Llangynyw Community Council

Policy for Councillor Expenses, Allowances & Mandatory Payments

*Adopted by Llangynyw Community Council on the 17th June 2025*

**1.** The purpose of this policy is to define how the Council handles Councillors’ expenses, allowances and mandatory payments. This is to ensure that:-

a. Councillors are fairly treated for any costs they may incur as part of the role

b. The time, commitment and endeavours of councillors in additional duties are

fairly recognised in what is otherwise a voluntary role.

c. The Council handles expenses and mandatory payments in accordance with the relevant local government legislation.

d. Adequate scrutiny and transparency are afforded for any expense claims that Councillors receive.

2. This policy should be followed in conjunction with the adopted Financial Regulations of the Council.

2. Councillor Expenses

a. Councillors should be adequately reimbursed for any genuine expenditure that

they make as part of their role as Councillor.

b. Any expenditure that a Councillor wishes to reclaim must be pre-agreed with the Clerk and Chairman before any expenditure is made.

c. Any expenditure incurred must be only in respect of their duties as a Councillor.

d. Invoices must be presented for any expenditure claim.

e. Agreed expense claims will be reimbursed on a monthly basis following receipt of

appropriate invoices.

f. Each Councillor’s expenses shall be published on the Community Council website.

3. Mandatory Payment to Councillors

In line with the annual report published by The Independent Remuneration Panel for Wales (IRPW)/ Democracy and Boundary CommissionCymru the Council must pay to their members and co-opted members certain mandated payments:

1. Reimbursement for extra costs of working from home- Community and town councils in Groups 1 to 5 (Llangynyw is in group 5- electorate less than 1000) must pay their members £156 a year (equivalent to £3 a week) towards the extra household expenses (including heating, lighting, power and broadband) of working from home.
2. Reimbursement for consumables- Councils must either pay their members £52 a year for the cost of office consumables required to carry out their role, or alternatively councils will enable members to claim full reimbursement for the cost of their office consumables.
3. The payment of £156 for reimbursement for working from home and the payment of £52 for reimbursement for consumables will be made in the 12th month of each financial year (March) pro rata to each councillor unless they submit to the Clerk a written confirmation that they do not wish to accept all or part of the payments listed above before 30th of September of each financial year.
4. The council will provide towards costs for the care and personal assistance in respect of a dependant under 16 years of age, or a minor or adult who normally lives with the member as part of their family and who cannot be left unsupervised (provided by informal or formal carers). 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. Payment shall only be made on production of receipts from the care provider. In respect of the publication of the contribution towards costs of care and personal assistance, the council is only required to publish the total amount reimbursed during the year, individual claims will not be made public.
5. [Section 151](https://www.legislation.gov.uk/mwa/2011/4/section/151) of the [Local Government Measure 2011](https://www.legislation.gov.uk/mwa/2011/4/contents) requires Community and Town Councils to publish, a statement of payments detailing the remuneration received by their members by 30 September following the end of the previous financial year. The Clerk will be responsible for publishing the statement of payments on the Community Council website and submitting these details to the Democracy and Boundary CommissionCymru by the 30th of September each year.

**4. Allowances.**

1. The council recognises that under the terms of the IRPW report the council can make an annual payment of up to £500 to up to 3 members in recognition of specific responsibilities. This is in addition to the £156 towards the extra household expenses of working from home and the £52 a year for the cost of office consumables required to carry out their role.

 Ref: <https://www.gov.wales/payments-elected-members/community-and-town-councils> (01/05/2025)

https://www.dbcc.gov.wales/remuneration/04-25/statement-of-payments-community-and-town-councilsb