

Cyngor Tref Y Bala : Grŵp 3 (llai na £30,000 o incwm nei wariant mewn blwyddyn)

13.1. The Panel has had responsibility for the remuneration of community and town councils since the Measure of 2011 and its first determinations for such members came into effect in the financial year 2013/2014. Subsequent Annual Reports have developed ideas for remuneration of community and town councillors, allowing flexibility to meet appropriate responsibilities.

13.2. The Panel recognises a wide variation in geography, scope and scale across 735 community and town councils in Wales, from small community councils with relatively minimal expenditure and few meetings to large town councils with significant assets and responsibilities.

13.3. Therefore **determinations 44 to 51 are permissive powers, each of which requires a formal decision by each community or town council annually. A community or a town council can adopt any or all of the determinations but if it does make such a decision, it must apply to all its members.**

13.4. An individual member may make a personal decision to elect to forgo part or all of the entitlement to any of these allowances by giving notice in writing to the proper officer of the council.

Payments to Community and Town Councillors

13.6. In order to compensate members of community and town councils for expenses and costs involved in carrying out their duties, the Panel has determined that **councils should be authorised to make a payment to each member.**

Determination 44: Community and town councils are authorised to make a payment to each of their members of a maximum amount of £150 per year for costs incurred in respect of telephone usage, information technology, consumables etc.

RHAID I UNIGOLION OPTIO ALLAN OS MAI HYNNY YW EU DYMUNIADSenior roles

13.7. The Panel recognises that specific member roles especially within the larger community and town councils, for example a committee chair, can involve greater responsibility. It has therefore determined that councils should be authorised to pay up to three responsibility payments for specified roles.

Determination 45: Community and town councils are authorised to make an annual payment not exceeding £500 each to up to 3 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses if that is made.

Civic allowance

13.8. Recognising that some mayors and chairs of community and town councils and their deputies are very active during their year of office, the Panel has determined that community and town councils should be authorised to pay an allowance for these roles.

13.9. In its previous annual reports the Panel determined no maximum levels of payment to mayors/chairs and their deputies. The Panel's research indicates that the majority of community and town councils make no or very modest payments to their civic leaders. However, the maximum payment made by any town council in Wales is £8,000. This is a considerable payment relative to that made to principal council civic leaders, with several other town councils paying a significant 4 figure sum. The Panel will therefore conduct further research and consultation over the next 12 months with the intention to set an appropriate limit for such payments in its 2018 annual report.

Determination 46: Community and town councils are authorised to provide a civic allowance to the mayor/chair of the council at an amount that they deem appropriate to undertake the functions of that office. This is in addition to the £150 payment for costs and expenses if that is made

Determination 47: Community and town councils are authorised to provide a civic allowance to the deputy mayor/deputy chair of the council at an amount that they deem appropriate to undertake the functions of that office. This is in addition to the £150 payment for costs and expenses if that is made

Reimbursement of travel costs

13.10. The Panel recognises that there can be significant travel costs associated with the work of community and town council members, especially where the council area is geographically large and/or when engaging in duties outside this area. It has therefore made provision for travel costs to be met.

Determination 48: Community and town councils are authorised to make payments to each of their members in respect of travel costs for attending approved duties. 6 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.

Reimbursement of subsistence

Determination 49: If a community or town council resolves that a particular duty requires an overnight stay, it may authorise reimbursement of subsistence expenses to its members at the maximum rates set out below on the basis of receipted claims:

£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.

Other Allowances / Payments

13.11. Previously the Panel had determined that an Attendance Allowance could be paid to each of its members for attending approved duties outside the area of the council. Very few community or town councils made this payment and therefore this allowance has been removed. However, the Panel has retained the facility and increased the amount which councils may pay as compensation to their members where they suffer financial loss when attending approved duties.

6 Where a member who is on official business is driven by a third party (not a member or officer of that authority), the member can claim mileage at the prescribed rates plus any parking or toll fees provided the authority is satisfied that the member has incurred these costs.

Determination 50: Community and town councils are authorised to pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties as follows:

- Up to £33.00 for each period not exceeding 4 hours:
- Up to £66.00 for each period exceeding 4 hours but not exceeding 24 hours.

Reimbursement of the costs of care

13.12. In order to address issues of democratic participation and diversity, the Panel has decided to permit reimbursement of costs to members for the care of dependent children and others, or costs incurred relating to a personal assistance need, whilst attending meetings and other approved duties.

Determination 51: Community and town councils are authorised to provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement shall only be made on production of receipts from the carer.

Publicity requirements

13.13. **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.** This information must be published on **council noticeboards and/or websites (with easy access)** and provided to the Panel by email or by post no later than 30 September following the end of the year to which the payments relate. The Panel notes with concern that this requirement has not been complied with by many councils and draws attention to the requirements stipulated at Annex 4.

PENDERFYNIAD 45

Mae gan gynghorau tref a chymuned yng Ngrŵp C **yr awdurdod** i sicrhau bod taliad o £150 y flwyddyn ar gael i bob un o'u haelodau am gostau a ysgwyddir mewn perthynas â defnyddio'r ffôn, technoleg gwybodaeth, defnyddiau traul ac yn y blaen

Community and town councils in Group C are authorised to make available a payment to each of their members of £150 per year for costs incurred in respect of telephone usage, information technology, consumables etc.

Mae unigolion yn gallu optio allan o hwn trwy lythyr

PENDERFYNIAD 47

Mae gan gynghorau tref a chymuned yng Ngrwpiau B neu C **yr awdurdod** i wneud taliad blynyddol o £500 yr un i hyd at 5 aelod i gydnabod cyfrifoldebau penodol. Mae hyn yn ychwanegol at y taliad o £150 am gostau a threuliau os hawlir hwnnw.

Community and town councils in Groups B or C are authorised to make an annual payment of £500 each to up to 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses if that is claimed.

PENDERFYNIAD 48

Mae gan gynghorau tref a chymuned **yr awdurdod** i dalu costau teithio pob aelod ar gyfer mynychu dyletswyddau cymeradwy. Rhaid i daliadau o'r fath fod yn gostau gwirioneddol teithio ar gludiant cyhoeddus neu lwfansau milltiroedd EM Cyllid a Thollau fel y nodir yn yr adroddiad blynyddol

Community and town councils are authorised to make payments to each of their members in respect of travel costs for attending approved duties. Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances as set out in the annual report.

PENDERFYNIAD 52

Mae gan gynghorau tref a chymuned **yr awdurdod** i ddarparu taliad Pennaeth Dinesig i faer/cadeirydd y cyngor hyd at uchafswm o £1,500 i gyflawni swyddogaethau'r swydd honno. Mae hyn yn ychwanegol at y taliad o £150 ar gyfer costau a threuliau a'r uwch-gyflog o £500 os hawlir y rhain.

Penderfyniad 53

Mae gan gynghorau tref a chymuned **yr awdurdod** i ddarparu taliad Dirprwy Bennaeth Dinesig i ddirprwy faer/dirprwy gadeirydd y cyngor hyd at uchafswm o £500 i gyflawni swyddogaethau'r swydd honno. Mae hyn yn ychwanegol at y taliad o £150 ar gyfer costau a threuliau a'r uwch-gyflog o £500 os hawlir y rhain.

AMSERLEN

Mawrth:

Rhaid i'r Cyngor ystyried pob dyfarniad yn adroddiad terfynol y panel a gall **gofnodi ei benderfyniad ffurfiol** mewn perthynas â phenderfyniadau anorfodol a fydd yn gymwys i holl aelodau (13.9)

Mai :

O ddyddiad y Cyfarfod Cyffredinol, rhaid i pob un o'r taliadau gorfodol a'r rhai taliadau anorfodol mae'r Cyngor wedi mabwysiadu eu gwneud i'r holl aelodau. **Rhaid i'r Clerc derbyn rhybudd priodol o unrhyw aelod wneud penderfyniad personol i ymwrthod rhan neu'r cyfan o'r taliadau**

Erbyn 30 Medi:

Cyhoeddi, ac anfon at y Panel, manylion o'r holl daliadau a wnaed i Aelodau unigol ar gyfer y flwyddyn ariannol flaenorol yn y 'datganiad o daliadau blynyddol' (13.22 ac Atodiad 4)

Hydref:

Ystyried penderfyniadau adroddiad drafft y Panel ar gyfer y flwyddyn ariannol nesaf a defnyddio hyn i lywio cynlluniau cyllideb.

March:

Council must consider each determination in the IRPW's final report and record its formal decision in relation to the non-mandated determinations which will apply to all members (13.9)

May:

From the date of the General Meeting, all mandated payments and those non-mandated payments the Council has adopted to be made to all members. Proper notice must have been received by the Clerk from any member making a personal decision to forgo part or all of the payments. (13.10)

By 30 September:

Publish, and send to the IRPW, details of all payments made to individual members for the previous financial year in an 'Annual Statement of Payments' (13.22 and Annex 4)

October:

Consider the determinations in the IRPW's draft report for the next financial year and use this to inform budget plans.