

Peterston-super-Ely Community Council

Cyngor Cymuned a Llanbedr-y-Fro

Expenses Payments Policy

(Reviewed April 2025 based on Independent Remuneration Panel for Wales Annual Report 2025)

TRAVEL EXPENSES

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 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 motorcycles. • 20p per mile for bicycles. All other claims for travel, including by taxi if this is the only or most appropriate method of transport, must only be reimbursed on actual cost as shown on receipts.

It was approved during the May 2025 meeting that travel expenses will be reimbursed for the financial year 2025/26. The rates specified above, cannot be amended although individual members may opt out of receiving payments (by advising the Clerk in writing of their wishes).

SUBSISTENCE COSTS

IRP for Wales Report 2022 Determination 46 and 27) - Community and town councils can decide to reimburse their members in respect of subsistence costs for attending approved duties. Where the option to reimburse has been made, the subsistence expenses guidance below must be applied.

The maximum rates for subsistence payments are 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

It was approved during the May 2025 meeting that claims will be assessed on an individual basis.

PAYMENT FOR EXTRA COSTS OF WORKING FROM HOME

IRP for Wales Report 2025-2026 Determination 7 – Community and town councils **must** pay their members £156 a year (equivalent to £3 a week) towards the extra household expenses (including heating, lighting, power, and broadband) of working from home. Recovery of payments made to a member who leaves or changes their role during the financial year will be assessed on an individual basis

Peterston-super-Ely Community Council

Cyngor Cymuned a Llanbedr-y-Fro

PAYMENT FOR CONSUMABLES

IRP for Wales Report 2025-2026 Determination 7 - Councils must either pay their members £52 a year for the cost of office consumables required to carry out their role, or alternatively councils must enable members to claim full reimbursement for the cost of their office consumables.

It was approved during the May 2025 meeting that a yearly payment of £52 for the financial year 2025/26 would be made in May 2025 to each Councillor. Recovery of payments made to a member who leaves or changes their role during the financial year will be assessed on an individual basis

ATTENDANCE ALLOWANCE

IRP for Wales Report 2025-2026 Determination 7 - Each council can decide to introduce an attendance allowance for members. The amount payable of each payment must not exceed £30. A member in receipt of financial loss compensation will not be entitled to claim attendance allowance for the same event.

It was approved during the May 2025 meeting that no attendance allowance is to be paid.

COMPENSATION FOR FINANCIAL LOSS

IRP for Wales Report 2025-2026 Determination 8 - Community and town councils can pay financial loss compensation to each of their members, where such loss has occurred, for attending approved duties. This payment should be aligned to the daily rate of ASHE and will be £63.37 for each period not exceeding 4 hours and £126.74 for each period exceeding 4 hours but not exceeding 24 hours

It was approved during the May 2025 meeting that no financial loss payments are to be paid.

PAYMENT FOR SPECIFIC RESPONSIBILITIES

IRP for Wales Report 2025-2026 Determination 4 of 2023- Community and town councils in Group 4 (with an electorate over 1000 to 4999) **can** make an annual payment of up to a maximum of £1500 to the Chair, a maximum of £500 to the Deputy Chair, plus £500 each to up to 3 members undertaking a senior role, including the Chair and Deputy Chair, in recognition of specific responsibilities. This sum is in addition to the £156 contribution to the cost of working from home and the fixed sum of £52 for office consumables.

It was approved during the 19th May 2025 meeting that **no** members would receive this additional payment.

Peterston-super-Ely Community Council

Cyngor Cymuned a Llanbedr-y-Fro

COSTS OF CARE OR PERSONAL ASSISTANCE

IRP for Wales Report 2022 Determination 43 - All relevant authorities must provide a payment towards necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs as follows:

- formal (registered with Care Inspectorate Wales or equivalent) 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 rates as defined by the Living Wage Foundation (<https://www.livingwage.org.uk/what-real-living-wage>) at the time the costs are incurred.

Reimbursement must be for the additional costs incurred by members to enable them to carry out official business or approved duties. Each authority must ensure that any payments made are appropriately linked to official business or approved duty. Reimbursement shall only be made on production of receipts from the care provider and completion of the official PSECC Expenses Form (below).

ANNUAL REPORTING OF FIGURES

The IRP Panel has determined that from September 2024, reporting returns due from all community and town councils need only show the total amounts paid in respect of the mandatory payments mentioned above, namely the £156 contribution to the costs of working from home and the £52 set rate consumables allowance plus travel and subsistence expenses paid.

This information must be published on council noticeboards and/or websites (with easy access) and provided to the IRP by email or by post no later than 30 September following the end of the year to which the payments relate.

Peterston-super-Ely Community Council
Cyngor Cymuned a Llanbedr-y-Fro

EXPENSES CLAIM FORM

I certify that the expenses claimed below were properly incurred by me in carrying out the duty approved by Peterston super Ely Community Council

Signed _____ Date _____

PRINT _____

CLAIM FOR TRAVEL EXPENSES

Claim for attending	_____
Held at	_____
On	_____
Travel from/to	_____
Miles Claimed	_____ Miles @45p per mile = £ _____
Parking Fees	_____
Other Transport	_____
TOTAL OF TRAVELLING ALLOWANCES CLAIMED	£

CLAIM FOR OTHER EXPENSES

Expenses involved in representing Community (provide details)	

TOTAL £	_____
Approved Allowance for the care of dependents (provide details)	

TOTAL £	_____
Subsistence Expenses in respect of approved duty	£
Attendance Allowance in respect of approved duty	£
TOTAL CLAIM FOR OTHER EXPENSES	£