LLANFAETHLU AND LLANFWROG COMMUNITY COUNCIL MEMBER ALLOWANCE POLICY

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 Democracy and Boundary Commission. The Commission 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:

Llanfaethlu and Llanfwrog Community Council is a Group 5 – Electorate of less than 1,000

This document provides:

- an over view of the determinations made by Independent Remuneration Panel for Wales in respect of payments to be made by a Group 5 Council
- a statement of the Community Council's policy in relation to the exercise of member's payments.

Determination Number	Llanfaethlu and Llanfwrog Community Council Decision
Members of Community and Town Councils will be paid £156 a year (equivalent to £3 a week) towards the extra household expenses (including heating, lighting, power and broadband) of working from home.	**Mandatory Payment** The payment of £156 is mandated for every member unless they advise the clerk in writing that they do not want to take it.
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.	**Mandatory Payment** The payment is mandated for every member unless they advise the clerk in writing that they do not want to take it.
Contribution towards Costs of Care and Personal Assistance 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.	**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.

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Community and town councils in Group 5 can make an annual payment of £500 each to up to 3 members in recognition of specific responsibilities. This is in addition to the £156 payment for costs and expenses. The payment of £500 is optional.	**Optional Payment** The Community Council does not wish to provide an additional payment of £500 for Senior Roles.
Community and town councils can make payments to each of their members in respect of travel costs for attending approved duties.	**Optional Payment** The Community Council will reimburse members in respect of travel costs.
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.	**Optional Payment** The Community Council does not wish to reimburse members in respect of overnight stay.
Community and town councils can pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties.	**Optional Payment** The requirement to compensate for financial loss is unlikely, however the Council will consider making such a payment should the need arise.
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.	**Optional Payment** The Community Council does not wish to provide an additional attendance payment.
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.	**Optional Payment** The Community Council will not provide an additional payment to the Chairman of the Council.

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 £156 payment for costs and expenses and the £500 senior salary if these are claimed.	**Optional Payment** The Community Council will not provide an additional payment to the Deputy Chairman of the Council.

Making Payments

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).

- 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.
- 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.
- New members are entitled to a proportionate payment
- Other amounts payable to members in recognition of specific responsibilities are payable from the date when the member takes up the role during the financial year.
- Payments of allowances are normally made at the end of the financial year.

Publicity Requirements

There is a requirement on the community to publish details of all payments 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 Commission by email or by post no later than 30 September following the end of the previous financial year.