



Members Allowances Policy and How to Claim

Payments to Members of Monmouth Town Council – 2022 - 2023

Under the Local Government (Wales) Measure 2011, community and town councils are relevant authorities for the purpose of remuneration.

Consequently, individuals who have accepted office as a member (councillors) of Monmouth Town Council are entitled to receive payments as determined by the Independent Remuneration Panel for Wales (IRPW). It is the duty of the proper officer of the council (the Town Clerk or Responsible Financial Officer) to arrange for correct payments to be made to all individuals entitled to receive them.

A member may decline to receive part, or all, of the payments if they so wish. This must be done in writing and is an individual matter. All members will be sent an Opt Out form during the financial year which they need to sign if they do not wish to claim.

For remuneration purposes the council is categorised as a group 2 council because its electorate is between 10,000 and 13,999 but it moves up a group to group 1 because its income or expenditure permanently exceeds £200,000 per year.

Table 1 below sets out the type of payments the council must (mandatory) or may (optional) make to its members:

Table 1

Type of payment	Requirement
Group 1	(Electorate over 14,000)
Basic Payment	Mandatory for all Members
Senior Role Payment	Mandatory for 1 member; optional for up to 7
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subsistence	Optional
Costs of Care	Mandatory
Group 2	(Electorate 10,000 to 13,999)

The council may adopt any, or all, of the non-mandated determinations set out below but in doing so, they must apply to all its members.

Table 2 sets out the IRPW's determinations for the community and town council sector for 2022/23, if a decision is required by the council in respect of each one and what decision Monmouth Town Council have made for the year 2022 - 23.

Please see below this table for further details and how to claim these payments if they are not automatically made.

Table 2

Determination Number	Is a decision required by council?
43. Contribution to the Costs of Care	No – Mandatory (see below for amounts)
44 Community and town councils must make available a payment to each of their members of £150 per year as a contribution to costs and expenses, with the exception of those councils in Group 5 where the payment is optional.	No - the payment of £150 is mandated for every member unless they advise the appropriate officer that they do not want to take it in writing.
45 Community and town councils can make payments to each of their members in respect of travel costs for attending approved duties.	Yes – the payment of travel costs is optional. MTC have agreed to make these payments (see below for amounts)
46 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.	Yes – the payment of overnight subsistence expenses is optional. MTC have agreed to make these payments (please see amounts below)
47 Community and town councils can pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties.	Yes – the payment of financial loss compensation is optional if claimed MTC have agreed to make these payments (please see amounts below)
48 Each council can decide to introduce an attendance allowance of up to £30 (this cannot be claimed as well as financial loss compensation)	Yes – the payment of attendance allowance is optional. MTC have agreed to make payments of £30 for each approved duty/official business as detailed below this table

<p>49 Community and Town Councils can provide a payment to the Mayor or Chair of the Council up to a maximum of £1500 in addition to the £150 for costs and expenses and the £500 senior salary if claimed.</p>	<p>Yes – the payment of a mayor’s or chair payment is optional</p> <p>MTC have agreed to make a payment of £1500 to the Mayor.</p>
<p>50 Community and town councils can provide a payment to the deputy mayor or deputy chair of the council up to a maximum of £500 in addition to the £150 for costs and expenses and the £500 senior salary if claimed.</p>	<p>Yes – the payment of a deputy mayor or deputy chair’s payment if optional</p> <p>MTC have agreed to make a payment of £500 to the Deputy Mayor/Chair</p>
<p>51 The application of the Remuneration Framework by relevant group.The payment for members undertaking a senior role is an annual amount of £500 as set out in Table 1</p>	<p>Yes - As set out in Table 1.</p> <p>MTC have agreed to make a payment of £500 to each chair of committee; People & Places, Finance & Policy and Planning</p>
<p>53 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.</p>	<p>No - Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is leader, deputy leader or executive member) can only receive travel and subsistence expenses and contribution towards costs of care and personal assistance; if they are eligible to claim, and wish to do so.</p>

Approved Duties or Official Business

These have been defined by MTC as:

- Official meetings called by the council.
- Events where the Mayor and/or Deputy Mayor have been invited in their official Monmouth Town Council capacity. If the Mayor or Deputy Mayor are unable to attend, a councillor who attends in their stead will be able to claim the appropriate allowance for these events.

Determination 43 – Contribution to the Costs of Care (Mandatory)

All members, including co-opted members, are entitled to claim a contribution towards the costs of care and personal assistance, for activities the council has designated official business or an approved duty which might include appropriate and reasonable preparation and travelling time.

Costs of care and personal assistance payments are taxable under the current HMRC rules so full reimbursement is not possible. Claims can be made in respect of a dependent 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. Receipts must accompany claims. A contribution towards costs of care and personal assistance payments will be authorised for:

- 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 rate as defined by the Living Wage Foundation at the time the costs are incurred.

Payment shall only be made on production of receipts from the care provider.

Determination 46 – Travel Costs

Each member is entitled to claim for travel costs if on approved duties or official business as defined above. Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances as below:

- 45p per mile up to 10,000 miles in the year.
- 25p per mile over 10,000 miles.
- 5p per mile per passenger carried on authority business.
- 24p per mile for private motor cycles.
- 20p per mile for bicycles.

Determination 47 – Overnight Stays

- £28 per 24-hour period allowance for meals, including breakfast where not provided.
- £200 – London overnight.
- £95 – elsewhere overnight.
- £30 – staying with friends and or family overnight.

Payments will only be made on production of the appropriate receipts

Determination 48 – Financial Loss Compensation

All members, including co-opted members are entitled to claim financial loss compensation as follows for official business or approved duties:

Up to £57.20 for each period up to 4 hours

Up to £114.40 for each period between 4 hours and 24 hours.

Payments will only be made if proof of this financial loss is provided.

Determination 49 – Attendance Allowance

All members, including co-opted members are entitled to claim an attendance allowance up to a maximum of £30 for approved duties. MTC have approved the amount at £30 per duty.

This allowance cannot be claimed if Financial Loss Compensation has been claimed for the same event/meeting.

When and how are payments made to members

All members are eligible to be paid the £150 as set out in Determination 44 normally from the start of the financial year; unless they are elected later in the financial year, in which case they are

eligible for a proportionate payment from that date. However, as 2022 is an election year different arrangement will be required.

- Members who are not standing for re-election or fail to be re-elected are entitled to part payment for the period 1 April to 8 May.
- Current members who are re-elected are entitled to the full payment.
- New members are entitled to a proportionate payment from 9 May, or from the date they took office, for the remainder of the year.

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. For the election year the same arrangements as set out above will apply.

Payments in respect of Determinations 46 and 47 are payable when the activity they relate to has taken place.

If a member leaves during the year, MTC have agreed not to pursue the overpaid amount.

How to Claim your Allowance

The Mayor's, Deputy Mayor's, Chair's and Members' Allowance is paid automatically unless councillors wish to Opt Out via the form sent out from the Proper Officer. These are taxed allowances and are paid via Payroll.

If you wish to claim any of:

Contribution to the Costs of Care

Travel or overnight stay costs

Financial loss compensation

Attendance Allowance

Please request a form for completion from the Responsible Financial Officer or Town Clerk and submit this together with your proof of expenditure as soon as possible after the event.

Chair of Committee payments and the Deputy Chair allowance is usually paid in two instalments in August and October. The Chair/Mayor's payment is made in three instalments, usually in August, October and February. The Member's allowance is usually paid in February.

Publication

There is a requirement on community and town councils to publish details of all payments made to individual members in an annual Statement of Payments for each financial year. This information will be published on the council website (with easy access) and provided to the Panel no later than 30 September following the end of the previous financial year.

Version Control

Version No		By Whom	Adopted at
1	Devised	PH	13/06/2022 FC