

## PENTYRCH COMMUNITY COUNCIL



## CYNGOR CYMUNED PENTYRCH

### **Allowance Scheme for Community Councillors**

The Independent Remuneration Panel for Wales has powers over the allowances payable to elected members of Community and Town Councils.

The Panel's determinations for Community and Town Councils are permissive and each council must formally decide to apply the determinations. If a council does adopt the determinations, members are entitled to:

- £100 a year to cover telephone, IT and other costs.
- £500 for up to 3 members with special responsibilities (e.g. a committee chair)
- An allowance for the mayor or chair of the council
- Reimbursement of travel and subsistence costs when on official business
- An attendance allowance
- A financial loss allowance
- Reimbursement of the costs of care for a dependent child or adult of up to £403 a month.

### **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.

A community or a town council can adopt any or all of the determinations but if it does make such a decision, it must apply to all its members

An individual member may make a personal decision to elect to forgo part or all of the entitlement to any of these allowances by giving notice in writing to the proper officer of the council.

### **Payments to Community and Town Councillors**

In order to compensate members of community and town councils for expenses and costs involved in carrying out their duties, the Panel has determined that councils should be authorised to make a payment to each member.

*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.*

### **Senior roles**

The Panel recognises that specific member roles especially within the larger community and town councils, for example a committee chair, can involve greater responsibility. It has

therefore determined that councils should be authorised to pay up to three responsibility payments for specified roles.

*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.*

### Civic allowance

Recognising that some mayors and chairs of community and town councils and their deputies are very active during their year of office, the Panel has determined that community and town councils should be authorised to pay an allowance for these roles.

In its previous annual reports the Panel determined no maximum levels of payment to mayors/chairs and their deputies. The Panel's research indicates that the majority of community and town councils make no or very modest payments to their civic leaders. However, the maximum payment made by any town council in Wales is £8,000. This is a considerable payment relative to that made to principal council civic leaders, with several other town councils paying a significant 4 figure sum. The Panel will therefore conduct further research and consultation over the next 12 months with the intention to set an appropriate limit for such payments in its 2018 annual report.

*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*

### Reimbursement of travel costs

The Panel recognises that there can be significant travel costs associated with the work of community and town council members, especially where the council area is geographically large and/or when engaging in duties outside this area. It has therefore made provision for travel costs to be met.

*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<sup>1</sup>. 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.

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<sup>1</sup> Where a member who is on official business is driven by a third party (not a member or officer of that authority), the member can claim mileage at the prescribed rates plus any parking or toll fees provided the authority is satisfied that the member has incurred these costs.

- 24p per mile for private motor cycles.
- 20p per mile for bicycles.

### Reimbursement of subsistence

*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.

### Other Allowances / Payments

Previously the Panel had determined that an Attendance Allowance could be paid to each of its members for attending approved duties outside the area of the council. Very few community or town councils made this payment and therefore this allowance has been removed. However, the Panel has retained the facility and increased the amount which councils may pay as compensation to their members where they suffer financial loss when attending approved duties.

*Determination 50: 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.

### Reimbursement of the costs of care

In order to address issues of democratic participation and diversity, the Panel has decided to permit reimbursement of costs to members for the care of dependent children and others, or costs incurred relating to a personal assistance need, whilst attending meetings and other approved duties.

*Determination 51: 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.*

### Publicity requirements

There is a requirement on community and town councils to publish details of all payments made to individual members in an annual Statement of Payments. This information must be published on council noticeboards and/or websites (with easy access) and provided to the Panel by email or by post no later than 30 September following the end of the year to which the payments relate. The Panel notes with concern that this requirement has not been complied with by many councils and draws attention to the requirements stipulated at Annex 4:

#### **Annex 4: Publication of Remuneration – the Panel’s Requirements**

In accordance with Section 151 of the Measure the Panel requires that:

1. Relevant authorities must publish a Statement of Payments made to its members (including chairs of JOSCs or sub-committees of JOSCs). This information must be published in a form and location that is easily accessible to members of the public no later than 30 September following the end of the year to which the payments relate and in the same timescale also provided to the Panel. The following information must be provided:

b. The payments made by community and town councils to named members as:

- Payments in respect of telephone usage, information technology, consumables etc.
- Responsibility payments
- Allowances made to a mayor/chair and deputy mayor/deputy chair □ Compensation for Financial Loss
- Costs incurred in respect of travel and subsistence
- Reimbursement of the costs of care (see paragraph f below)

c. All, travel and subsistence expenses, reimbursement of the costs of care (see paragraph f below) and other payments received by each named member and co-opted member of the relevant authority, with each category identified separately.

Adopted February 20 2017