

LLANFAELOG COMMUNITY COUNCIL MEMBER ALLOWANCE POLICY adopted 20 March 2019

Introduction	
<p>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 Wales. 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:</p> <p>Llanfaelog Community Council is a Group 4 – Electorate 1,000 – 4,999</p> <p>This document provides:</p> <ul style="list-style-type: none"> • an over view of the determinations made by Independent Remuneration Panel for Wales in respect of payments to be made by a Group 4 Council • a statement of Llanfaelog Community Council’s policy in relation to the exercise of member’s payments. 	
Determination Number	Llanfaelog Community Council Decision
<p>43 Contribution towards Costs of Care and Personal Assistance as follows:</p> <ul style="list-style-type: none"> • 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. 	<p>Mandatory Payment Payment will be made towards necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs provided it is appropriately linked to official business or approved duty. Payment shall only be made on production of receipts from the care provider.</p>
<p>44 - All community and town councils must make available a payment to each of their members of £150 per year as a contribution to costs and expenses.</p>	<p>The payment of £150 is mandated for every member unless they advise the clerk in writing that they do not want to take it.</p>
<p>45 – Community and town councils in Group 4 can make an annual payment of £500 each to up to 3 members in</p>	<p>The Community Council does not wish to provide an additional payment of £500 for Senior Roles.</p>

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<p>recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses. The payment of £500 is optional.</p>	
<p>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. Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances</p> <p>In addition 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> <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>The requirement to compensate for financial loss is unlikely, however the Council will consider make such a payment should the need arise.</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</p>	<p>The Community Council does not wish to provide an additional attendance payment.</p>

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<p>compensation will not be entitled to claim attendance allowance for the same event.</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 £150 payment for costs and expenses and the £500 senior salary if these are claimed.</p>	<p>The Community Council does not wish to provide an additional payment for Chairman of the Council.</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 maximum of £500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.</p>	<p>The Community Council does not wish to provide an additional payment to the deputy chair of the council.</p>
<p>Making Payments</p>	
<p>All members are eligible to be paid their allowances from the start of the financial year (unless they are elected later in the financial year).</p> <ul style="list-style-type: none"> • Any individual member may make a personal decision to elect to forgo part or all of the entitlement to any of these payments by giving notice in writing to the proper officer of the council. <p>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 any member who has personal support needs or caring responsibilities should be enabled to fulfil their role. Therefore, the Panel is mandating contribution towards costs of care and personal allowance for all members of community and town councils as set out in Determination.</p> <ul style="list-style-type: none"> • All members are eligible to be paid the £150 as set out in Determination 44 normally from the start of the financial year; unless they are elected later in the financial year, in which case they are eligible for a proportionate payment from that date. However, as 2022 is an election year different arrangements will be required. • Members who are not standing for re-election or fail to be re-elected are entitled to part payment for the period 1 April to 8 May. • Current members who are re-elected are entitled to the full payment, but it would be administratively reasonable for the payment to be deferred until the outcome of the election. 	

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- New members are entitled to a proportionate payment
- Payments in respect of Determinations 45, 46, 47 and 48 are payable when the activity they relate to has taken place. 13.42 As stated in paragraph 13.7 any individual member may make a personal decision to elect to forgo part or all of the entitlement to any of these payments by giving notice in writing to the proper officer of the council.

Publicity Requirements

There is a requirement on the community 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.