

Peterston-super-Ely Community Council

Cyngor Cymuned a Llanbedr-y-Fro

Expenses Payments Policy 2026-27

Agreed at Annual Council Meeting held on 11.5.26 (Minute 26/008)

This policy was reviewed in April 2026 based on the Annual Remuneration Report 2026-27 published by the Democracy and Boundary Commission Cymru.

The following determinations will apply to all payments due to be paid in the 2026-27 financial year.

Members retain the right to opt out of any payment, in full or in part. That is an individual decision for members. Authorities are not permitted to make a collective decision to opt out of mandatory payments.

PAYMENT FOR EXTRA COSTS OF WORKING FROM HOME

DBCC Annual Remuneration Report Determination 6/2026 – Community 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.

PAYMENT FOR CONSUMABLES

DBCC Annual Remuneration Report Determination 6/2026 - 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 AGREED that a yearly payment of £52 for the financial year 2026-27 would be made to each Councillor in May 2027. Recovery of payments made to a member who leaves or changes their role during the financial year will be assessed on an individual basis

TRAVEL EXPENSES AND SUBSISTENCE COSTS

DBCC Annual Remuneration Report Determination 6/2026 : Community Councils can opt to reimburse travel and or subsistence costs for attending approved duties. Where the option to reimburse has been made, this must be as specified in the Travel and subsistence guidance of the DBCC Annual Remuneration Report 2026-27.

It was AGREED that claims will be assessed on an individual basis.

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ATTENDANCE ALLOWANCE

DBCC Annual Remuneration Report Determination 6/2026 - 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 AGREED that no attendance allowance is to be paid.

COMPENSATION FOR FINANCIAL LOSS

DBCC Annual Remuneration Report Determination 6/2026 - Community 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 £67.45 for each period not exceeding 4 hours and £134.90 for each period exceeding 4 hours but not exceeding 24 hours

It was AGREED that no financial loss payments are to be paid.

PAYMENT FOR SPECIFIC RESPONSIBILITIES

DBCC Annual Remuneration Report Determination 6/2026 - Community councils in Group 4 (with an electorate of 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 AGREED that **no** members would receive these additional payments.

COSTS OF CARE OR PERSONAL ASSISTANCE

IRP for Wales Report 2022 Determination 43 still applies and states that 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).

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ANNUAL REPORTING OF FIGURES

DBCC Annual Remuneration Report Declaration 6 (point 106) - Reporting returns due from all community 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.

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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	£