



Councillor Remuneration Policy 2026-2027

Agreed & Accepted: 23.03.2026

Next Review Date: April 2027

1. Introduction

- 1.1 The Local Government (Wales) Measure 2011 (Part 8) gives Community and Town Councils the power to make remuneration payments to Councillors.
- 1.2 The remuneration is determined by the Independent Remuneration Panel for Wales (IRPW) who publish an annual report outlining the type and level of remuneration that can be paid.
- 1.3 Due to the variations in the size of Community and Town Councils in Wales, the IRPW have established 5 groups of Councils based on the number of the electorate. **Denbigh Town Council** is placed in **Group 3** – as below chart produced in the IRPW Annual Report dated March 2026.

| Group 3 | Electorate over 5,000 to 9,999 |
|-------------------------------------|---|
| Extra Costs Payment | Mandatory £156.00 for all members |
| Senior Role (Extra Responsibility) | Mandatory £500.00 for up to 1 member, optional up to 5 members |
| Mayor or Chair | Optional - Up to a maximum of £1,500 |
| Deputy Mayor or Deputy Chair | Optional - Up to a maximum of £500 |
| Attendance Allowance | Optional up to a maximum of £30.00 |
| Financial Loss | Optional |
| Travel and Subsistence | Optional |
| Cost of Care or Personal Assistance | Mandatory |
| Office Consumables | Mandatory £52.00 or full reimbursement for all members |

- 1.4 Councillors should receive the remuneration due to them as a matter of course at the beginning of the new tax year for anticipated service for the year. There is no requirement for a Councillor to ‘opt in’ to receive payments. However, the payment may be taxable. It is the duty of a Councillor to declare the payment to HMRC, either on a Self-Assessment tax return, or by other means. The payment may be tax free under the UK Government Expenses and Benefits for Home Working. An eligibility check can be made on the following UK Government web site: <https://www.gov.uk/tax-relief-for-employees/working-at-home>

- 1.5 Councillors may decline to receive part or all of the payments due to them but this must be done in writing by completing an 'opt out' form and sending it to the Responsible Financial Officer (RFO). The 'opt out' form is attached. Page 1 of 3
- 1.6 The IRPW has determined that Councillors are entitled to receive mandatory payments (unless a Councillor opts out) and others are payable following a decision by Council.

2. Payments towards Costs and Expenses

- 2.1 A payment of £156.00 must be made to all Councillors (unless they opt out) as a reimbursement for extra costs of working from home, at the beginning of the new tax year for anticipated service for the year.
- 2.2 A payment of £52.00 must be made to all Councillors (unless they opt out) as a reimbursement for consumables, at the beginning of the new tax year for anticipated service for the year. Alternately Councils must enable members to claim full reimbursement for the cost of their office consumables.
- 2.3 Denbigh Town Council will pay £156 to each Councillor unless the opt out form has been sent to the RFO, as reimbursement for extra costs of working from home.
- 2.4 Denbigh Town Council will pay £52 to each Councillor unless the opt out form has been sent to the RFO, as reimbursement for consumables, or alternatively, to claim full reimbursement upon production of receipts to the RFO
- 2.5 Appendix 1 – seeks Councillor bank details for BACS transfers and opt out section

3 Travel and Subsistence Costs

- 3.1 Council have the option to pay travel and subsistence costs where a Councillor incurs costs while undertaking approved duties.
- 3.2 Travel costs must be the actual cost of travel by public transport or the HMRC mileage allowance shown below
- 45p per mile up to 10,000 miles in the year
 - 25p per mile over 10,000 miles in a year
 - 5p per mile per passenger carried on Council business
 - 24p per mile for private motorcycles
 - 20p per mile for bicycles
 - Councillors may also claim for car parking and tolls

- 3.3 Receipts must be provided to support any subsistence claims.
- 3.4 It is the policy of Denbigh Town Council to pay travel and subsistence costs to Councillors when undertaking approved duties at the rates outlined above.

3.5 Claims for travel and subsistence will be:

- Paid as incurred
- Submitted in accordance with the Council’s expenses procedure
- Reimbursed promptly following verification

4 Reimbursement of Care or Personal Costs

4.1 All Councillors are entitled to reimbursement of care or personal costs for activities that the Council has designated as official business or approved duties.

4.2 Reimbursement must be for additional costs incurred by Councillors and invoices or receipts from the carer must be provided.

4.3 Denbigh Town Council will reimburse Councillors for any additional care or personal costs incurred while undertaking official business or approved duties.

5. Chair of Council

5.1 The IRPW recognise that Chairs of Council, as well as chairing meetings also act as an ‘Ambassador’ representing the Council to a variety of events, institutions and organisations

5.2 It is the policy of Denbigh Town Council to make available a payment £1,500 allowance to the Chair and £500 payment to the Vice Chair. These payments will be made in 2 instalments during the civic year as below:

5.3 It is the policy of Denbigh Town Council to make available a payment of £500.00 - Senior Role (Extra Responsibility) to at least one member (Mandatory), up to a maximum of five members (Optional). This payment/s if accepted will be made during the month of May at the beginning of the new tax year for anticipated service for the year.

| Payment to | Month | Amount |
|------------------------------------|------------------|---------------------|
| Payment to Chair | Month of May | £750.00 |
| Senior Role (Extra Responsibility) | Month of May | £500.00 (Mandatory) |
| Payment to Chair | Month of October | £750.00 |
| Payment to Vice Chair | Month of May | £250.00 |

| | | |
|------------------------------------|------------------|------------------------------------|
| Senior Role (Extra Responsibility) | Month of May | £500.00 (Optional up to 5 members) |
| Payment to Vice Chair | Month of October | £250.00 |

6. Remuneration Payments

- 6.1 This policy will be updated each year following receipt of the IRPW report, generally at the March/April Full Council meeting.
- 6.2 Payments towards Costs and Expenses will be paid as follows:
- Reimbursement for extra costs of working from home - £156: at the beginning of the new tax year for anticipated service for the year.
 - Reimbursement for consumables - £52: at the beginning of the new tax year for anticipated service for the year.
 - The above payments for Councillor remuneration, (reimbursement for extra costs of working from home & reimbursement for consumables) will cover the whole year.
- 6.3 Denbigh Town Council is required to publish an Annual Statement of Payments showing details of all payments made to individual Councillor.
- 6.4 The Statement must be sent to the IRPW and published on the Council's Website.
- Initially approved by Council on **23.03.2026**
 - To be reviewed annually by Council when IRPW Report published which is generally, at the March/April Council meeting