



Cyngof Tref Y Trallwng Welshpool Town Council

Y Porth i Gymru | The Gateway to Wales

MEMBERS EXPENSES POLICY

1. Introduction

1.1 Welshpool Town Council at a Full Council Meeting held on 27th February 2019 resolved to pay expenses to a Councillor where they are incurred carrying out authorised duties and with the prior approval of the Full Council or a Standing Committee.

1.2 Any travel expenses incurred which have been approved by Council or Standing Committee Meetings shall only be calculated either from home (within the boundary of Welshpool Town Council) or from the boundary of Welshpool Town Council boundary to the meeting place.

1.3 Any Councillor may waive their right to receive specified sums identified within the Annual Report of the Independent Review Panel for Wales by writing to the Town Clerk to that effect. The letter should apply to the forthcoming fiscal year, or part year.

2. Notes to the Policy

2.1 The Annual Report of the Independent Review Panel for Wales states that any expenses are optional and not mandatory.

2.2 A chart showing the various expenses and the Council position on each is set out at the appendix 1.

2.3 Annual Review

The Policy of the Council with regard to expenses shall be reviewed each year upon receipt of the Annual Report from the Independent Review Panel for Wales.

3. Approval of expenses

3.1 Where a member is asked to carry out a duty for the Council, other than attendance at normal Full Council, Standing Committees and other Council administered Committees, this duty must be specified and any expenses approved in advance and recorded in the minutes.



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3.2 The Town Clerk or Deputy Town Clerk does not have any authority to approve such expenditure other than where the member accompanies the Town Clerk or Deputy Town Clerk on official business.

3.3 A list of duties which could be classed as 'approved' are listed at appendix 2.

4 Travel expenses

4.1 Where a member is asked to carry out a duty for the Council as set out in this policy a claim for expenses can be made as follows:

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.

The Committee was happy with the above mileage rates which the Town Clerk obtained from the HMRC statutory document.

5 Subsistence expenses

5.1 Where a member is asked to carry out a duty for the Council as set out in this policy a claim for expenses can be made as follows:

- £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.



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6 Other expenses

6.1 Other reasonable expenses can also be claimed such as telephone use, parking charges etc. These are to be approved in the same way as other expenses

R A Robinson FRICS FSLCC

Town Clerk

March 27th 2019



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Appendix 1

IRP DETERMINATION FOR 2019-2020	APPROVAL BY COUNCIL REQUIRED	COUNCIL DECISION ON EACH DETERMINATION
D40-All 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.	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.	All Councillors have confirmed that they do not wish to receive such allowance in the 2019-2020 year.
D41-Community and town councils in Group A must make available an annual payment of £500 each to a minimum of 1 and a maximum of 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.	Yes –a council must decide how many payments of £500 it will make –to between 1 and 5 members unless they advise the appropriate officer in writing that they do not want to take it.	The Council resolved on 27 th February 2019 to pay the sum of £500 to the Mayor for extra duties.
D42-Community and town councils in Groups B or C can 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.	Yes –the payment of £500 is optional for up to 5 members	The Council resolved on 27 th February 2019 not to award any payments under this section.
D43-Community and town councils can make payments to each of their members in respect of travel costs for Authorise duties.	Yes –the payment of travel costs is optional attending approved duties.	The Council Resolved on 27 th February 2019 to pay travel expenses for approved duties but any such expenses must be approved in advance by the Full Council or the relevant Standing Committee.



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<p>D44–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.</p>	<p>Yes –the payment of overnight subsistence expenses is optional.</p>	<p>The Council Resolved on 27th February 2019 to pay subsistence expenses for approved duties but any such expenses must be approved in advance by the Full Council or the relevant Standing Committee.</p>
<p>D45–Community and town councils can pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties.</p>	<p>Yes –the payment of financial loss allowance is optional.</p>	<p>The Council resolved on 27th February 2019 not to award any payments under this section.</p>
<p>D46–All community and town councils must 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.</p>	<p>No -the payment is mandated for every member if they are eligible to claim, and wish to do so.</p>	<p>All Councillors have confirmed that they do not wish to receive such allowance in the 2019-2020 year.</p>
<p>D47–Community and town councils can provide a Civic Head payment to the mayor/chair of the council up to a maximum of £1,500.</p>	<p>Yes –the payment to a Civic Head is optional.</p>	<p>The Council resolved on 27th February 2019 to make available the sum of £1,100 to the Mayor for the ensuing year.</p>
<p>D48–Community and town councils can provide a Deputy Civic Head payment to the deputy mayor/deputy chair of the council up to a maximum amount of £500.</p>	<p>Yes –the payment to a Deputy Civic Head is optional.</p>	<p>The Council resolved on 27th February 2019 not to award any payments under this section.</p>



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Appendix 2

APPROVED DUTIES

(as determined by the IRP)

It is the spirit of the Panel's determination is that if taxis are the most appropriate / only method of transport then the Panel consider they should be paid. This will be clarified in the next annual report for 2020.

The list of duties classed as approved duties attending council and council standing committee meetings so members are able to claim for this. Paragraph 39 on page 84 (Annex 2, the Panel regulations) of the annual report states :

"Approved Duty" under this Part means

- 1) Attendance at a meeting of the council or of any committee or sub-committee of the council or of any other body to which the council makes appointments or nominations or of any committee or sub-committee of such a body.
- ii) Attendance at any other meeting the holding of which is authorised by the council or a committee or sub-committee of the council, or a joint committee of the council and one or more councils, or a sub-committee of such a joint committee provided that at least two members of the council have been invited and where the council is divided into political groupings at least two such groups have been invited.
- iii) Attendance at a meeting of any association of councils of which the council is a member.
- Iv) Attendance at any training or development event approved by the council.
- V) Any other duty approved by the council or duty of a class approved by the council for the discharge of its functions or any of its committees or sub-committees.

Approved on 27th March 2019
R A Robinson FRICS FSLCC
Town Clerk