

VALLEY COMMUNITY COUNCIL MEMBER ALLOWANCE POLICY

Reviewed by Finance Committee 28th June 2023 Adopted by the Full Council 19th July 2023

INTRODUCTION

Under the Local Government (Wales) Measure 2011 individuals who have accepted office as a member of a community or town council are entitled to receive payments as determined by the Independent Remuneration Panel for Wales¹. The Panel recognises that specific member roles especially within the larger community and town councils will involve greater responsibility, each council is therefore categorised according to their income or expenditure.

Valley Community Council is a Group 4 Council - Electorate from 1000 to 4999

This document provides:

- a) An overview of the determinations made by the Independent Remuneration Panel for Wales in respect of payments to be made by a Group 4 Council.
- b) A statement of Valley Community Council's Policy in relation to the exercise of member's payments.

DETERMINATION NUMBER

43: 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) 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.

VALLEY COMMUNITY COUNCIL DECISION

This is a mandatory payment. Reimbursement shall only be made on production of receipts from the care provider.

<p>44 - All community and town councils must make available a payment to each of their members of £156 per year as a contribution to costs and expenses i.e. towards the extra household expenses (including heating, lighting, power and broadband) of working from home.</p> <p>The payment of £156 is mandatory.</p> <p>And 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.</p>	<p>The payment of £156 is mandated for every member unless they advise the clerk in writing that they do not want to take it.</p> <p>The Community Council wishes to reimburse members for the cost of their office consumables required to carry out their role.</p>						
<p>45 – Community and town councils in Groups 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 payment for costs and expenses.</p> <p>The payment of £500 is optional.</p>	<p>The Community Council wishes to provide an additional payment for Senior Roles as follows:</p> <table data-bbox="1054 706 1990 813"> <tr> <td>Chairman of the Council</td><td>see determination 50 below</td></tr> <tr> <td>Chairman of Parks Committee</td><td>£250</td></tr> <tr> <td>Chairman of Treasurers Committee</td><td>£250</td></tr> </table>	Chairman of the Council	see determination 50 below	Chairman of Parks Committee	£250	Chairman of Treasurers Committee	£250
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<p>46 - Community and town councils can 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:</p> <ul style="list-style-type: none"> • 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 motorcycles. • 20p per mile for bicycles <p>Payment of travel expenses is optional 46 – Community and town councils can make payments to each of their members in respect of travel costs for attending approved duties.</p> <p>The payment of travel costs is optional</p>	<p>The Community Council will reimburse members in respect of travel costs for approved duties outside the community council boundary, authorised in advance. Such payments must be the actual costs of travel by public transport or the HMRC mileage allowance.</p> <p>In additional where a member who is on official business is driven by a third party (not a member or officer of the Community Council) the member can claim mileage at the prescribed rates plus any parking or toll fees provided the Council is satisfied that the member has incurred the costs.</p>						

<p>47 – If a community or town council resolves that a particular duty requires an overnight stay, it can authorise reimbursement of subsistence expenses to its members.</p> <ul style="list-style-type: none"> • £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. <p>The payment of overnight subsistence expenses is optional.</p>	<p>The requirement for an overnight stay is unlikely, however the Council will consider payment of overnight subsistence should the need arise.</p>
<p>48 Community and town councils can pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties.</p> <ul style="list-style-type: none"> • Up to £57.20 for each period not exceeding 4 hours. • Up to £114.40 for each period exceeding 4 hours but not exceeding 24 hours. <p>This payment is optional.</p>	<p>The Community Council chooses to pay financial loss compensation to members.</p>
<p>49. 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 compensation will not be entitled to claim attendance allowance for the same event.</p> <p>This payment is optional.</p>	<p>The Community Council chooses not to pay attendance allowance to members.</p>
<p>50: Community and town councils can provide a Civic Head payment to the mayor/chair of the council up to a maximum of £1,500. This is in addition to the £156 payment for costs and expenses and the £500 senior salary if these are claimed.</p> <p>This payment is optional</p>	<p>The Community Council wishes to provide an additional payment of £100 per year for the Chairman of the Valley Community Council. See determination 45 above.</p>
<p>51: Community and town councils can provide a Deputy Civic Head payment to the deputy mayor/deputy chair of the council up to a</p>	<p>The Community Council does not wish to provide an additional payment to the deputy chair of the council</p>

maximum of £500. This is in addition to the £156 payment for costs and expenses and the £500 senior salary if these are claimed.	
This payment is optional.	
MAKING PAYMENTS	
<ul style="list-style-type: none"> a) All members are eligible to be paid as set out in Determination 44, 45 and 50 from the start of the financial year (unless they are elected later in the financial year). Such payments will be made at the end of the financial year in February. b) c) d) Payments in respect of Determinations 43, 46, 47 and 48 are payable when the activity they relate to has taken place. e) Any individual member may <u>make a personal decision to elect to forgo part or all of the entitlement</u> to any of these payments by giving notice in writing to the proper finance officer of the council. 	
PUBLICITY REQUIREMENTS	
<p>There is a requirement on the community council 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/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 previous financial year.</p>	

ⁱ Independent Remuneration Panel for Wales Annual Report February 2023