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MEMBER REMUNERATION POLICY

It is the policy of this Council to pay its members in line with the Democracy and Boundary Commission Cymru's yearly review. This document is taken into consideration when setting the annual budget.

This policy will be reviewed annually in the Annual Meeting.

Payments to councillors will be paid as set out in Table 2[1], in line with the size of the electorate:

Extra costs payment:	All members, mandatory
Senior role(s):	£500, mandatory for 1 member, optional for up to 7
Chair:	Optional, up to £1,500
Deputy Chair:	Optional, up to a maximum of £500
Attendance allowance:	Optional
Financial loss:	Optional
Travel and subsistence:	Optional
Costs of care or personal assistance:	Mandatory

Level of extra costs payments

For the year 2026-2027 the extra costs payment to each member is £156 a year (equivalent to £3 a week)[2]. These payments are mandatory, though members are allowed to decline them.

The Council will also pay members £52 a year for the cost of office consumables required to carry out their role[1].

Timing of extra costs payments

These payments will be made once a year, in October, via BACS.

Members who leave in the financial year before the payment date will not receive the payment.

[1] P9, Democracy and Boundary Commission Cymru: annual remuneration report 2026-2027
[2] p12, Democracy and Boundary Commission Cymru: annual remuneration report 2026-2027

Members who leave in the financial year after the payment are not expected to repay any fund, unless it is a senior role, Chair or Deputy Chair role (see section: **payments to senior roles**).

A newly elected member would receive the full amount of the allocated allowance after one month of being elected into the new position (after October in any year).

Payments to senior roles, Chair and Deputy Chair

The number and value of these payments is to be decided annually at the Annual meeting, when roles are assigned.

These payments will be made once a year, in October, via BACS.

Members who leave the role in the financial year before the payment will not receive the payment.

Members who leave the role in the financial year after the payment are expected to repay the money on a pro-rata basis.

Attendance Allowance

It is not the policy of Pontypool Community Council to pay members to attend meetings.

Financial loss

Community and town councils can pay financial loss compensation to each of their members, where such loss has occurred, for attending approved duties as follows[3]:

- Up to £67.45 for each period not exceeding 4 hours.
- Up to £134.90 for each period exceeding 4 hours but not exceeding 24 hours.

Requests for such payments should be made to the Clerk and will be overseen by the Establishment Committee.

[3] P11, Democracy and Boundary Commission Cymru: annual remuneration report 2026-2027

Travel and subsistence

Community and town councils can 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.

Where a member who is on official business or an approved duty 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.

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 24-hour period allowance for meals, including breakfast where appropriate.
- £200: London overnight.
- £95: elsewhere overnight.
- £30: staying with friends and/or family overnight.

These rates remain unchanged from 2022[4]. Requests for such payments should be made to the Clerk and will be overseen by the Establishment Committee.

Costs of care or personal assistance

Members, including co-opted members are entitled to claim towards the costs of care and personal assistance, for activities that the individual council has designated official business or an approved duty which might include appropriate and reasonable preparation and travelling time. This payment is mandatory to increase diversity amongst councillors and is unchanged from the guidance in 2022[5].

[4] P17, Democracy and Boundary Commission Cymru: annual remuneration report 2026-2027
[5] P18, Democracy and Boundary Commission Cymru: annual remuneration report 2026-2027

- Formal (registered with Care Inspectorate Wales) 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 at the time the costs are incurred.

It is important to note that care costs cannot be paid to someone who is a part of a member's household.

Requests for such payments should be made to the Clerk and will be overseen by the Establishment Committee.