- Allow a person who is entitled to inspect the record to make a copy of any part of it upon payment of such reasonable fee as the authority may require.

45. An authority must, as soon as practicable after determining its Schedule of Remuneration for the year under these Regulations and any Report of the Panel and not later than 31 July of the year to which the Schedule refers, make arrangements for the Schedule's publication within the authority's area. (This section does not apply to community and town councils).

46. As soon as practicable and no later than 30 September following the end of a year an authority must make arrangements for the publication within the authority's area, the total sum paid by it to each member/co-opted member in respect of basic salary, senior salary, co-opted member fee, reimbursement of costs of care, travel and subsistence allowances. (This section applies to all relevant authorities).

47. In the same timescale and in the same manner, a local authority must make arrangements for the publication of any further remuneration received by a member nominated or appointed to another relevant authority. (This section applies only to principal councils).