



Councillor Remuneration Policy

Initially approved by Council on:	11/05/2023
To be reviewed annually by Council when IRPW Report published which is generally, at the AGM.	
Current Review	14/05/2026

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1. Introduction

- 1.1 The Local Government (Wales) Measure 2011 (Part 8) gives Community and Town Councils the power to make remuneration payments to Councillors.
- 1.2 The remuneration is determined by the Independent Remuneration Panel for Wales (IRPW) who publish an annual report outlining the type and level of remuneration that can be paid.
- 1.3 Due to the variations in the size of Community and Town Councils in Wales, the IRPW have established 5 groups of Councils based on the number of the electorate. Rhuddlan Town Council is placed in Group 4 – as below chart produced in the IRPW Annual Report dated February 2023.

Group 4	Electorate 1,000 to 4,999
Extra Costs Payment	Mandatory for all members
Senior Role	Optional up to 3 members
Mayor or Chair	Optional - Up to a maximum of £1,500
Deputy Mayor or Deputy Chair	Optional - Up to a maximum of £500
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subsistence	Optional
Cost of Care or Personal Assistance	Mandatory

- 1.4 Councillors should receive the remuneration due to them as a matter of course and there is no requirement for a Councillor to 'opt in' to receive payments. However, the payment may be taxable. It is the duty of a Councillor to declare the payment to HMRC, either on a Self-Assessment tax return, or by other means. The payment may be tax free under the UK Government Expenses and Benefits for Home Working. An eligibility check can be made on the following UK Government web site:
<https://www.gov.uk/tax-relief-for-employees/working-at-home>
- 1.5 Councillors may decline to receive part or all of the payments due to them but this must be done in writing by completing an 'opt out' form and sending it to the Responsible Financial Officer (RFO). The 'opt out' form is attached.
- 1.6 The IRPW has determined that Councillors are entitled to receive mandatory payments (unless a Councillor opts out) and others are payable following a decision by Council.

2. Payments towards Costs and Expenses

- 2.1 A payment of **£156.00** must be made to all Councillors (unless they opt out) as a reimbursement for extra costs of working from home.
- 2.2 A payment of **£52.00** must be made to all Councillors (unless they opt out) as a reimbursement for consumables, or alternately Councils must enable members to claim full reimbursement for the cost of their office consumables.
- 2.3 Rhuddlan Town Council will pay **£156** to each Councillor unless the opt out form has been sent to the RFO, as reimbursement for extra costs of working from home.
- 2.4 Rhuddlan Town Council will pay **£52** to each Councillor unless the opt out form has been sent to the RFO, as reimbursement for consumables, or alternatively, to claim full reimbursement upon production of receipts to the RFO
- 2.5 Appendix 1 – seeks Councillor bank details for BACS transfers and opt out section

3. Travel and Subsistence Costs

- 3.1 Council have the option to pay travel and subsistence costs where a Councillor incurs costs while undertaking approved duties.
- 3.2 Travel costs must be the actual cost of travel by public transport or the HMRC mileage allowance shown below
 - 45p per mile up to 10,000 miles in the year
 - 25p per mile over 10,000 miles in a year
 - 5p per mile per passenger carried on Council business
 - 24p per mile for private motorcycles
 - 20p per mile for bicycles
 - Councillors may also claim for car parking and tolls
- 3.3 Receipts must be provided to support any subsistence claims.
- 3.4 It is the policy of Rhuddlan Town Council to pay travel and subsistence costs to Councillors when undertaking approved duties at the rates outlined above.

4. Reimbursement of Care or Personal Costs

- 4.1 All Councillors are entitled to reimbursement of care or personal costs for activities that the Council has designated as official business or approved duties.
- 4.2 Reimbursement must be for additional costs incurred by Councillors and invoices or receipts from the carer must be provided.
- 4.3 Rhuddlan Town Council will reimburse Councillors for any additional care or personal costs incurred while undertaking official business or approved duties.

5. Chair of Council

- 5.1 The IRPW recognise that Chairs of Council, as well as chairing meetings also act as an 'Ambassador' representing the Council to a variety of events, institutions and organisations
- 5.2 It is the policy of Rhuddlan Town Council to make available a payment of £2,000 (£1,500 allowance and £500 extra responsibility allowance) to the Chair and £500 payment to the Vice Chair.

6. Remuneration Payments

- 6.1 This policy will be updated each year following receipt of the IRPW report, generally at the April Council meeting.
- 6.2 Payments towards Costs and Expenses will be paid as follows:
- Reimbursement for extra costs of working from home - £156: Following April Council meeting
 - Reimbursement for consumables - £52: Following April Council meeting
 - Chair of Council Payment - £1,500 and extra responsibility allowance of £500: To be paid at the May Council meeting following election
 - The above payments will cover the whole year
- 6.3 Payment for full reimbursement of office consumables and other payments will be made when claims are received and supported by receipts.
- 6.4 Should a Councillor cease to be a member of Rhuddlan Town Council for whatever reason, any allowance must be repaid on a pro rata basis.
- 6.5 Rhuddlan Town Council is required to publish an Annual Statement of Payments showing details of all payments made to individual Councillor. The Statement must be sent to the IRPW and published on the Council's Website.