



**Ammanford Town Council**  
**Councillor's Allowance & Expenses**  
**Policy & Procedure**

Adopted: 9<sup>th</sup> September 2019

Signed: *W. Mills Towie* (Chair)

## Councillor's Allowance & Expenses Policy & Procedure

### **Background**

The Independent Remuneration Panel for Wales publishes its final Annual Report, prior to the commencement of each financial year. The report contains a separate section dealing with payments to members of community and town councils.

### **Budget Making**

Councils are required to produce an annual budget from which it can determine the level of the precept that will be collected on its behalf from council taxpayers by the principal council. Ammanford Town Council should therefore consider the amount to be included in the budget for member allowances as part of this process.

### **Decision Making**

When the Independent Remuneration Panel for Wales Annual Report for any given financial year is published, the Clerk should ensure that its contents relating to community and town councils are included on the agenda of the next Council or appropriate Committee meeting.

With the exception of the basic allowance which is currently set at £150 for 2019/20 which must be paid to members (unless they decide to opt out) and reimbursement of costs of care, Ammanford Town Council will need to consider the other determinations and decide which of them it wishes to adopt and what conditions will apply to the allowance adopted. The decisions should be recorded in the minutes of the meeting.

It is important to note that is inappropriate for Ammanford Town Council or its Members, to create a climate, or otherwise pressurise others, in order to prevent persons accessing any monies to which they are entitled.

#### **1. Basic Allowance**

The basic allowance which is currently set at £150 for 2019/20 **must** be paid to members (unless they decide to opt out). Members wishing to decline to receive part, or all, of the payments must complete the attached "opt out" form and return it to the Clerk.

#### **2. Payments for Senior Roles**

As Ammanford Town Council has an income and expenditure above £200k, the Council **must** make an annual payment of £500 each to a minimum of 1 and a maximum of 5 members in recognition of specific responsibilities. This is in addition to the £150 basic allowance. The Council must determine the rationale for granting senior allowances (e.g. Committee Chair) and the basis of the decision should be recorded in the minutes.

Ammanford Town Council determined the rationale for granting senior allowances in a meeting dated 9<sup>th</sup> September 2019. The Senior Roles entitled to the payment are:

Chair of Finance Committee  
Chair of Personnel Committee  
Chair of Policy Review Sub-Committee

Chair of Asset Management, Planning & Environment Sub-Committee  
Chair of Wellbeing, Community Engagement & Events Sub-Committee

### **3. Civic Head / Deputy Civic Head Honoraria**

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

In previous annual reports the Panel did not determine a maximum level of payment to mayors/chairs and their deputies. The Panel's consultation meetings this year, confirmed that the majority of community and town councils make no or very modest payments to their civic leaders and that some of them are reporting the budget allocated for civic functions and civic expenditure rather than the amount paid as personal senior salary to the individual.

Community and town councils are authorised to provide a Civic Head payment to the mayor/chair of the council up to a maximum of £1,500 to undertake the functions of that office. This is an honorarium to be used or retained at their discretion. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.

Community and town councils are also authorised to provide a Deputy Civic Head payment to the deputy mayor/vice chair of the council up to a maximum of £500 to undertake the functions of that office. This is an honorarium to be used or retained at their discretion. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.

In a meeting dated 9<sup>th</sup> September 2019, Ammanford Town Council agreed to pay the following honoraria for 2019/2020:

**Chair/Mayor - £1500.00**

**Vice-Chair/Deputy-Mayor - £500.00**

### **4. Dual-Hatted Members**

Dual-hatted members receiving a Band 1 or 2 Senior salary from a principal council cannot receive a payment from any community or town council. However, this does not preclude them from holding a senior role.

### **5. Travel Costs**

The Panel recognised there can be significant travel and subsistence 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.

Ammanford Town Council is 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 motorcycles
- 20p per mile for bicycles.

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.

Ammanford Town Council agreed the above figures for travel costs in a meeting dated 9<sup>th</sup> September 2019.

#### **6. Subsistence Allowance**

If Ammanford Town Council resolves that a particular duty requires an overnight stay, reimbursement of subsistence expenses will be paid 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.

Ammanford Town Council agreed the above subsistence allowances in a meeting dated 9<sup>th</sup> September 2019.

#### **7. Financial Loss Compensation**

Ammanford Town Council is authorised to pay financial loss compensation to each of its members, where such loss has actually occurred, for attending approved duties as follows:

- Up to £34.00 for each period not exceeding 4 hours:
- Up to £68.00 for each period exceeding 4 hours but not exceeding 24

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.

Ammanford Town Council agreed the above figures for Financial Loss in a meeting dated 9<sup>th</sup> September 2019.

## 8. Reimbursement of the costs of care

The purpose of this is to enable people who have personal support needs and or caring responsibilities to carry out their duties effectively as a member of an authority.

The Panel believes that the additional costs of care required to carry out approved duties should not deter people from becoming and remaining a member of an authority or limit their ability to carry out the role.

The Panel recognises the issues relating to the publication of this legitimate expense.

To support current members and to encourage diversity the Panel urges authorities to promote and encourage greater take-up of the reimbursement of costs of care.

All community and town councils **must** 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 must be for the additional costs incurred by members, in order for them to carry out their approved duties. Reimbursement shall only be made on production of receipts from the carer.

Payments under this paragraph **must not** be made:

- In respect of any child over the age of fifteen years or dependant unless the member/co-opted member satisfies the authority that the child or dependant required supervision which has caused the member to incur expenses that were necessary in respect of the care of that child or dependant in the carrying out of the duties of a member or co-opted member.
- To more than one member/co-opted member of the authority in relation to the care of the same child or dependant.
- Of more than one reimbursement for care to a member or co-opted member of the authority who is unable to demonstrate to the satisfaction of the authority that the member/co-opted member has to make separate arrangements for the care of different children or dependants.

Ammanford Town Council agreed the above reimbursement for the cost of care policy in a meeting dated 9<sup>th</sup> September 2019.

### Approved Duties

As per the Independent Remuneration Panel Report, approved duty means:

- 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.
- 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.

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

### **Payment Processing**

The responsibility rests with the Clerk/RFO to arrange for the processing of payments at appropriate intervals during the year.

The basic, senior role, mayor/chair and deputy mayor/deputy chair allowances are taxable. They must therefore be processed through Ammanford Town Council's payroll. Members who do not opt out, **must** complete and return payroll forms to the Clerk, no later than 31<sup>st</sup> January of each year.

Other than the Mayor and Deputy Mayor's Honoraria (which will be split over 2 equal payments, one in November and one in March), all other payments will be processed in one lump sum through March's payroll and will be paid directly into the Member's bank account. (25<sup>th</sup> day of the month). Ammanford Town Council determined the frequency and date of payment for allowances in a meeting dated 9<sup>th</sup> September 2019

#### **i) Members taking up or leaving office during a financial year**

In the case of members taking up office during a financial year or those that leave during a financial year, the Clerk will calculate the allowance owed on a pro-rata basis on the time served in office during that particular financial year. In the case of leavers, the payment will be processed through payroll as soon as reasonably practicable after the member has left. (Providing they have completed the necessary payroll forms). Ammanford Town Council determined this point in a meeting dated 9<sup>th</sup> September 2019

#### **ii) Reimbursement of Expenses**

In the case of reimbursement of expenses, payment will need to be processed after a claim has been submitted and duly authorised. Members will need to complete the attached Expenses Claim Form and forward to the Clerk with receipts as necessary.

### **Publicity and Reporting**

After the end of the financial year, Ammanford Town Council must publish details of all payments made to members on the noticeboard and website.

By no later than 30 September following the end of the previous financial year, Ammanford Town Council must inform the Independent Remuneration Panel for Wales of the payments made during the year.

**Review Date: May 2020**

**AMMANFORD TOWN COUNCIL**  
**COUNCILLOR ALLOWANCE 2019/2020**

Councillors will receive an annual allowance of up to £150 to meet costs incurred such as those relating to printing of documents, telephone calls and general consumables.

There is no need to make a claim for the allowance, (however you will need to complete the Payroll paperwork supplied to you by the Clerk) it will be automatically paid at the end of the financial year unless you choose to opt out of receiving the payment.

**OPT OUT**

**Name:** .....

**Address:** .....  
.....

**I wish to opt out of receiving an allowance of £150 in respect of the financial year ending 31 March 2020**

**Signed:** .....

**Date:** .....

**(Please hand in the completed form to the Clerk)**

**(The allowance is taxable and will be paid through PAYE)**