



Clerk to the Council/  
Clerc i'r Cyngor:

MRS. R.V. TUCKER, B.A.

29<sup>th</sup> March 2021/29 Mawrth 2021

Dear Sir/Madam,

You are hereby requested to attend a meeting of the **POLICY & FINANCE COMMITTEE virtually over Teams at 6.30 PM on WEDNESDAY 7<sup>th</sup> APRIL 2021/7 EBRILL 2021**

Gofynnir drwy hyn i chi fynychu **PWYLLGOR POLISI A CHYLLID yn Rhith Gyfarfod am 6:30 yf, DYDD MERCHER 7 AVRIL 2021.**

Yours faithfully/ Yr eiddoch yn gywir

CLERK TO THE COUNCIL/ CLERC I'R CYNGOR

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### AGENDA

1. **Apologies**  
To receive and accept apologies.
2. **Declarations of Interest**  
Members to declare any interests in any items on Agenda.
3. **Schedule of Receipts and Payments**  
To approve schedule of receipts and payments for February 2021  
(attached: page(s) 1 - 2)
4. **Use of Credit Card**  
To approve the credit card payments made in February 2021  
(attached: page(s) 3)

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35A, Commercial Street, Pontypool, Yrfaen, NP4 6JQ Tel: (01495) 742805  
35A, Stryd Masnach, Pont-y-pŵl, Yr-faen NP4 6JQ Ffôn: (01495) 742805

TWINNED WITH LONGJUMEAU, FRANCE, BREITEN, GERMANY & CONDEIXA, PORTUGAL  
GEFPELLIWIYD Â LONGJUMEAU, FFRAINC, BREITEN, YR ALMAEN & CONDEIXA, PORTUGAL

5. **Financial Budget Comparison (Monitoring Report)**  
To receive and consider the financial monitoring report to the end of January 2021. (attached: page(s) 5 – 7)
6. **One Voice Wales**  
To receive a letter from One Voice Wales regarding the Council renewing its membership with One Voice Wales. (attached: page(s) 9 – 12)
7. **Local Voluntary Funding**  
(i) To approve the attached Local Voluntary Funding (attached: page(s)13)  
(ii) To receive up-to-date information from One Voice Wales in relation to funding of churches (attached: page(s) 15 – 18)
8. **Welsh Hearts**  
To receive an e-mail from Ms K. Lloyd Owen at Welsh Hearts in relation to the purchase of an additional defibrillator for the Council. (attached: page(s) 19 – 20)
9. **Low Interest Rates Article**  
To receive an e-mail from One Voice Wales asking to circulate the attachment in relation to the above item (attached: page(s) 21 - 25)
10. **Independent Remuneration Panel for Wales**  
To receive the Independent Remuneration Panel for Wales – Annual Report 2021/2022 (attached: page(s) 27 – 34)
11. **Policy for Christmas Lights/trees**  
To review/consider policy for Christmas lights & trees (available at meeting)

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*Councillors: Councillors: Mrs N. P. Parrish (Chair) J. Killick (Vice-Chair), Ms K. Arthur, Miss L. Clarkson, G. Davies, M Ford, Mrs E. Hunt, R. Overton, A. Lang, B.M. Taylor.  
Chairman and Leader ex officio.*

**POLICY FINANCE MEETING  
7 APRIL 2021**

**SCHEDULE OF PAYMENTS - FEBRUARY 2021**

<b>VO NO</b>	<b>CHQ NO</b>	<b>TO WHOM PAID</b>	<b>DETAILS</b>	<b>AMOUNT</b>
424	DD	Cathedral Leasing	Hygiene Disposal Bins	36.40
425	DD	Worldpay	Automated Payment Fee	23.94
426	DD	Barclaycard	Credit Card - Various	388.85
427	DD	BT Payment Services	Mobile Phone	28.80
428	DD	123 Telecom	Broadband/Telephone Charges	194.40
429	SO	Torfaen County Borough Council	Salaries	14,000.00
430	DD	British Gas	Gas Charges - Office	626.67
431	BP	Dragon Fire & Security	Alarm Monitoring & Maint - Office	22.26
432	BP	Panteg House - Panteg Employees	Grant - Utility	3,041.00
433	BP	Orbits IT	3 Lenovo Laptops - Youth Worker	2,430.00
434	BP	Orbits IT	Monthly Licences - February	202.44
435	BP	Orbits IT	Annual Renewal - Domain Name	72.00
436	BP	Dwr Cymru Welsh Water	Water Charges - Office	49.54
437	BP	Torfaen County Borough Council	Building Cleaning - February	655.67
438	BP	Dragon Fire & Security	Alarm Call Out - Office	108.00
439	BP	British Gas	Electricity Charges - Unit 8	12.47
440	BP	GovNet	Conference - Acting Clerk	354.00
441	BP	Garndiffaith Community Association	LVF - L Clarkson	500.00
442	BP	Garndiffaith Bowls Club	LVF - L Clarkson	500.00
443	BP	Pontypool Town AFC	LVF - G James	200.00
444	BP	Plasygarn Residents	LVF - G James	300.00
445	BP	Torfaen County Borough Council	Christmas Trees	26,400.00
446	BP	Mrs L Mcmail	Prescription Glasses - LM	75.00
447	BP	Mrs A Ambrosen	Prescription Glasses - AA	100.00
448		CCLA	Interest	17.25
				<hr/>
				<b>50,338.69</b>

POLICY FINANCE MEETING - WEDNESDAY 7 APRIL 2021

SCHEDULE OF RECEIPTS - FEBRUARY 2021

<b>FROM WHOM RECEIVED</b>	<b>DETAILS</b>	<b>AMOUNT</b>
Worldpay	Refund - Charges	134.40
Oribits JT	Refund - Overpayment	613.56
H M Customs & Excise	Vat Refund	2,691.06
Ricoh	Refund - Overpayment	54.00
CCLA	Interest - February	17.25
		<hr/>
		<b>3,510.27</b>

POLICY FINANCE MEETING  
7 APRIL 2021

**BREAKDOWN - CREDITCARD PURCHASES (FEBRUARY)**

<b>DATE</b>	<b>PAYEE</b>	<b>DETAILS</b>	<b>AMOUNT</b>
09/01/2021	Amazon	Christmas Decs	19.99
09/01/2021	Amazon	Headset	26.99
04/02/2021	SP Mail Orders - Tree	Tree	57.94
08/02/2021	Sign-Maker	Plaque	148.98
10/01/2021	One4all	Headsets x 5	134.95
			<hr/>
			<b>388.85</b>

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# Pontypool Community Council Financial Budget Comparison

Comparison between 01/04/20 and 31/01/21

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	2020/2021	Revised	Actual Net	Balance	Notes
<b>INCOME</b>					
<b>Council</b>					
101	Precept	£702,452.00	£702,452.00	£702,452.00	£0.00
102	Income from Sale of Taskforce fixed assets	£0.00	£0.00	£1,588.80	£1,588.80
105	V.A.T.Refund	£0.00	£0.00	£9,220.37	£9,220.37
115	Refreshments	£150.00	£0.00	£0.00	£0.00
<b>Total Council</b>		<b>£702,602.00</b>	<b>£702,452.00</b>	<b>£713,261.17</b>	<b>£10,809.17</b>
<b>Policy &amp; Finance Committee</b>					
301	Bank Interest (CCLA)	£2,000.00	£1,400.00	£865.96	-£534.04
305	Sub-lettings	£300.00	£0.00	£0.00	£0.00
310	Bank Charges Refund	£60.00	£60.00	£71.95	£11.95
315	Misc income	£0.00	£0.00	£10.00	£10.00
320	Publications	£0.00	£0.00	£110.00	£110.00
330	Pontypool Regeneration	£0.00	£0.00	£8,988.47	£8,988.47
<b>Total Policy &amp; Finance Committee</b>		<b>£2,360.00</b>	<b>£1,460.00</b>	<b>£10,046.38</b>	<b>£8,586.38</b>
<b>Events Committee</b>					
501	Party in the Park	£12,800.00	£0.00	£0.00	£0.00
505	Christmas Trees	£2,000.00	£2,000.00	£0.00	-£2,000.00
<b>Total Events Committee</b>		<b>£14,800.00</b>	<b>£2,000.00</b>	<b>£0.00</b>	<b>-£2,000.00</b>
<b>Total Income</b>		<b>£719,762.00</b>	<b>£705,912.00</b>	<b>£723,307.55</b>	<b>£17,395.55</b>

# Pontypool Community Council Financial Budget Comparison

Comparison between 01/04/20 and 31/01/21

	2020/2021	Revised	Actual Net	Balance	Notes
<b>EXPENDITURE</b>					
<b>Establishment Committee</b>					
2001 Salaries	£210,000.00	£206,000.00	£162,552.83	£43,447.17	
2010 Conferences/Training	£2,000.00	£2,000.00	£350.00	£1,650.00	
2015 Health and Safety & PPE	£1,500.00	£1,500.00	£233.98	£1,266.02	
2020 Payroll Charges	£700.00	£700.00	£0.00	£700.00	
<b>Total Establishment Committee</b>	<b>£214,200.00</b>	<b>£210,200.00</b>	<b>£163,136.81</b>	<b>£47,063.19</b>	
<b>Policy &amp; Finance Committee</b>					
3001 Rent, Rates & Water	£28,800.00	£28,800.00	£28,430.61	£369.39	
3010 Fuel Charges	£6,000.00	£6,000.00	£3,959.03	£2,040.97	
3015 Office Equipment & Consumables	£10,000.00	£11,300.00	£12,096.86	-£796.86	
3025 Cleaning	£9,500.00	£9,500.00	£6,720.06	£2,779.94	
3030 Repairs/Refurbishment	£4,000.00	£4,000.00	£2,351.54	£1,648.46	
3035 Fixed Rental & Maint Charges	£8,400.00	£9,860.00	£7,337.90	£2,512.10	
3110 Insurance	£6,000.00	£4,500.00	£3,603.69	£896.31	
3120 Association Subscriptions	£5,625.00	£5,625.00	£0.00	£5,625.00	
3122 Stationery	£1,600.00	£1,600.00	£417.44	£1,182.56	
3125 Audit Fee	£4,000.00	£4,000.00	£216.90	£3,783.10	
3130 Postages	£2,060.00	£2,060.00	£0.00	£2,060.00	
3160 Photocopying Costs	£1,500.00	£1,500.00	£305.50	£1,194.50	
3165 Advertising	£1,500.00	£1,500.00	£0.00	£1,500.00	
3170 Publications	£1,000.00	£1,000.00	£105.70	£894.30	
3175 Website Design	£1,000.00	£1,120.00	£1,120.00	£0.00	
3180 Welsh Language Translation	£800.00	£800.00	£17.49	£782.51	
3185 Bank Charges (Current Account)	£360.00	£360.00	£350.88	£9.12	
3190 Mobile Telephone	£247.20	£247.20	£216.00	£31.20	
3200 Local Voluntary Funding	£52,500.00	£52,500.00	£10,611.98	£41,688.02	
3210 Community Notice Boards	£5,000.00	£5,000.00	£0.00	£5,000.00	
3500 Youth Council (Delegated Budget)	£1,250.00	£1,250.00	£250.00	£1,000.00	
3600 Election Expenses	£5,000.00	£5,000.00	£0.00	£5,000.00	
3605 Chairman's Allowance	£1,500.00	£750.00	£750.00	£0.00	
3610 Members Remuneration IRPW	£6,000.00	£6,000.00	£4,950.00	£1,050.00	
3615 Repairs, Chain of Office	£500.00	£500.00	£0.00	£500.00	
3620 Vice-Chairman's Allowance	£500.00	£250.00	£0.00	£250.00	
3625 Conference Fees & Expenses	£500.00	£500.00	£0.00	£500.00	
3630 Attendance Allowance	£500.00	£500.00	£0.00	£500.00	
3635 Members Training	£1,000.00	£1,000.00	£0.00	£1,000.00	
3640 Publicity Items	£1,000.00	£1,000.00	£0.00	£1,000.00	
3645 Photographs	£150.00	£150.00	£0.00	£150.00	
3650 Refreshments	£1,200.00	£600.00	£0.00	£600.00	
3655 Annual Dinner	£2,500.00	£0.00	£0.00	£0.00	
7005 Other Community Benefit Projects	£20,000.00	£0.00	£0.00	£0.00	
<b>Total Policy &amp; Finance Committee</b>	<b>£191,492.20</b>	<b>£168,762.20</b>	<b>£84,011.58</b>	<b>£84,750.62</b>	
<b>Planning &amp; Environment Committee</b>					
4001 Environmental Awards/Projects	£4,000.00	£4,000.00	£1,960.00	£2,040.00	
4005 Litter Bins / Doggy Bins	£4,000.00	£4,000.00	£0.00	£4,000.00	
4010 Spring Flowers	£2,500.00	£0.00	£0.00	£0.00	
4015 Forest School	£2,000.00	£2,000.00	£1,540.00	£460.00	
4020 Benches	£2,000.00	£3,000.00	£0.00	£3,000.00	
4035 Environmental Quiz	£660.00	£660.00	£0.00	£660.00	



4050	Footpaths	£200.00	£200.00	£0.00	£200.00
4055	Woodland Rent & Amazing Tree	£150.00	£150.00	£745.60	-£595.60
4100	Pontypool Regeneration	£30,000.00	£30,000.00	£3,663.84	£26,336.16
4105	Playschemes/Hunger Club	£29,000.00	£29,000.00	£29,000.00	£0.00
4110	Public Toilets	£5,000.00	£5,000.00	£0.00	£5,000.00
<b>Total Planning &amp; Environment Committee</b>		<b>£79,510.00</b>	<b>£78,010.00</b>	<b>£36,909.44</b>	<b>£41,100.56</b>
<b>Events Committee</b>					
5001	Party in the Park	£15,000.00	£433.50	-£291.50	£725.00
5020	Christmas Lights	£60,000.00	£60,000.00	£23,278.36	£36,721.64
5025	Christmas Trees	£35,000.00	£35,000.00	£0.00	£35,000.00
5030	Christmas Cavalcade	£13,000.00	£0.00	-£65.00	£65.00
5050	Eisteddfod	£9,000.00	£3,000.00	£0.00	£3,000.00
5065	New Events	£5,000.00	£5,000.00	£2,070.00	£2,930.00
5070	World War Commemorations	£1,244.00	£1,244.00	£0.00	£1,244.00
5076	Poetry Competition	£300.00	£500.00	£460.00	£40.00
5080	Photography Competition	£500.00	£500.00	£212.22	£287.78
5085	Testimonials	£200.00	£200.00	£0.00	£200.00
5090	Chairman's Concert	£200.00	£200.00	£0.00	£200.00
5100	Youth Festival - Pontypool Festival	£5,000.00	£5,000.00	£0.00	£5,000.00
5105	Youth Festival - incl Overseas Airfare	£2,000.00	£0.00	£0.00	£0.00
5200	Twinning - Chairman's Visits	£2,000.00	£0.00	£0.00	£0.00
<b>Total Events Committee</b>		<b>£148,444.00</b>	<b>£111,077.50</b>	<b>£25,664.08</b>	<b>£85,413.42</b>
<b>Grants</b>					
6001	Running Costs Grants	£17,350.00	£17,350.00	£18,000.00	-£650.00
6005	Grounds Maintenance	£8,000.00	£8,000.00	£7,700.00	£300.00
6010	Sponsorship Grant (Section 19)	£6,000.00	£6,000.00	£0.00	£6,000.00
6015	Grant Aid Committee (Section 133)	£5,000.00	£5,000.00	£3,500.00	£1,500.00
6020	Grants- Misc	£5,000.00	£5,000.00	£1,700.00	£3,300.00
6025	Presentation Evenings	£1,000.00	£0.00	£0.00	£0.00
6035	Food Bank 2020	£0.00	£20,000.00	£20,000.00	£0.00
6036	Play Packs 2020	£0.00	£6,700.00	£6,700.00	£0.00
<b>Total Grants</b>		<b>£42,350.00</b>	<b>£68,050.00</b>	<b>£57,600.00</b>	<b>£10,450.00</b>
<b>Youth Work Project</b>					
7001	Youth Project	£53,000.00	£20,000.00	£0.00	£20,000.00
<b>Total Youth Work Project</b>		<b>£53,000.00</b>	<b>£20,000.00</b>	<b>£0.00</b>	<b>£20,000.00</b>
<b>Total Expenditure</b>		<b>£728,996.20</b>	<b>£656,099.70</b>	<b>£367,321.91</b>	
Total Income		£719,762.00	£705,912.00	£723,307.55	
Total Expenditure		£728,996.20	£656,099.70	£367,321.91	
<b>Total Net Balance</b>		<b>-£9,234.20</b>	<b>£49,812.30</b>	<b>£355,985.64</b>	





Dear Clerk

Please bring this letter to the attention of your Chair and Councillors.

### Membership of One Voice Wales 2021-22

I am writing to invite your council to renew its membership to join One Voice Wales from April 2021. Once again - whilst taking account of the challenges presented by the Covid pandemic the past year has seen many positive developments to our services, many of which are outlined in this letter, which we believe add significantly to the value for money offered by One Voice Wales membership.

We continue to represent the sector in a wide variety of ways – we regularly meeting with the Minister for Housing and Local Government and we continue to represent the sector on the **Local Government Partnership Council**. During 2020-21 we have made strong representation on the role the sector can play in supporting sustainable local services and supporting the Local Government Reform agenda – indeed we played a significant role working with Welsh Government colleagues in getting the regulations in place to enable community and town councils to work remotely during the Covid pandemic. We have continued to develop even stronger working relationships with the Welsh Local Government Association (WLGA) strengthening the voice of the sector within the public services family in Wales – we signed a joint working protocol regarding the Covid pandemic and collaborated with the WLGA and WCVA ensuring our members were regularly provided information and advice during this challenging year. One Voice Wales continued to make significant contributions to public policy developments through our representation on several Welsh Government advisory panels including the **WG Covid Recovery Group, Ystadau Cymru Working Group, the External Advisory Group on Community Asset Transfer, Ministerial Towns Action Advisory Group, Welsh Government Litter Advisory Panel, Ministerial Advisory Forum on Ageism, Welsh Government Diversity in Democracy Working Group, NAFW Cross Party Group on Fuel Poverty and the National Training and Advisory Group**. One Voice Wales is playing an ever-increasing role in the development resources for the sector and during the year has represented the sector on the **Understanding Welsh Places** Advisory Group which has delivered a data and information website resource for community and town councils with a population greater than 1,000 people – launched in October 2019 and the updated second version going live in December 2020. We continue to work collaboratively with a range of other bodies including the **Local Government Democracy and Boundary Commission for Wales, Independent Remuneration Panel - who will be undertaking an important review of the sector in 2021, Public Services Ombudsman and Wales Audit Office**. So, our ability to influence key stakeholder organisations continues to grow year on year.

There are exciting and challenging times ahead for Community and Town Councils in Wales and we will continue to develop our lobbying and representational roles especially in relation to the outcomes of the **Local Government and Elections (Wales) Act 2021**. Work has already begun with Welsh Government colleagues in developing actions to address the new

requirements facing community and town councils and this will continue into our 2021/22 work programme.

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Our representational role means that ***we have direct interface not only with the Minister for Local Government and Housing but other Ministers*** where our sector's remit extends. During 2020-21 we made several representations to the ***Minister for Housing and Local Government*** on a range of matters but importantly on the need for greater resources for the sector, the need for digital skills and capabilities to be developed, devolution of services and asset transfer agenda and support for the sector to better engage on the green infrastructure agenda. During 2020-21 we have extended our ***representational role*** - One Voice Wales' many Councillors across Wales are increasingly able to provide their views on a wide range of policy areas to support our lobbying activities and ***influence government and stakeholder organisations*** in their decision-making. This includes representation on health trust stakeholder forums and several ***Public Services Boards***. These developments have improved and further developed our representational and lobbying roles and we will seek to further develop them in 2021-22.

Some of our other accomplishments over the past 12 months include:

- There has been a healthy increase in membership numbers during the year. Over 87% of all councils in membership of One Voice Wales, or 639 out of the 735 Councils in Wales and this is the highest level of membership since One Voice Wales was formed. Plans are already in place to drive increases in membership in 2021-22.
- Joint project with Keep Wales Tidy on Local Places for nature programme with over 200 community and town councils receiving £1,000 capital grant awards.

As current members are aware, we provide the following services, and we are aware from feedback from our ***Members Survey 2020*** by our members that all aspects of the service are highly valued.

- ***Provision of free legal advice*** from a team of experienced Solicitors which can save members significant time and cost compared with using local solicitors for advice (These savings can in many cases exceed the membership that is payable)
- ***Quality and timely advice and support service*** on topics relevant to member councils.
- ***Training*** for members and staff, including policy seminars and new working opportunities.
- ***General information via our website including a members' area.***
- ***Monthly*** editions of our new '***E- Newsletter***'
- ***Representation*** of the sector on the Local Government Partnership Council.
- Creating ***new opportunities for collaboration*** with national organisations across Wales.

The training and development agenda is another area where much progress has been made during 2020-21 with the development of webinar-based training. Under the auspices of the ***National Training Advisory Group***, chaired by One Voice Wales, we have continued to refine and develop and extend our training provision to the community and town council sector. Once again, the breadth of our training programmes has been extended and will be available to members throughout the year. During 2020-21 we provided over 1,400 units of training to the sector.

Furthermore, our **Consultancy Services** have been growing at a pace with many councils taking advantage of this service. We are increasingly able to provide 'One Stop Shop' solutions for our members and have supported our councils on **community planning exercises, accountancy services, technical VAT advice, HR and personnel matters including representation at Industrial Tribunals**, assisted in **policy development and health and safety** – and at **costs significantly below market rates**. We are also now able to offer consultancy support in relation to community planning and engagement. Please contact the Ammanford Office if you would like further details on how we can support you through these services.

***Importantly our role as a representative body has been significantly improved with a significant growth in our membership during 2020-21 – at year end we had 639 local councils in membership or 87% of all community and town councils.***

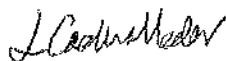
I hope that this summary of current and future developments has demonstrated that One Voice Wales continues to do all it can to represent the sector and provide a high-class information and support service for our members.

In order for your council to have a voice in the future of this vital sector of local government, and to benefit from the support provided by One Voice Wales, please complete the Membership Form which will come to you in the post in the next few working days and return to Tracy Gilmartin-Ward at our office in Ammanford.

If you have any further queries relating to membership, please contact the office on 01269 595400 or email: [admin@onevoicewales.org.uk](mailto:admin@onevoicewales.org.uk)

I trust that your Council will give this invitation full consideration and I hope to be able to welcome you into membership shortly. I look forward to working with your council in 2021-22.

Yours sincerely,



Lyn Cadwallader  
Chief Executive

Area: Torfaen

Council: Pontypool

Region South / ID: 1636



**ONE VOICE WALES**  
**The Voice of Community & Town Councils**

**Invoice / Membership Form**

**Please enter all details in block letters and return original form for our records**

I write to inform you that my Council has decided to join One Voice Wales for 2020/21

Clerk to the Council

Mr / Mrs / Ms / Miss (Delete as applicable)

Signed: ..... Please print name: .....

Name & Address of Council - Enter any amendments clearly alongside.

Ruth Tucker, Clerk  
Pontypool Community Council  
35A Commercial Street  
Pontypool  
Torfaen  
NP4 6JQ

Tel No's: 01495 365954 /

E-mail address: rtucker@pontypoolcc.gov.uk; cchallenger@pontypoolcc.gov.uk

Website: www.pontypoolcc.gov.uk

***Please inform us if any of the above details change***

Please tick the preferred language for future correspondence:

Welsh                       English                       Bilingual

Membership Fee: **£5832**

Based on 16858 chargeable dwellings @ **£0.346p** per dwelling  
(Based on Valuation List, not Electoral Register)

Please make cheque payable to One Voice Wales  
Bank details - Account number: 16689360 Sort code: 30-94-85

Please return the form to the following address:  
One Voice Wales, 24c College Street, Ammanford, Carmarthenshire, SA18 3AF

e-mail: [tgilmartinward@onevoicewales.wales](mailto:tgilmartinward@onevoicewales.wales) Tel: 01269 595400 Fax: 01269 598510



FOR  
1<sup>ST</sup> APRIL

**APPLICATION FOR LOCAL VOLUNTARY FUNDING - PROJECT**

<p><b>Name of Organisation:</b> <i>Is Organisation a Charity Yes / No</i></p>	<p>To PAY DEAN GROVES Painter + Decorators.</p>
<p><b>Nature of Organisation:</b></p>	
<p><b>Purpose of Grant:</b></p>	<p>RENOVATION OF Pontypool BAND STAND</p>
<p><b>Name of Councillor:</b>  <b>Ward:</b></p>	<p>CRAYNER JAMES      Pontypool WARD NICK SIMONS      Brynweir WARD NICK BYRNE      ABERYCHAN</p>
<p><b>Declaration of Interest:</b> <u>NO</u></p>	<p><b>Details of Personal Interest:</b></p>
<p>I verify that the organisation requires funding for the purposes stated above. I verify that the organisation has a Safeguarding policy in place if dealing with children and vulnerable adults.</p>	
<p><b>Amount to be allocated</b>  £ <u>3,000</u>  1,000 EACH</p>	<p>Signed: <u>[Signature]</u> Dated: <u>23/3/2021</u></p>

QUOTE IN WRITING TO FOLLOW  
QUOTE COVERS Labour MATERIALS  
Repairs + SCAFFOLDING





**Jane Wright**

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**From:** Shan Bowden <[sbowden@onevoicewales.wales](mailto:sbowden@onevoicewales.wales)>  
**Sent:** 17 March 2021 09:27  
**To:** Jane Wright  
**Subject:** Pontypool - Contribution to a Church - L3  
**Attachments:** LO1-18 Funding to a Church.pdf

Hi Jane

Thank you for contacting One Voice Wales good to hear from you.

Community and Town Councils do not have any statutory powers to give funding to a church see NALC's Legal Briefing attached.

There have been questions asked in recent times on whether a community council can contribute towards the cost of maintaining a local churchyard as some councils have done for many years but NALC is quite clear in its advice that although the law is confusing and has not been tested community councils do not have the power to fund churches or the maintenance of church yards/burial grounds.

I hope this helps you

Regards

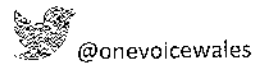
Shân

Shân Bowden,  
Development Officer/Swyddog Datblygu  
One Voice Wales/Un Llais Cymru  
24c College Street/24c Stryd y Coleg  
Ammanford/Rhydaman  
Carmarthenshire/Sir Gaerfyrddin  
SA18 3AF  
Email/Ebost: [sbowden@onevoicewales.wales](mailto:sbowden@onevoicewales.wales)  
Phone/Fone: 01269 595400  
Fax/Ffacs: 01269 598510



The principal representative body for Community and Town Councils in Wales/  
Y prif gorff cynrychioli ar gyfer Cyngorau Cymuned a Thref yng Nghymru

Website/Gwefan: [www.onevoicewales.org.uk](http://www.onevoicewales.org.uk)



31 JANUARY 2018

## L01-18 | FINANCIAL ASSISTANCE TO THE CHURCH

### Introduction

The purpose of this briefing is to consider whether a parish council or, in Wales, a community council may provide financial assistance to the church (or other religious bodies).

### Relevant legislation

s.6(1) (a) of the Local Government Act 1894 ("1894 Act") transferred powers from the Vestry and Churchwardens to the newly formed parish councils **"except so far as relates to the affairs of the church or to ecclesiastical charities."** s.6(1) (c) of the 1894 Act confirms the powers, duties and liabilities conferred on parish councils include "the holding and management of parish property **"not being property relating to affairs of the church or held for an ecclesiastical charity"**.

S.8 of the 1894 Act gives parish councils further powers including the power "to execute any works (including works of maintenance or improvement) incidental to or consequential on the exercise of the powers in s.6, **"not being property relating to affairs of the church or held for an ecclesiastical charity"** and further "to contribute towards the expense of doing any of the things above mentioned, or to agree or combine with any other parish council to do or contribute towards the expense of doing any of the things above mentioned". It should be noted that the prohibition relates to the nature of the property concerned not to the use to which that any funding will be put. Thus funding to make a church hall suitable for meetings of the guides and scouts is still prohibited because the building is church property.

Despite references in the above provisions to parish councils, the 1894 Act applies to both England and Wales.

The powers in the 1894 Act prohibit councils' involvement in property relating to the affairs of the church e.g. the maintenance or improvement of buildings or land or contributing to the costs. The question often asked is whether that prohibition still applies or is it overridden by legislation made after the 1894 Act. Examples of such legislation are:

- s.214(6) of the Local Government Act 1972 ("the 1972 Act") which provides that councils which are burial authorities may contribute to another

person's expenses (e.g. the PCC or synagogue) in providing a cemetery in which residents in the council's area may be buried.

- s.215 of the 1972 Act permits a council to maintain a closed churchyard.
- s.137 of the 1972 Act which allows a council to incur expenditure for any purpose except one which is subject to a statutory prohibition, restriction or limitation.
- s.138B of the 1972 Act empowers a parish council to support or facilitate a religious event.
- The General Power of Competence in s.1 of the Localism Act 2011 ("the 2011 Act") is available to eligible parish councils that satisfy the conditions in Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012/965.

### **NALC's views**

There is an accepted legal principle, applied by the courts, which is that in interpreting what an Act of Parliament means, a specific provision overrides one of a general nature. In other words, if two statutory provisions are in conflict or overlap, the detailed provision will prevail over the more general one. In applying this principle, NALC's views are as summarised below.

Ss.137 and 138B of the 1972 Act and s.1 of the 2011 Act constitute general provisions and do not override the specific prohibitions in s.8 of the 1894 Act. S.137 expressly provides that expenditure cannot be incurred purposes which are subject to a statutory prohibition, restriction or limitation.

S.2 of the 2011 Act confirms that the general power of competence does not allow an eligible parish council to get round any statutory prohibition, restriction and limitation which existed before the general power was introduced.

S.214(6) of the 1972 Act which permits a council as a burial authority to contribute to the expenses of anyone else providing a cemetery, appears to overlap with the specific provision in s.8 of the 1894 Act which prevents a council from contributing to the affairs of the church and, in NALC's view, the specific provision would prevail.

S.215 of the 1972 Act is a specific provision in respect of the responsibilities of a council (whether or not a burial authority) to maintain a closed churchyard which, in NALC's opinion, thus overrides the prohibitions in ss. 6 and 8 of the 1894 Act.

**Summary**

There is no current case law to resolve the question of whether or not the 1894 Act restrictions override the provisions in later Acts of Parliament and ultimately it would be for the courts to determine the extent of any prohibition from the 1894 Act. Any court action started so as to resolve this point is likely to be expensive and time consuming.

It would, of course, be possible for Parliament to clarify the point with a specific provision in new legislation, however, the Government's current view on the legal issues is that there is no need for any further legislation as they believe the 1894 Act restrictions do not override the provisions in later Acts of Parliament.

Whilst there is no consensus on this issue, a council that considers making a payment in these circumstances needs to consider whether it is prudent to take a course of action that it cannot be certain is legally valid.

**Cindy Challenger**

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**From:** Ruth Tucker  
**Sent:** 10 March 2021 17:15  
**To:** Cindy Challenger; Annette Ambrosen; Jane Wright  
**Subject:** FW: Welsh Parish and Town Councils £250 grant Available  
**Importance:** High

Hi girls

Please see email below should the council wish to purchase an additional defibrillator.  
Maybe put it on P&F

Regards

Mrs Ruth V. Tucker  
Clerc i'r Cyngor/ Clerk to the Council

Cyngor Cymuned Pont-y-pŵl / Pontypool Community Council  
35A Stryd Masnach/ 35A Commercial Street  
Pont-y-pŵl / Pontypool  
Torfaen  
NP4 6JQ

01495 365952/1

**Coronavirus disease (COVID-19)**

We wish to reassure everyone concerned that during this period of uncertainty, Pontypool Community Council has in place sufficient contingency arrangements to ensure that we continue to deliver high service levels across all areas of the Council. We will continue to review and update this on a daily basis.

The office is now closed as per the guidelines of the Government. We are, however, available on email and telephone.

We will continue to adhere to Government advice and review all developments carefully.

As the situation develops, the public can be reassured that our staff will continue to provide our usual standards of service delivery, whether that be in the office or remotely.

We understand that there may be questions and concerns in this uncertain time, and we will help address these to the best of our ability.

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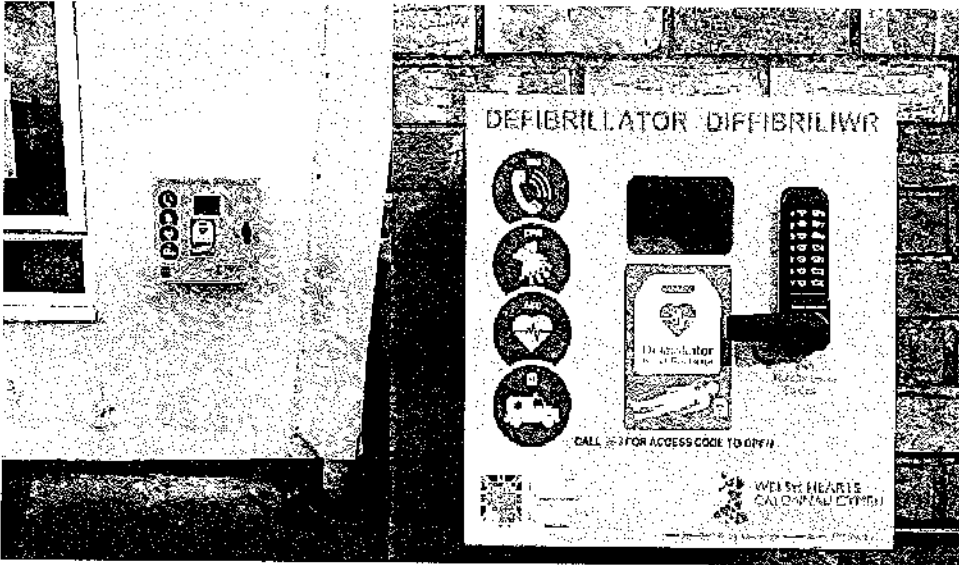
**From:** Kym Lloydowen <Kym.LloydOwen@cymruhearts.org>  
**Sent:** 09 March 2021 12:07  
**To:** Kym Lloydowen <Kym.LloydOwen@cymruhearts.org>  
**Subject:** Welsh Parish and Town Councils £250 grant Available  
**Importance:** High

Dear Sir/Madam

My name is Kimberley and I am the Operations Manager at Welsh Hearts the leading heart charity dealing with the funding, procurement and supply of life saving defibrillators in Wales.

We currently have a minimum £250 grant available towards the cost in order to assist you in acquiring defibrillators and external defibrillator for your Parish and Town Council, National Lottery kindly gave us a large grant to support Welsh Councils. With every Defibrillator we supply, we provide free online CPR/defibrillator training.

The Covid19 crisis and it's devastating effects has highlighted the fact that many local communities are still without a Defibrillator. This is reflected by the Automated External Defibrillators (Public Access) Bill 2019-21 which is proceeding through Parliament making it mandatory for numerous institutions including councils to have Defibrillators everywhere possible.



We have therefore launched this initiative to assist Welsh Councils in obtaining a fully operational child/adult heart defibrillator which is ready for use.

Take this step now and protect your community before the costs inevitably increase substantially when it becomes a legal requirement to have a Defibrillator on site.

Contact me at Welsh Hearts now to discuss the provision of life saving defibrillator equipment and take advantage of the current parish/Town Council grant.

You can contact me directly by email [kym.lloydowen@welshhearts.org](mailto:kym.lloydowen@welshhearts.org) or telephone **02922 402670**.

Should you wish to proceed in obtaining a Defibrillator simply complete our short online application to receive a quote via the following link: [Apply for a Defibrillator - Calon Hearts \(cymruhearts.org\)](http://Apply for a Defibrillator - Calon Hearts (cymruhearts.org))

Kindest Regards

Kimberley

**Cindy Challenger**

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**From:** Tracy Gilmartin-Ward <tgilmartinward@onevoicewales.wales>  
**Sent:** 26 February 2021 11:40  
**To:** Tracy Gilmartin-Ward  
**Subject:** FW: Article ... low interest rates  
**Attachments:** CCLA\_PSDF\_Low interest rates article.pdf

For your information / Ar gyfer eich gwybodaeth

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**From:** Mark Davies <[Mark.Davies@ccla.co.uk](mailto:Mark.Davies@ccla.co.uk)>  
**Sent:** 15 February 2021 15:44  
**To:** Paul Egan <[pegan@onevoicewales.wales](mailto:pegan@onevoicewales.wales)>  
**Subject:** Article ... low interest rates

Hi Paul,

Hope all's well.

We've had quite a few questions from the Town and Community Council world regarding the reduction in returns from our Fund and from the banking sector more generally, so we've put the attached article together.

Is there scope for circulating to OVW's membership?

Many thanks,  
Mark

**Mark Davies**  
**Relationship Manager, Local Government**

**CCLA**

Senator House | 85 Queen Victoria Street | London | EC4V 4ET | Direct line 0207 489 6045 | Mobile 07904 657 815  
Website [www.ccla.co.uk](http://www.ccla.co.uk)

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## With your cash reserves now earning less, extra prudence is required

Amid the events of 2020, a further reduction in the interest on your savings at the bank, building society or National Savings and Investments (NS&I) may well have gone unnoticed. Initially, at least.

Savings rates were already near historic lows, and those who depend on their savings' income will have winced when further reductions hit home. Savings rates, and indeed the income paid by money market funds like CCLA's Public Sector Deposit Fund (PSDF), have dropped since the start of the pandemic.

Councils need to exercise caution when investing their short-term cash. It is of fundamental importance to keep their sights firmly on objectives such as security, diversification, and liquidity, despite the temptation to seek higher returns.

### What is behind the low rates of interest paid on savings?

When the Bank of England (BoE) cut interest rates, it was steeling the economy for the current downturn. Its' main instrument to do so was through the Bank Rate, the single most important interest rate in the UK. Set by the BoE's monetary policy committee, it is a tool which tackles inflation and drives growth by adjusting the balance of what we, as a country, are spending versus what we save.

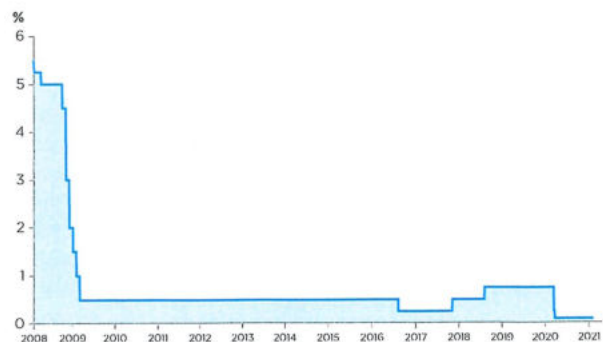
The Bank Rate determines the interest rate which the BoE pays commercial banks in return for their deposits. It is the feeder rate for banks, who in turn charge people to borrow money or pay savers on their bank deposits. It has the same sway over sterling money markets, where the PSDF makes its investments.

Last March, the BoE reduced the Bank Rate twice, by a total of 65 basis points to 0.10% from 0.75%. As you can see in the chart below (see Chart 1), it currently stands at the record low. Many high street banks immediately reduced their rates to reflect the move.

As we had invested the PSDF's assets across several maturities, even those as long as one year, the yield for PSDF did not instantly change. These existing investments helped to delay the reduction in the PSDF's flow of income. These are now maturing and being reinvested in today's ultra-low interest rate environment.

The impact of the cuts in the Bank Rate is the main reason why the PSDF's income has fallen, but there are two other important components.

**Chart 1**  
Changes in the  
Bank of England's  
Official Bank Rate



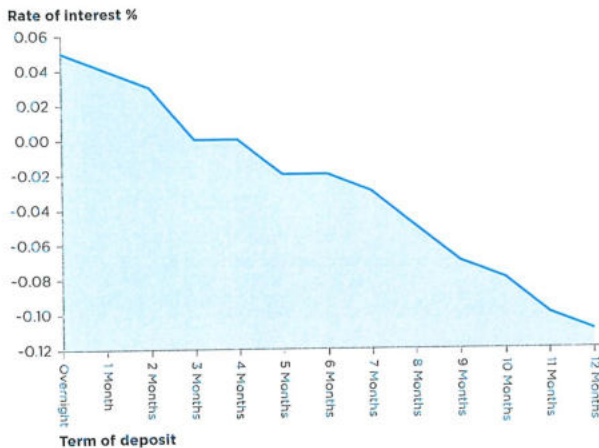


### 1. Future direction of rates

Money market returns can be further swayed by how interest rates are expected to move:

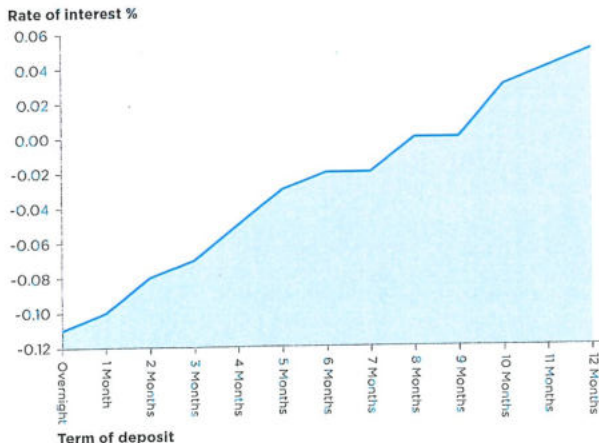
- if interest rates are considered likely to fall, the returns on a longer-term investment might be lower than a shorter-term investment because of its duration. This is known as a downward sloping yield curve (see Chart 2).

**Chart 2**  
Example downward sloping yield curve



- if the expectation is that interest rates will rise in the near future, the returns on a longer-term investment will be higher than for a shorter-term option. This is known as an upward sloping yield curve (see Chart 3).

**Chart 3**  
Example upward sloping yield curve



The BoE is indicating that the prospect of a rate increase is a distant one<sup>1</sup>, so we see a low chance of an upward sloping yield curve any time soon. In practice, this means that we are not able to enhance the level of income our fund can pay by making longer-dated investments, as these are in fact offering returns of less than the yield we can earn on an overnight basis.

### 2. Awash with cash

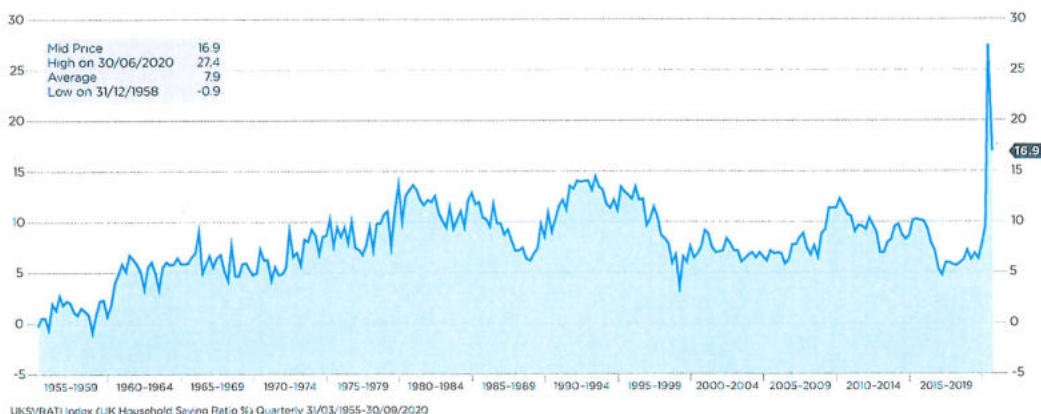
At a time when so many are struggling to make ends meet, it may be hard to believe that money markets are saturated with a large supply of cash. But there are two important reasons for this.

- Firstly, as part of its package of crisis response measures, the BoE injected vast quantities of cash, or liquidity, into financial markets, as well as opening generous schemes designed to allow banks to borrow cash from the central bank at very low interest rates. Therefore, their demand for borrowing from funds, such as the PSDF, has shrunk substantially. That has led to a fall in the level of interest rate banks are willing to pay on deposits.
- Secondly, the UK household savings rate (see Chart 4) reached record highs on aggregate last year. Historically, savings do tend to increase during recessions as families tighten their belts in preparation for expected falls in income. This time, a fall in economic confidence has been coupled with lockdown restrictions. With vast sectors such as travel and hospitality closed, households have been forced to save. Meanwhile, the furlough scheme has helped to keep personal incomes relatively stable even as economic activity has collapsed, another supportive factor for savings.

This savings boost has meant retail banks' deposits have surged, further reducing their need for borrowing from funds such as the PSDF.

<sup>1</sup> "The Committee does not intend to tighten monetary policy at least until there is clear evidence that significant progress is being made in eliminating spare capacity and achieving the 2% inflation target sustainably." (November 2020 BoE Monetary Policy Committee minutes)

Chart 4  
UK Household Saving Ratio %, Bloomberg Finance



Banks are also having to take on high volumes of savings which were held in the government NS&I. In November, the NS&I cut the interest rate on its popular savings account to just 0.01%. This resulted in savers withdrawing more than £6.2bn from the NS&I, with much of this flowing into building societies, according to the Buildings Societies Association. This has further saturated an already overflowing banking system with liquidity.

**As ultra-low interest rates will likely persist, what options are left for local councils?**

First and foremost, councils should maintain their focus on security, diversification, and liquidity. It is important not to sacrifice one of these attributes in the expectation of more attractive returns.

With interest rates near zero, any stellar opportunities for generating returns on cash deposits without adding risk are scant. By giving up security and diversity, the potential for losing some or all of the cash deposited will increase markedly. Councils must question whether taking on this extra risk offers greater relative rewards, or whether it might be better to live with a tiny bit less interest.

Given the economic picture and the huge amount of uncertainty which persists, the level of risk to which depositors are exposed is far higher than usual. That is why councils need to be confident about where their cash is housed.

The PSDF is a UK-domiciled money market fund. Its prime objective is the preservation of principal and liquidity by investing in a diversified portfolio of high-quality sterling deposits and instruments. The fund has an approved list of over 50 of the world's strongest financial institutions to lend to. This list is under constant review by CCLA, and typically fund investments are spread across 25 to 30 institutions at any given point in time.

Councils can take further comfort from the fact that the PSDF has been awarded the strongest AAmmf rating from Fitch Ratings. This reflects its adherence to strict regulatory rules ensuring diversity and liquidity.

It is this focus which comes first in CCLA's management of the PSDF and it is why councils can be sure that their investments benefit from CCLA's low-risk approach. There may be opportunities to earn additional income on medium to long-term investments if the authority has cash or reserves which can be set aside for a longer period.

CCLA has the same values and principles as its clients. In a world of uncertainty, councils can take additional comfort in our active stewardship programme which seeks to push for improvement in the companies we invest.

**Disclosure**

This document is a financial promotion and is issued for information purposes only. It does not constitute the provision of financial, investment or other professional advice.

To ensure you understand whether a CCLA product is suitable, please read the prospectus and consider the risk factors identified therein.

CCLA strongly recommends you seek independent professional advice prior to investing. The Public Sector Deposit Fund is a UK short-term LVNAV Qualifying Money Market Fund.

In addition to the general risk factors outlined in the prospectus, investors should also note that purchase of PSDF shares is not the same as making a deposit with a bank or other deposit taking body and is not a guaranteed investment.

Although it is intended to maintain a stable net asset value per share, there can be no assurance that it will be maintained. Notwithstanding the policy of investing in short-term instruments, the value of the PSDF may also be affected by fluctuations in interest rates. The PSDF does not rely on external support for guaranteeing the liquidity of the fund or stabilising the net asset value per share. The risk of loss of principal is borne by the shareholder. Past performance is not a reliable indicator of future results. The value of investments and the income derived from them may fall as well as rise. Investors may not get back the amount originally invested and may lose money. Any forward-looking statements are based upon CCLA's current opinions, expectations and projections. CCLA undertakes no obligations to update or revise these. Actual results could differ materially from those anticipated.

Investment in a CCLA managed fund is for public sector eligible investors only. Holders of a CCLA managed fund are not covered by the Financial Services Compensation Scheme.

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February 2021

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**WANT TO KNOW MORE?**

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Please contact:

**Kelly Watson**

Client Relationship Manager  
kelly.watson@ccla.co.uk  
020 7489 6105

**Mark Davies**

Client Relationship Manager  
mark.davies@ccla.co.uk  
020 7489 6045

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BECAUSE GOOD IS BETTER



### 13. Payments to Members of Community and Town Councils

- 13.1 The Panel recognises a wide variation in geography, scope and scale across the 735 community and town councils in Wales, from small community councils with relatively minimal expenditure and few meetings to large town councils with significant assets and responsibilities.
- 13.2 The COVID pandemic limited the Panel's opportunities to face to face engagement in 2020/2021. However, the Panel attended RCT's Community Council liaison online meeting in November and a number of other constructive digital engagements throughout this period. The year before, the Panel met with over 304 Councillors and Clerks representing 302 community and town councils in 17 meetings it held across Wales. The discussions re-confirmed the widely held view that the roles individual councils undertake varied significantly and in accordance with this wide variation, the responsibilities and accountabilities of councillors must also vary. Councillors managing income or expenditure of £1million and those delivering significant services, including some that might have been delegated from principal councils, are operating in a much more complex environment than a council with an annual budget of less than £30,000.
- 13.3 In the 2018 Annual Report the Panel formed 3 groups of community and town councils to reflect these differences based on the level of income or expenditure, whichever is the highest, in the previous financial year. These remain unchanged as set out in Table 8.

**Table 8: Community and Town Council Groupings**

Community and Town Council Group	Income or Expenditure in 2020-2021 of:
A	£200,000 and above
B	£30,000 - £199,999
C	Below £30,000

- 13.4 In order to act and carry out duties as a member of a community or town council all persons are required to make a formal declaration of acceptance of office. Following this declaration, members of community or town councils are then holders of elected office and occupy a role that is part of the Welsh local government structure. It is important to note that a person who follows this path is in a different position to those in other forms of activity, for example such as volunteering or charitable work, typically governed by the Charity Commission for England and Wales.
- 13.5 Under the Local Government (Wales) Measure 2011, community and town councils are relevant authorities for the purpose of remuneration.
- 13.6 Consequently, individuals who have accepted office as a member of a



community or town council are entitled to receive payments as determined by the Independent Remuneration Panel for Wales. It is the duty of the proper officer of a council (usually the Council Clerk) to arrange for correct payments to be made to all individuals entitled to receive them.

- 13.7 Members should receive monies to which they are properly entitled as a matter of course. There must be no requirement for individuals to 'opt in' to receive payments.
- 13.8 An individual may decline to receive part, or all, of the payments if they so wish. This must be done in writing and is an individual matter. A community or town council member wishing to decline payments must themselves write to their proper officer to do so.
- 13.9 The Panel considers that any member who has personal support needs or caring responsibilities should be enabled to fulfil their role. Therefore, the Panel is mandating contribution towards costs of care and personal allowance for all members of community and town councils as set out in Determination 41.
- 13.10 Each community and town council must ensure that it does not create a climate which prevents persons accessing any monies to which they are entitled that may support them to participate in local democracy. Payments should be made efficiently and promptly.
- 13.11 Members in receipt of a Band 1 or Band 2 senior salary from a principal council cannot receive any payment from any community or town council, other than travel and subsistence expenses and contribution towards costs of care and personal assistance. However, this does not preclude them from holding a senior role (Leader, Deputy Leader) without payment.
- 13.12 Table 9 sets out the actions that community and town councils must take annually in respect of each determination that follows.

#### **Payments towards costs and expenses**

- 13.13 The Panel continues to mandate a payment of £150 as a contribution to costs and expenses for members of all community and town councils.
- 13.14 For the avoidance of doubt this determination now includes all councils. Receipts are not required for these payments.

**Determination 42: 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.**

### Senior roles

- 13.15 The Panel recognises that specific member roles especially within the larger community and town councils, for example a committee chair, will involve greater responsibility. It is also likely that larger councils will have a greater number of committees, reflecting its level of activity. The Panel has therefore determined that councils in Group A must make available a payment for a minimum of one senior role and a maximum of five senior roles of £500 each. Councils in Groups B and C can pay up to five responsibility payments (of up to £500) for specified roles.
- 13.16 In all cases, a Councillor can only have one payment of £500 regardless of how many senior roles they hold within their Council.

**Determination 43: 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.**

**Determination 44: Community and town councils in Groups B or C can make an annual payment of up to £500 each to up to 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.**

- 13.17 Where a person is a member of more than one community or town council, they are eligible to receive the £150 and, if appropriate, £500 from each council of which they are a member.

### Contribution towards costs of care and personal assistance

- 13.18 The purpose of this is to enable people who have personal support needs and or caring responsibilities to carry out their duties effectively as a member of an authority. The Panel's determinations in section 10 apply to Community and Town Councils.

### Reimbursement of travel costs and subsistence costs

- 13.19 The Panel recognises there can be significant travel and subsistence costs associated with the work of community and town council members, especially where the council area is geographically large and/or when engaging in duties outside this area. Each council has an option to pay travel and subsistence costs including travel by taxi if this is the only, or most appropriate, method of transport. Where a council does opt to pay travel and subsistence costs, the following determinations apply.



**Determination 45: Community and town councils can make payments to each of their members in respect of travel costs for attending approved duties.<sup>7</sup> 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.

**Determination 46: 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 not provided.
- £200 – London overnight.
- £95 – elsewhere overnight.
- £30 – staying with friends and/or family overnight.

### **Compensation for financial loss**

- 13.20 The Panel has retained the facility which councils may pay as compensation to their members where they suffer financial loss when attending approved duties. Members must be able to demonstrate that the financial loss has been incurred. Each council has an option to pay compensation for financial loss and where it does the following determination applies.

**Determination 47: 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:**

- Up to £55.50 for each period not exceeding 4 hours
- Up to £110.00 for each period exceeding 4 hours but not exceeding 24 hours

<sup>7</sup> 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.



### Civic Head and Deputy Civic Head

- 13.21 Civic heads are senior posts within community and town councils. In addition to chairing major meetings the civic head is the 'ambassador' representing the council to a variety of institutions and organisations. The Panel requires that members should not have to pay themselves for any cost associated with carrying out these duties. This requirement also applies in respect of deputy civic heads.
- 13.22 The Panel recognises the wide range of provision made for civic heads in respect of transport, secretarial support, charitable giving and clothing – we consider these to be the council's civic budgets.
- 13.23 Funding decisions in relation to these civic budgets are not matters of personal remuneration for the post holder but relate to the funding required for the tasks and duties to be carried out. Councils remain free to set civic budgets at whatever levels they deem appropriate for the levels of civic leadership they have in place.
- 13.24 For the avoidance of doubt, costs in respect of, for example, transport (physical transport or mileage costs), secretarial support, charitable giving (purchasing tickets, making donations or buying raffle tickets) and clothing are not matters of personal remuneration for the individual holding the senior post. These should be covered by the civic budget.
- 13.25 Recognising that some mayors and chairs of community and town councils and their deputies are very active during their year of office, the Panel has determined that community and town councils can make a payment to the individuals holding these roles.
- 13.26 This is a personal payment to the individual and is entirely separate from covering the costs set out above.
- 13.27 The Panel has determined that the maximum payment to a chair or mayor of a community or town council is £1,500. The maximum payment to a deputy mayor or chair is £500.

**Determination 48: 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 £150 payment for costs and expenses and the £500 senior salary if these are claimed.**

**Determination 49: 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 £150 payment for costs and expenses and the £500 senior salary if these are claimed.**

### Making Payments to members

- 13.28 Table 9 sets out each of the above determinations and if a decision is required by the council in respect of each one.
- 13.29 In respect of the mandated payments where no decision is required by a council, members should receive monies to which they are properly entitled as a matter of course.
- 13.30 Where a decision is required by the council, this should be done at the first meeting following receipt of the Annual Report.
- 13.31 A council can adopt any, or all, of the non-mandated determinations but if it does make such a decision, it must apply to all its members.
- 13.32 When payments take effect from is set out in paragraphs 13.36 to 13.38 below.
- 13.33 On receipt of the draft Annual Report the previous autumn, councils should consider the determinations for the next financial year and use this to inform budget plans.

**Table 9**

<b>Determination Number</b>	<b>Is a decision required by council?</b>
<b>42</b> 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.
<b>43</b> 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.
<b>44</b> Community and town councils in Groups B or C can make an annual payment of up to £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 – it is optional to pay it for up to 5 members and, if it is paid, the amount (up to £500) must be decided.
<b>45</b> Community and town councils can make payments to each of their members in respect of travel costs for attending approved duties.	Yes – the payment of travel costs is optional.

Determination Number	Is a decision required by council?
<b>46</b> 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.	Yes – the payment of overnight subsistence expenses is optional.
<b>47</b> Community and town councils can pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties.	Yes – the payment of financial loss allowance is optional.
<b>48</b> Community and town councils can provide a payment to the mayor or chair of the council up to a maximum of £1,500.	Yes – the payment to a Civic Head is optional.
<b>49</b> Community and town councils can provide a payment to the deputy mayor or deputy chair of the council up to a maximum amount of £500.	Yes – the payment to a Deputy Civic Head is optional.
<b>50</b> 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 assistance.	No - Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is Leader, Deputy Leader or Executive Member) can only receive travel and subsistence expenses and contribution towards costs of care and personal assistance; if they are eligible to claim, and wish to do so.

13.34 All members are eligible to be paid the £150 as set out in Determination 42 from the start of the financial year; unless they are elected later in the financial year, in which case they are eligible for a proportionate payment from that date.

13.35 Other amounts payable to members in recognition of specific responsibilities or as a civic head or deputy civic head as set out in Determinations 43,44, 48 and 49 are payable from the date when the member takes up the role during the financial year.

13.36 It is a matter for each council to make, and record, a policy decision in respect of:

- when the payment is actually made to the member;
- how many payments the total amount payable is broken down into;
- and whether and how to recover any payments made to a member who leaves or changes their role during the financial year.

13.37 Payments in respect of Determinations 43, 44, 45 and 46 are payable when the activity they relate to has taken place.

- 13.38 As stated in paragraph 13.8 any individual member may make a personal decision to elect to forgo part or all of the entitlement to any of these payments by giving notice in writing to the proper officer of the council.

**Determination 50: 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 assistance.**

### **Publicity requirements**

- 13.39 There is a requirement on community and town councils to publish details of all payments made to individual members in an annual Statement of Payments for each financial year. This information must be published on council noticeboards and or websites (with easy access) and provided to the Panel by email or by post no later than 30 September following the end of the previous financial year. The Panel draws attention to the requirements stipulated at Annex 4. The Panel is concerned that a significant number of councils are still in breach of this requirement.