

Cyngor Tref Llangollen Town Council.

Agenda. 18.03.2025.

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| 1. Croesawriad a chyhoeddiadau Faer y Dref. | Town Mayors welcome and announcements. |
| 2. Datganiadau gan y cyhoedd.
I dderbyn datganiadau oddiwrth y cyhoedd ar faterion ar yr agenda. | Statements from the public.
To receive statements from the public on matters on the agenda. |
| 3. Datganiadau gan Cynghorwyr y Sir.
I dderbyn datganiadau gan Cynghorwyr y Sir ar faterion sy'n ymwneud â Llangollen. | Statements from County Councillors.
To receive statements from County Councillors on matters relating to Llangollen |
| 4. Ymddiheuriadau am absenoldeb.
I dderbyn, ystyried a derbyn ymddiheuriadau am absenoldeb. | Apologies for absence.
To receive, consider and accept apologies for absence. |
| 5. Datganiadau o Fuddiant.
I dderbyn unrhyw ddatganiadau o fuddiant ar eitemau ar yr agenda. | Declaration of Interest.
To receive any known declarations of interest in items on the agenda. |
| 6. Cofnodion.
a) Awdurdodi'r Cadeirydd i lofnodi cofnodion y chyfarfodydd cyffredin blaenorol y Cyngor y Dref a gynhaliwyd ar 18.02.2025, fel cofnod cywir. | Minutes.
To authorise the Chair to sign the minutes of the previous ordinary meetings of the Town Council held on 18.02.2025 as a correct record. |
| 7. Adroddiadau ariannol.
I dderbyn adroddiadau a gyflwynwyd gan yr Clerc y Dref ac ystyried yr argymhellion ynddo. Mae adroddiadau ariannol yn ddogfennau gwaith ac felly nid ydynt yn cael eu cyfieithu
a) Adroddiad Blynyddol Panel Annibynnol Cymru ar Gydabyddiaeth Ariannol, Chwefror 2024.
b) Datganiadau Ariannol | Financial reports.
To receive reports submitted to the Town Clerk and considered the recommendations therein. Financial reports are working documents and are therefore not translated.

Independent Remuneration Panel for Wales's Annual Report, February 2024

Authorised Payments. |

REPORT AUTHOR: Town Clerk
SUBJECT: Independent Remuneration Panel for Wales's Annual Report, February 2025.
REPORT FOR: Decision.

1. Summary.

- 1.1 To consider the Independent Remuneration for Wales, Annual Report and the implications for payment of Member allowances.

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2. Background.

- 2.1 The Independent Remuneration Panel for Wales's (the Panel) goal continues to ensure that levels of remuneration are fair and reasonable. The Panel are also mindful of a continuing, albeit reducing, number of Community and Town councillors who decide to forego all or part of their entitlement.
- 2.2 The Panel strongly believe that councillors should be reimbursed for expenses they necessarily incur whilst performing their duties or receive a contribution to help defray these costs. The Panel reiterate that the basic payments are mandatory and should be made available to all councillors who are entitled to receive them. Any decision to forego these payments must be a personal and individual choice.

3. Community and Town Councils

- 3.1 The Panel continues to mandate payments for the extra costs of working from home and payments for office consumables. There is no change to the determination made last year. Therefore, all 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.
- 3.2 In addition 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 is a matter for each council to make and record a policy decision in respect of when and how the payments are made and whether they are paid monthly, yearly, or otherwise. The policy should also state whether and how to recover any payments made to a member who leaves or changes their role during the financial year.

4. Payments to Community and Town Councils

- 4.1 Where a decision is required by a council, this should be done at the first meeting following receipt of the Annual Report. Llangollen Town Council continues to be classed as a Group 4 council having an electorate between 1,000 to 4,999 and income or expenditure not exceeding £200,000 a year. Therefore, the following determinations are applicable.

Table 1.

	Determination	Is a decision required by council?	Recommendation
1	Extra Costs Payments	No - Mandatory for all members	Mandatory
2	Cost of Care or Personal Assistance.	No - Mandatory for all members	Mandatory
3	Senior Role.	Yes - Optional up to 3 members.	Do not pay.
4	Mayor or Chair	Yes - Optional - Up to a maximum of £1,500	Do not pay
5	Deputy Mayor or Deputy.	Yes - Optional - Up to a maximum of £1,500	Do not pay
6	Committee Chair.	Yes - Optional - Up to a maximum of £500	Do not pay
7	Financial Loss	Yes - Optional	Pay
8	Travel and subsistence	Yes - Optional	Pay
9	Cost of office consumables required to carry out their role	Yes- pay Members £52 a year or alternatively enable members to claim full reimbursement for the cost of their office consumables.	Enable members to claim full reimbursement for the cost of their office consumables.

5. Transfer of Functions to Democracy and Boundary Commission Cymru

5.1 The Panel will be abolished via the Elections and Elected Bodies (Wales) Act on 31 March 2025 and its functions will transfer over to the Democracy and Boundary Commission Cymru (DBCC) on 1 April 2025, The Act expands the role and remit of the DBCC across aspects of a healthy Welsh democracy, including setting the remuneration for members of the following bodies across Wales:

- Principal Councils
- Town and Community Councils
- Corporate Joint Committees
- Fire and Rescue Authorities
- National Park Authorities

5.2 The Panel are working closely with the DBCC to ensure a seamless transfer of the Panel's functions on 1 April 2025 and have set up a transition workstream to capture requirements such as development of a legacy report which will provide details on the Panel's history as well areas which might be considered by the DBCC in the future.

5.2. DBCC will be expected to produce a draft Annual Report for consultation and take account of responses prior to publishing a final Report by 28 February each year. The Report will set out its determination about remuneration levels for the following financial year.

6. Member payments 2023/24.

6.1 The Town Council has resolved that payments would be made annually in arrears to reduce the potential of clawback. The payments for each Member (pro rata for co-opted Members) for 2024/25 are detailed below:

Member	Service (months)	Mandatory Payment
Cllr Edwards	12	£156
Cllr Felton	12	£156
Cllr Haddy	12	£156
Cllr Heath	10	£130
Cllr Hyde	12	£156
Cllr Jones	2	£26
Cllr Keddie	12	£156
Cllr Morris	12	£156
Cllr Richards-Gwilliam	12	£156
Cllr Ryan	12	£156
Cllr Susanthan	12	£156

6.2 in addition to comply with the current requirements of HMRC in respect of homeworking arrangements The following two conditions must apply:

1. The first provision is that there must be a formal arrangement between the individual Councillor and Community and Town Council.
2. Secondly, each individual Councilor must declare in writing they work from home regularly under these arrangements and that they are not already claiming a tax allowance for working from home against another source of taxable income, for example, another employment, public appointment, or self-employment.

6.3 Members will be required to complete the attached form in order to comply with the current requirements of HMRC in respect of homeworking arrangements to allow the processing of the payments.

7. Recommendations.

7.1 It is recommended that the Town Council: -

- a) notes the mandatory payments. (Table 1, 1-2)
- b) as in previous years does not pay any optional payment save for financial loss and travel and subsistence payments. (Table 1, 3-8)
- c) enables members to claim full reimbursement for the cost of their office consumables and financial losses. (Table 1, 9)
- d) authorises the mandatory payments for 2024.25 as detailed in paragraph 6.1 of this report
- e) complies with the requirements of HMRC in respect of homeworking arrangements detailed in paragraph 6.3 of this report.

8. Reasons for recommendations.

8.1 To ensure probity in financial matters.

Dear Councillor,

CLAIM FOR MEMBERS ALLOWANCES 2024/25

In carrying out your duties as a Community and Town Councillor, the Independent Remuneration Panel for Wales (IRP) recognises that there will be a requirement for you to work from home on a regular basis. In these circumstances, the Community and Town Council will provide a standard contribution to the costs incurred of £156 per annum (pro rata for co-opted Councillors). If you wish to forego part, or all, of the entitlement to this allowance, you must give notice in writing to the Town Clerk.

If you do not intend to forgo part, or all, of the entitlement to this allowance please complete the table below for me to process the payment.

Cllrs name:	
Bank:	
Account Name:	
Sort code	
Account No:	

By completing this form, you are also confirming that the payment will fall within the HMRC definition of homeworking arrangements and therefore will be exempt from PAYE. Any change of circumstances, for example, if you cease to work from home, or otherwise, then you are no longer eligible, and these payments would no longer fall within the exemptions.

Gareth Thomas,

Clerc y Dref a'r Swyddog Ariannol Cyfrifol

Town Clerk and Responsible Financial Officer.

Authorised Payments March

Taleb/Voucher	Description/Disgrifiad	Cyflenwr/Supplier	Net	TAW/VAT	Gros/Gross
236	PAYE M 11	HMRC	£1,191.98	£0.00	£1,191.98
237- 238	Salary M 11	Staff	£3,654.03	£0.00	£3,654.03
246	Broadband	British Telecom	£54.56	£10.91	£65.47
247	Cloud Services	ACS Technology	£190.30	£0.00	£190.30
248	Cloud Services	SCRIBE	£777.60	£155.52	£933.12
249	Contract Cleaning	Ultraclean	£243.75	£48.75	£292.50
250	Contract Cleaning	J Williams	£20.00	£0.00	£20.00
251	Cittaslow	Mold Town Council	£750.00	£5.08	£755.08
252	Electricity	Ecotricity	£375.15	£75.03	£450.18
253	Electricity	Ecotricity	£437.34	£87.47	£524.81
254	Grounds maintenance	C Silverston	£250.00	£0.00	£250.00
255	Projects	Prolight	£3,869.55	£773.91	£4,643.46
256	Projects	J Barber	£5,525.35	£0.00	£5,525.35
257	Repairs and renewal	Watkin & Williams	£25.37	£5.08	£30.45
258	Repairs and renewal	I Ball Electrics	£195.00	£0.00	£195.00
259	Remuneration	Cllr Edwards	£156.00	£0.00	£156.00
260	Remuneration	Cllr Felton	£156.00	£0.00	£156.00
261	Remuneration	Cllr Haddy	£156.00	£0.00	£156.00
262	Remuneration	Cllr Heath	£156.00	£0.00	£156.00
263	Remuneration	Cllr Hyde	£156.00	£0.00	£156.00
264	Remuneration	Cllr Jones	£156.00	£0.00	£156.00
265	Remuneration	Cllr Keddie	£156.00	£0.00	£156.00
266	Remuneration	Cllr Morris	£156.00	£0.00	£156.00
267	Remuneration	Cllr Richards-Gwilliam	£156.00	£0.00	£156.00
268	Remuneration	Cllr Ryan	£156.00	£0.00	£156.00
269	Remuneration	Cllr Susanthan	£156.00	£0.00	£156.00
270	Staff Training	One Voice Wales	£40.00	£0.00	£40.00
Total			£19,315.98	£1,161.75	£20,477.73