

LLANFAELOG COMMUNITY COUNCIL MEMBER ALLOWANCE POLICY - adopted by the Council on 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 Band B Council - Income and Expenditure of £30,000 to £199,000</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 Band B Council • a statement of Llanfaelog Community Council’s policy in relation to the exercise of member’s payments. 	
Determination Number	Llanfaelog Community Council Decision
40 - 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.	The payment of £150 is mandated for every member unless they advise the clerk in writing that they do not want to take it.
42 – Community and town councils in Groups B or C can make an annual payment of £500 each to up to 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses. The payment of £500 is optional.	The Community Council will not provide an additional payment of £500 for Senior Roles.
43 - Community and town councils can make payments to each of their members in respect of travel costs for attending approved duties. The payment of travel costs is optional	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.

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	<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>44 – 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 but the Council will consider payment of overnight subsistence on its merit if and when the need arises.</p>
<p>45 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 £54.00 for each period not exceeding 4 hours • Up to £108.00 for each period exceeding 4 hours but not exceeding 24 hours 	<p>The Community Council chooses not to pay financial loss compensation to members.</p>
<p>46: 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.</p>	<p>This is a mandatory payment. Reimbursement shall only be made on production of receipts from the carer.</p>
<p>Determination 47: 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 to the chair of the council.</p>

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<p>Determination 48: 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>
Making Payments	
<ul style="list-style-type: none">• All members are eligible to be paid the £150 as set out in Determination 40 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. <p>Payment will be made on a pro rata basis based on the number of days the Councillor has held the position.</p> <ul style="list-style-type: none">• Payments in respect of Determinations 43, 44 and 46 are payable when the activity they relate to has taken place.• 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	
<p>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.</p>	