

LLANGYNIN COMMUNITY COUNCIL
POLICY: MANDATORY PAYMENTS

This policy takes into account the determinations of the panel for 2025-2026. The Independent Remuneration Panel Wales (IRPW) annual report for 2023-2024 stated that it is for each community council to make and record a policy decision in respect of how and when mandatory payments are made to members.

It is recorded in this document for clarity and transparency. The IRPW recognises that all members of community councils spend time working from home on council business. As a result, members have extra domestic costs and also may need office consumables. Members should not be out of pocket for carrying out their duties.

An individual member may decline to receive all or part of the payment if they so wish. This must be done in writing by the member themselves to the proper officer.

The community council wishes to foster an environment where all members may access monies to which they are entitled and which may support them to participate in local democracy.

Mandatory payments are calculated for the financial year ie from 6 April to 5 April the following year. This is not the same as the municipal year (which runs from 1 April to 31 March the following year). This is relevant in relation to the calculation of part year payments for those members who join or resign during the course of the year.

1. All councils must (currently) pay their members £156 per year toward the extra household expenses of working from home.
2. Councils must either pay their members £52 a year for the cost of office consumables or alternatively councils must enable members to claim full reimbursement for the cost of their office consumables.

It is a matter for each council to make and record a policy decision in respect of when and how the payments are made and whether they are paid monthly, yearly or otherwise. The policy should also state whether and how to recover any payments made to a member who leaves during the financial year.

The policy of Llangynin Community Council is as follows:

1. The Mandatory Payment for extra costs will be paid annually to each member ,unless they have declined it in writing;
2. It will be authorised to be set up in the payments at the normal community council meeting in January each year for the period to 5 April that year (therefore in arrears save for approximately 2.5 months);
3. In the event that a member joins or leaves the council part way through the year, they will be entitled to receive the mandatory payment on a pro rata basis;
4. In the event that a member leaves the council before the year end and after being paid the mandatory payment for the full year he/she/they will be asked by the council to repay the mandatory payment on a pro rata basis.
5. A payment by the council for the Cost of Care or Personal Assistance for a member is also Mandatory, if incurred by a member.
6. As to consumables, they are to be reimbursed to members on an ad hoc basis by way of the member sending to the proper officer evidence of purchase at least seven days in advance of the council meeting;

7. The community council will retain stocks of A4 paper for member use for printing and if any member requests that a substantial document is to be printed, the clerk will arrange for it to be printed in a cost efficient manner.

For councils with an electorate of less than 1000, there are a range of additional payments that are optional rather than mandatory. These include payments for a Senior Role, Mayor or Chair, Deputy Mayor or Chair, Attendance Allowance, Financial Loss, Travel and Subsistence. It is the current policy of the community council that these payments are not made, due to the size of the community and the close proximity of the meeting and all council activities to the homes of the members. Should any member, however, wish to be considered for these optional payments, they should make it known to the clerk and the matter can be further considered by members.

This policy will be reviewed annually to take into account any changes introduced or recommended by the IRPW. It is noted that consultation on proposed updates closes at the end of November in each year.

Reviewed, amended and re-adopted by Llangynin Community Council November 2024