

HENLLANFALLTEG COMMUNITY COUNCIL
POLICY: MANDATORY PAYMENTS

The Independent Remuneration Panel Wales (IRPW) annual report for 2023-2024 has 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 pay their members £156 per year (as at 2023-2024) 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 Henllanfallteg Community Council is as follows:

1. The mandatory payment 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 March each year for the period to 5 April that year (therefore in arrears save for approximately 3 weeks);
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. 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;
6. 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.

adopted – SEPTEMBER 2023

This policy will be reviewed annually to take into account any changes introduced or recommended by the IRPW.

Adopted September 2023