Agenda Item 7b

LLANTWIT FARDRE COMMUNITY COUNCIL
CYNGOR CYMUNED LLANILLTUD FAERDREF

COUNCIL MEETING 26TH OCTOBER 2026

REPORT OF THE CLERK

RELEVANT DETERMINATIONS OF REMUNERATION REPORT OF THE DEMOCRACY AND BOUNDARY COMMISSION CYMRU (DRAFT REPORT 2027/28)

1. Action required:

To consider the determinations for the next financial year and use this to inform the budget plans. (Copy of the Draft Report is attached at Appendix 1 subject to confirmation of Final Report) The Final Report is due in March 2027.

2. Background:

2.1 The purpose of this report is to present the Democracy and Boundary Commission Cymru's Draft Annual Remuneration Report 2027/28 for consideration by Members and to determine whether the Council wishes to submit any comments or observations as part of the consultation process.

2.2 The Draft Annual Remuneration Report 2027/28 sets out the Commission's proposed determinations for the financial year commencing 1 April 2027. The report is particularly relevant as it precedes the local government elections scheduled for May 2027.

2.3 The review of the existing remuneration framework has concluded that major changes are not required at this stage. The draft therefore proposes updates to remuneration levels where appropriate while retaining the existing framework. The report sets out the proposed determinations applicable to community and town councils, including payments and expenses.

2.4 Decisions need to be made for the following determinations:

(a) Basic Payment for Extra Costs of Working from Home (Previously the Basic Payment (Members' Allowance)

All Community and Town Councils must make available a payment to each of their Members of £156 per year (equivalent to £3 a week) towards the extra household expenses (including heating, lighting power and broadband) of working from home.

RECOMMENDATION

To note that no decision is required on this determination as the payment of £156 is mandated for each Member unless they advise the Clerk, in writing, that they do not wish to take it. Therefore, **£2,028** has been allocated within the draft Budget.

(b) Set Payment for Consumables

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. This additional determination was introduced in the 2023/24 financial year and it was agreed by this Council that Members would be paid £52 a year and that it would be paid at the same time as the Members Allowance.

RECOMMENDATION

To note r not to make a payment of £52 a year to each Member towards the cost of office consumables to enable them to carry out their role.

Note: A sum of **£676** has been allocated within the draft Budget.

(c) Personal Support Needs or Caring Responsibilities

The Panel considers that any Member who has personal support needs or caring responsibilities should be enabled to fulfil their role. Therefore, the Panel continues to make the contribution towards costs of care and personal allowance mandatory for all Members of Community and Town Councils.

RECOMMENDATION

To note that the contribution towards costs of care and personal allowance is mandatory and therefore must be paid if claimed with valid receipts.

(d) Travel Costs

Community and Town Councils can make payments to each of their Members in respect of travel costs for attending approved duties at the current HM Revenue and Customs (HMRC) rates.

Payment of travel costs is optional.

RECOMMENDATION

To agree to whether to make payments in respect of travel costs for attending approved duties. (Up to now none have been claimed)

(e) Reimbursement of Subsistence Expenses

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 at the maximum rates set out below on the basis of receipted claims:

- £28 per day - day allowance for meals, including breakfast where not provided in the overnight charge.
- £200 – London overnight.
- £95 – elsewhere overnight.
- £30 – staying with friends and/or family overnight.

Payment of overnight subsistence expenses is optional.

RECOMMENDATION

To agree whether or not to make payments of overnight subsistence expenses for attending approved duties. (up to now none have been claimed)

(f) Financial Loss Compensation

Community and Town Councils can pay financial loss compensation to each of their Members, where such a loss has actually occurred for attending approved duties as follows:-

- Up to £69.47 for each period not exceeding 4 hours
- Up to £138.95 for each period exceeding 4 hours but not exceeding 24 hours.

RECOMMENDATION

To note that no decision is required on this determination as the payment of financial loss compensation is mandatory if claimed.

(g) Attendance Allowance

Each Council can decide to introduce an attendance allowance for Members. The amount of each payment must not exceed £30.

A Member in receipt of financial loss (as outlined at (f) will not be entitled to claim attendance allowance for the same event.

Councils that intend to introduce a system of attendance allowances must set out the details of the scheme and publish on their website.

The payment of attendance allowance is optional. (Council declined to offer attendance allowance previously)

RECOMMENDATION

To agree whether to introduce an attendance allowance for Members and if so to agree an amount not exceeding £30 a time.

(h) Payment to Chair of the Council

Community and Town Councils can provide a payment to the Mayor or Chair of the Council up to a maximum of £1,500.

Community and Town Councils can provide a payment to the Mayor or Chair of the Council up to a maximum of £1,500. This is in addition to the £156 payment for costs and expenses and the £500 senior salary if these are claimed.

Payment to the Chair of the Council is optional.

RECOMMENDATION

To agree whether or not to make a payment to the Chair of the Council, and if yes to what amount up to a maximum of £1,500.

(i) Payment to Deputy Chair of the Council

Community and Town Councils can provide a payment to the Deputy Mayor or Deputy Chair of the Council up to a maximum of £500.

This is in addition to the £156 payment for costs and expenses and the £500 senior salary if these are claimed.

Payment to the Deputy Chair of the Council is optional.

RECOMMENDATION

To agree whether or not to make a payment to the Deputy Chair of the Council, and if yes to what amount up to a maximum of £500.

(j) Senior Role Payment(s)

The application of the Remuneration Framework by relevant Group. As reported to Members at the Council Meeting held on the 27th October, 2025 this Council is in Group 2 which requires a mandatory senior role payment to be made with an option of up to 5 such payments.

RECOMMENDATION

1. To decide which Senior Role Member is to receive the one mandatory payment of £500
2. To decide how many additional payments of £500 it will make – between 1 and 4 Members unless they advise the Clerk, in writing that they do not want to take it.

Note: A sum of **£2,500** has been allocated within the draft budget for Senior Role Payments.

(k) Senior Member Role within a Principal Council

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 allowance.

RECOMMENDATION

To note that no decision is required in respect of this Determination.

Member should be aware that all payments to Councillors are published annually on the website and reported to the Democracy and Boundary Commission and Audit Wales.