



# Cyngor Tref y Trallwng | Welshpool Town Council

Welshpool Town Council, Tourist Information Centre, The Vicarage Gardens, Welshpool, SY21 7DD  
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## Agenda & Summons Finance Committee - 16/04/2025 7:15pm

14th April 2025

To: Councillor(s) Dr Ben Gwalchmai, David France, Estelle Bleivas, Morag Bailey (Chair), Phil Owen, Sally Fitzgerald, Revd William Rowell

Dear Councillor,

You are hereby summoned to attend a meeting of the Finance Committee of Welshpool Town Council which will be held on Wednesday 16th April 2025 in the Council Chamber, Welshpool Town Hall at 7:15pm to transact the business outlined below.

Yours sincerely,

Richard T Williams LLB (Hons)  
Town Clerk & Proper Officer

In accordance with the Local Government and Elections (Wales) Act 2021, this meeting is available to view by remote means. Please visit <https://us02web.zoom.us/j/87157435668?pwd=KlZZVbrAC5k7vD5d7lBmPhlGRqGBYb.1> to join online or use Zoom Meeting ID 871 5743 5668 and passcode 600072, or via telephone by ringing +44 208 080 6592.

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## Agenda

### **1. WELCOME AND APOLOGIES FOR ABSENCE**

The Chair will welcome Councillors and members of the public and will receive, and if desired, resolve to approve, any apologies for absence.

### **2. DECLARATIONS OF INTERESTS AND DISPENSATIONS**

To receive and resolve if desired, declarations of interest and relevant dispensations. [Part III, Local Government Act 2000]

Declarations of Interests Guide & Form [Appendix A]

### **3. PUBLIC PARTICIPATION**

To receive members of the public who wish to address the meeting, in respect of any item of business included in the agenda. No resolutions may be made under this item and should relate only to matters of Council policy or practice, and not individual affairs or the questioner or any other named person. [Para. 27A, Sch 12, Local Government Act 1972]

### **4. MINUTES**

To confirm the minutes of the Finance Committee held on 19th March 2025 as a correct record.

## **5. FINANCIAL MATTERS**

### **5.1. Council Accounts (March 2025 - Period 12)**

To consider and accept the Bank Reconciliation and Cashbook Reports and Income and Expenditure Report for March 2025.

March 2025 - Bank Reconciliation - Main Account [Appendix C]

March 2025 - Bank Reconciliation - Petty Cash [Appendix D]

March 2025 - Bank Reconciliation - Savings [Appendix E]

March 2025 - Cashbook - Main [Appendix F]

March 2025 - Cashbook - Petty Cash [Appendix G]

March 2025 - Cashbook - Savings [Appendix H]

24-25 - Income and Expenditure [Appendix I]

### **5.2. Payment of Invoices - April**

To confirm and agree payment of invoices for April 2025, including any additional payments tabled on the night.

Payments for End of Year 24-25 [Appendix J]

Payments for April 2025 v2 [Appendix K]

### **5.3. Section 137 Expenditure Limit for 2025/26**

To note for information, the limit on expenditure for the Council under Section 137 is £52,325.40 for the 2025/26 financial year. [Section 137(1), Local Government Act 1972]

Section 137 Expenditure Limit 2025-26 [Appendix L]

### **5.4. IRPW Annual Report 2025/26**

To note for information the annual report issued by the Independent Remuneration Panel for Wales for 2025/26. The report will be presented to Full Council at the Annual Meeting along with an accompanying paper. [Section 153, Local Government (Wales) Measure 2011]

IRPW Annual Report 2025-26 [Appendix M]

## **6. THE HUB**

To receive an update from the Responsible Finance Officer on financing and accounting for the Hub.

## **7. END OF YEAR 2024/25**

To receive an update from the Responsible Finance Officer on the financial position of the Council following the End of Year process.

## **8. DATE OF NEXT MEETING**

To note that the next meeting of Finance Committee will be subject to approval at the Annual Meeting.

## **9. CONFIDENTIAL SESSION - EXCLUSION**

To resolve, if required, that members of the public and press be requested to leave the meeting by reason of the confidential nature of the business about to be transacted. [Section 1(2), Public Bodies (Admission to Meetings) Act 1960]

## **10. SALES LEDGER - DEBTORS [Confidential]**

To receive an update on the Sales Ledger.

# Appendix A



## Cyngor Tref y Trallwng | Welshpool Town Council Declaration of Interests Flowchart

What matters are being discussed at the meeting?

Do any relate to my interests?

- A Does it affect my entries in the Register of Interests?
- OR**
- B Does it affect the well being or financial position of me, my partner, my relatives or my friends or my, my partner's, my relatives' or my friends':
- jobs, employers or businesses;
  - companies in which I or they are a director or where I or they have a shareholding of more than £5,000 (nominal/face value);
  - business partnerships; and
  - the following organisations where I or they hold a position of general control or management:
    - other bodies where I or they represent the authority;
    - other public authorities;
    - companies, industrial and provident societies and charitable bodies;
    - bodies whose main purpose is to influence public opinion or policy; and
    - trade unions or professional associations

**More than other people in the authority's area?**

**NO**

**YES**

**Disclose the  
existence & nature  
of your interest**

You may have a  
personal interest in  
the matter

Would a member of the public – If he or she knew all the facts – reasonably think that personal interest was so significant that my decision on the matter would be affected by it?

**NO**

**You can  
participate in  
the meeting  
and vote**

**YES**

You may have a  
prejudicial interest

This matter relates to:

- another authority of which I am a member;
- another public authority in which I hold a position of general control or management;
- other bodies where I represent the authority;
- statutory sick pay where I am in receipt of, or are entitled to, such pay from my authority; or
- allowances or payments made under sections 141-160 of the Local Government (Wales) Measure 2011

**NO**

**Also, withdraw from  
the meeting by  
leaving the room or  
chamber. Do not try  
to improperly  
influence the decision**

**And, considering whether or not it is  
appropriate I participate in the decision  
making, do I regard myself as not  
having a prejudicial interest?**

**YES**

Personal Interest

Prejudicial Interest

LOCAL GOVERNMENT ACT 2000

MEMBERS' CODE OF CONDUCT –PARAGRAPH 11 (4)  
PARAGRAPH 14 (3) (b) (ii)

NOTIFICATION IN RESPECT OF:-

(1) PERSONAL INTEREST ORALLY DISCLOSED AT MEETING

[(2) DISPENSATION RELIED UPON AT MEETING]

1.	NAME OF MEMBER:	
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2. DATE AND DETAILS OF MEETING AT WHICH ORAL DISCLOSURE OF PERSONAL INTEREST MADE:

DATE:	
MEETING:	

3. AGENDA ITEM NUMBER AND BUSINESS TO WHICH THE PERSONAL INTEREST RELATES :

AGENDA ITEM:	
BUSINESS CONSIDERED:	

4. DETAILS OF PERSONAL INTEREST

(Insert ALL category number(s) referred to in the accompanying guidance notes that apply together with any Additional Detail): If this involves SENSITIVE information give details of the agreement of the Monitoring Officer allowing you to simply disclose the EXISTENCE of the interest

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## 5. PREJUDICIAL INTEREST

Complete sections (a), (b), (c) and (d) in the box below by deleting those sections and words in square brackets as appropriate.

The personal interest detailed in Section 4 above:-

[(a) Is NOT a prejudicial interest because the business concerned relates to [another relevant authority of which I am also a member] [another public authority or body exercising functions of a public nature in which I hold a position of general control or management] [a body to which I have been elected, appointed or nominated by my Council] [my role as a non LEA School Governor and the business does not relate to my school] [my role as a member of the Local Health Board] AND the business does not relate to the determination of any approval, consent, licence, permission or registration]

[(b) Is NOT a prejudicial interest because (under the objective, public perception test in Paragraph 12 (1) of the Members' Code of Conduct) it WOULD NOT be regarded as so significant that it is likely to prejudice my judgement of the public interest].

[(c) Is NOT a prejudicial interest because the business relates to a grant, loan or other form of financial assistance to community or voluntary organisations up to £500].

[(d) IS ALSO A PREJUDICIAL INTEREST because (under the objective, public perception test in Paragraph 12 (1) of the Members' Code of Conduct) it WOULD BE regarded as so significant that it is likely to prejudice my judgement of the public interest].

6. IF YOU HAVE A PREJUDICIAL INTEREST IN RESPECT OF WHICH YOU HAVE THE BENEFIT OF A DISPENSATION GRANTED BY THE STANDARDS COMMITTEE/SUB-COMMITTEE YOU MUST ALSO COMPLETE THE BOX BELOW.

<b>DATE OF MEETING OF THE STANDARDS COMMITTEE/SUB-COMMITTEE</b>	
<b>EXACT WORDING OF DISPENSATION</b>  [As an alternative you may simply attach the letter (or a copy) from the Standards Committee/Sub-Committee notifying you of the grant of dispensation]	

## 7. DATE AND SIGNATURE:

<b>DATE:</b>	
<b>SIGNATURE:</b>	

This written notification, fully completed, dated and signed must be given BEFORE or IMMEDIATELY AFTER the close of the meeting to the Clerk.

V:\WLEGAL\CLARENCE\STANDARDS\TOWN AND COMMUNITY COUNCILS – DECLARATION OF INTEREST (VERSION 2)

## **Appendix B**



**Welshpool Town Council**  
**Y Porth I Cymru | The Gateway to Wales**

## **MINUTES**

Minutes of a Meeting of Welshpool Town Council Finance Committee held on **Wednesday 19<sup>th</sup> March 2025** in the Council Chamber, Welshpool Town Hall at 6.30pm

Present: Cllr M.Bailey  
Cllr W.Rowell  
Cllr S.Fitzgerald (via Zoom)  
Cllr P.Owen  
Cllr P.Pritchard  
Cllr E.Bleivas

Also Present: Cllr C.Robinson (via Zoom)  
Cllr N.Howells (via Zoom)  
PCC Cllr Graham Breeze  
V.Voysey (Responsible Finance Officer/Proper Officer)  
K.Wright (Events and Markets Officer)  
W.Lewis (Services Manager)

### **F102.2024 Welcome from the Chairman**

The Chairman welcomed Councillors to the meeting

### **F103.2024 Apologies for absence**

**RESOLVED** to receive an apology from Cllr Ben Gwalchmai and Cllr David France

### **F104.2024 Declarations of Interest.**

**RESOLVED** to note that there were no declarations of interest under consideration on this agenda in accordance with the Localism Act 2011 s32 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

### **F105.2024 Public Question Time and Participation**

There were none at this time



#### **F106.2024 Minutes**

**RECOMMENDED** to confirm the minutes of Wednesday 26<sup>th</sup> February 2025 as a true record

#### **F107.2024 Town Council Accounts**

Members scrutinised the Town Council's accounts. There was discussion on the following matters:

- It was noted that the invoice for Healthmatic is a final invoice.
- It was noted that the cost of water supply to the Football Club for half a year was £1334.93, with the yearly income from rent of £700. There was a discussion on the need to improve income from sports clubs, and comments were made about charging market rents and about the amount of subsidy that should be offered or otherwise to sports clubs. The Town Mayor, Cllr Phil Owen, offered a legal opinion on leases and licenses. The Chairman, Cllr Morag Bailey, noted that the Audit Committee has included sports clubs on its list of reviews.
- The £10K overspend on recreation maintenance relates to the fencing put up by the Bowling Club. Full Council are being asked to make a virement to amend this part of the budget. The Chairman, Cllr Morag Bailey, noted that the Bowling Club had offered to pay part of the costs of the fence and that this sum should be invoiced to the club.
- The loan from BLT covering the final costs of the TiC building have been repaid. Cllr Pritchard said that the R.F.O and staff should be thanked for ensuring this was repaid on time as promised by the Town Council.
- Charity monies raised by Cllr Estelle Bleivas' booksales, Cllr Nick Howells coffee morning, and Cllr Alison Davies' International Women's Day Collection are on the payment schedule for March. Thanks was given to Cllr Bleivas for her work in putting on charity book sales each year

Rev. Bill Rowell said the R.F.O should be thanked for her work.

**RECOMMENDED** to confirm and agree the following

#### **February 2025 (month 11)**

- Bank Reconciliation and Cashbook Report
- Bank Reconciliation and Cashbook 30 Day Deposit A/C
- Bank Reconciliation and Cashbook Petty Cash

- Income and Expenditure Report

**RECOMMENDED** to confirm and agree payment of invoices March 2025

**F108.2024 The Hub**

The R.F.O (Ms Voysey) asked members if they would consider it useful to set up a separate charity account for the Hub. There was some discussion on this matter, including reference to other charity works undertaken by Councillors. Grants are currently paid through LGA 1972 s.137, this requires separate accounting for auditing purposes.

It was agreed that this should be considered, and information on suitable accounts be brought back to the next meeting.

**F109.2024 Date of Next meeting**

Member noted that the next meeting will be held on the 19<sup>th</sup> April 2025 at 6.30 pm in the Council Chamber.

**F110.2024 Exclusion of Public and Press**

**RECOMMENDED** that in the view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and that they are instructed to withdraw, due to the nature of the business about to be transacted which is considered to be prejudicial to the public interest

**F111.2024 Sales Ledger**

The R.F.O (Ms Voysey) and Events and Markets Officer (Mrs Wright) gave Council an update on the Sales Ledger.

It was resolved to give the Events and Market Officer authority to do with a market agreement issue.

**F112.2024 Legal Matters**

The R.F.O (Ms Voysey) updated Councillors on legal matters relating to Sports Clubs. A way forwards was agreed.

# **Appendix C**

**Bank Reconciliation Statement as at 31/03/2025  
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Account	31/03/2025		14,447.15
			<u>14,447.15</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			14,447.15
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			14,447.15
		<b>Balance per Cash Book is :-</b>	<b>14,447.15</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....



## **Appendix D**

**Bank Reconciliation Statement as at 31/03/2025  
for Cashbook 7 - Petty Cash**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash - Grounds	01/03/2025		31.80
Petty Cash - Office	01/03/2025		243.91
			<hr/> 275.71
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			275.71
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			275.71
		<b>Balance per Cash Book is :-</b>	<b>275.71</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....





# Appendix E

**Bank Reconciliation Statement as at 31/03/2025  
for Cashbook 2 - 30 Day A/C**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
30 Day	31/03/2025		32,216.53
			<u>32,216.53</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			32,216.53
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			32,216.53
		<b>Balance per Cash Book is :-</b>	<b>32,216.53</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....



# Appendix F

## Receipts for Month 12

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		30,398.71					30,398.71	
	Banked: 01/03/2025	72.00						
	Sales Recpts Page 1032	72.00	72.00		100			Sales Recpts Page 1032
	Banked: 01/03/2025	20.00						
	Sales Recpts Page 1034	20.00	20.00		100			Sales Recpts Page 1034
	Davies Banked: 01/03/2025	-50.00						
	Davies Winter Festival Stall	-50.00		-8.33	5120	230	-41.67	refund Davies
card2802	Banked: 01/03/2025	438.00						
card2802	TIC Sales	350.00			1500	180	350.00	Owens coaches
card2802	Meals On Wheels	65.00		10.83	1650	200	54.17	Meals card 28th Feb
card2802	TIC Sales	23.00		3.83	1510	180	19.17	handbag
	Banked: 01/03/2025	40.00						
	Sales Recpts Page 1053	40.00	40.00		100			Sales Recpts Page 1053
	Banked: 01/03/2025	198.00						
	Sales Recpts Page 1057	198.00	198.00		100			Sales Recpts Page 1057
card2603	Banked: 01/03/2025	-0.45						
card2603	TIC Sales	-0.45		-0.08	1510	180	-0.37	transposition error
	Banked: 03/03/2025	40.00						
	Sales Recpts Page 1040	40.00	40.00		100			Sales Recpts Page 1040
502278	Banked: 03/03/2025	75.00						
502278	Various	75.00			1455	210	75.00	Old Bakehouse donation
	Banked: 03/03/2025	52.00						
	Sales Recpts Page 1041	52.00	52.00		100			Sales Recpts Page 1041
	Banked: 03/03/2025	416.67						
	Sales Recpts Page 1043	416.67	416.67		100			Sales Recpts Page 1043
	Banked: 03/03/2025	7.00						
7card2602	Petty Cash	7.00			255		7.00	card payment 26th Feb
	Banked: 03/03/2025	150.00						
	Sales Recpts Page 1045	150.00	150.00		100			Sales Recpts Page 1045
502279	Banked: 04/03/2025	127.85						
502279	Various	127.85			1860	230	127.85	donations 3/3/25
Agnewmeals	Banked: 04/03/2025	58.50						
Agnewmeals	Meals On Wheels	58.50		9.75	1650	200	48.75	Meals Agnew
	Banked: 05/03/2025	25.00						
	Sales Recpts Page 1033	25.00	25.00		100			Sales Recpts Page 1033
	Evans Banked: 05/03/2025	-25.00						
	Evans Winter Festival Stall	-25.00		-4.17	5120	230	-20.83	refund Evans
card0103	Banked: 05/03/2025	370.18						
card0103	TIC Sales	300.00			1500	180	300.00	Owens coach travel

## Receipts for Month 12

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
card0103	TIC Sales	41.70			1500	180	41.70	National Express tickets
card0103	TIC Sales	28.48		4.75	1510	180	23.73	jewellery and other sales
502075	Banked: 05/03/2025	76.69						
502075	Meals On Wheels	76.69		12.78	1650	200	63.91	Meals cash 28th Feb
502075/2	Banked: 05/03/2025	3.00						
502075/2	Meals On Wheels	3.00		0.50	1650	200	2.50	cash 28th feb
502214	Banked: 05/03/2025	443.37						
502214	TIC Sales	378.00			1500	180	378.00	Owens coach tickets
502214	TIC Sales	65.37		10.90	1510	180	54.47	souvenirs other sales
card0403	Banked: 05/03/2025	308.50						
card0403	TIC Sales	8.00			1510	180	8.00	Maps
card0403	Meals On Wheels	300.50		50.08	1650	200	250.42	Meals card 4th March
	Banked: 06/03/2025	270.00						
	Sales Recpts Page 1042	270.00	270.00		100			Sales Recpts Page 1042
502076	Banked: 06/03/2025	435.00						
502076	Meals On Wheels	435.00		72.50	1650	200	362.50	Meals cash - inc Haven
	Banked: 06/03/2025	120.00						
	Sales Recpts Page 1046	120.00	120.00		100			Sales Recpts Page 1046
card0303	Banked: 06/03/2025	678.00						
card0303	TIC Sales	678.00			1500	180	678.00	Owens coaches ticketts
nightsafe	Banked: 06/03/2025	227.50						
nightsafe	Meals On Wheels	227.50		37.92	1650	200	189.58	meals cash nightsafe
502078	Banked: 07/03/2025	247.00						
502078	Meals On Wheels	247.00		41.17	1650	200	205.83	Meals cash 7th March
502280	Banked: 08/03/2025	73.54						
502280	Various	73.54			1380	210	73.54	donations MFCC on IWDday
card0503	Banked: 10/03/2025	12.99						
card0503	TIC Sales	12.99		2.16	1510	180	10.83	jewellery
	Banked: 10/03/2025	120.00						
	Sales Recpts Page 1047	120.00	120.00		100			Sales Recpts Page 1047
502077	Banked: 10/03/2025	282.29						
502077	Meals On Wheels	282.29		47.05	1650	200	235.24	Meals nightsafe502077
card0703	Banked: 12/03/2025	70.30						
card0703	TIC Sales	2.50		0.42	1510	180	2.08	other sales
card0703	TIC Sales	67.80			1500	180	67.80	National Express tickets
card0803	Banked: 12/03/2025	189.94						
card0803	TIC Sales	167.00			1500	180	167.00	Owens coach tickets
card0803	TIC Sales	17.95			1510	180	17.95	books and maps
card0803	TIC Sales	4.99		0.83	1510	180	4.16	souvenirs

## Receipts for Month 12

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
502215	Banked: 12/03/2025	31.45						
502215	TIC Sales	4.95			1510	180	4.95	books
502215	TIC Sales	26.50		4.42	1510	180	22.08	souvenirs other sales
card1003	Banked: 13/03/2025	1,606.50						
card1003	Meals On Wheels	136.50		22.75	1650	200	113.75	Melals card 13th March
card1003	TIC Sales	1,470.00			1500	180	1,470.00	Owens coach tickets
	Banked: 13/03/2025	50,000.00						
0325reserv	30 Day A/C	50,000.00			201		50,000.00	transfer from reserves
	Banked: 14/03/2025	107.50						
	Sales Recpts Page 1038	107.50	107.50		100			Sales Recpts Page 1038
	Banked: 14/03/2025	52.50						
	Sales Recpts Page 1039	52.50	52.50		100			Sales Recpts Page 1039
card1103	Banked: 14/03/2025	664.00						
card1103	TIC Sales	610.00			1500	180	610.00	Owens coaches
card1103	TIC Sales	54.00		9.00	1510	180	45.00	bag souvenirs
	Banked: 14/03/2025	35.00						
	Sales Recpts Page 1048	35.00	35.00		100			Sales Recpts Page 1048
	Banked: 17/03/2025	30.00						
	Sales Recpts Page 1035	30.00	30.00		100			Sales Recpts Page 1035
card1203	Banked: 17/03/2025	38.00						
card1203	TIC Sales	38.00		6.33	1510	180	31.67	handbag scarf
	Banked: 18/03/2025	15.00						
	Sales Recpts Page 1037	15.00	15.00		100			Sales Recpts Page 1037
card1303	Banked: 18/03/2025	117.46						
card1303	TIC Sales	117.46		19.58	1510	180	97.88	bag souvenir jewellery
	Banked: 19/03/2025	120.00						
	Sales Recpts Page 1036	120.00	120.00		100			Sales Recpts Page 1036
card1403	Banked: 19/03/2025	12.99						
card1403	TIC Sales	12.99		2.16	1510	180	10.83	jewellery
card1503	Banked: 19/03/2025	210.59						
card1503	TIC Sales	96.60			1500	180	96.60	National Express tickets
card1503	Meals On Wheels	65.00		10.83	1650	200	54.17	Meals income card 19thMarch
card1503	TIC Sales	48.99		8.16	1510	180	40.83	jewellery souvenirs
502216	Banked: 19/03/2025	140.92						
502216	TIC Sales	57.48			1510	180	57.48	books and maps
502216	TIC Sales	57.48		9.58	1510	180	47.90	souvenirs jewellery other
502216	TIC Sales	25.96		4.33	1510	180	21.63	other sales
502079	Banked: 19/03/2025	175.79						
502079	Meals On Wheels	175.79		29.30	1650	200	146.49	Meals cash 14th March

## Receipts for Month 12

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
502080	Banked: 19/03/2025	279.50						
502080	Meals On Wheels	279.50		46.58	1650	200	232.92	Meals 14th March inc. Haven
card1703	Banked: 20/03/2025	74.15						
card1703	TIC Sales	50.70			1500	180	50.70	National Express tickets
card1703	TIC Sales	23.45		3.91	1510	180	19.54	souvenir
card1803	Banked: 21/03/2025	36.00						
card1803	TIC Sales	26.00			1510	180	26.00	maps
card1803	TIC Sales	10.00		1.67	1510	180	8.33	souvenirs
	Banked: 21/03/2025	30.00						
	Sales Recpts Page 1052	30.00	30.00		100			Sales Recpts Page 1052
card1903	Banked: 24/03/2025	190.00						
card1903	TIC Sales	23.00			1500	180	23.00	Owens coach ticket
card1903	TIC Sales	105.00			1500	180	105.00	fishing permit
card1903	TIC Sales	62.00		10.33	1510	180	51.67	souvenirs bag jewellery
	Banked: 25/03/2025	144.00						
	Sales Recpts Page 1050	144.00	144.00		100			Sales Recpts Page 1050
card2003	Banked: 25/03/2025	16.94						
card2003	TIC Sales	5.95			1510	180	5.95	books
card2003	TIC Sales	10.99		1.83	1510	180	9.16	souvenirs
	Banked: 26/03/2025	440.00						
	Sales Recpts Page 1049	440.00	440.00		100			Sales Recpts Page 1049
card2103	Banked: 26/03/2025	32.99						
card2103	TIC Sales	16.99			1510	180	16.99	books
card2103	TIC Sales	16.00			1500	180	16.00	Owens coaches
card2203	Banked: 26/03/2025	250.99						
card2203	TIC Sales	168.00			1500	180	168.00	Owens coaches
card2203	TIC Sales	55.00			1500	180	55.00	fishing permit
card2203	TIC Sales	27.99		4.66	1510	180	23.33	jewellery souvenirs
502217	Banked: 26/03/2025	174.50						
502217	TIC Sales	66.00			1500	180	66.00	Owens coach tickets
502217	TIC Sales	108.50		18.08	1510	180	90.42	jewellery bags souvenirs
hub donor	Banked: 27/03/2025	150.00						
hub donor	Various	150.00			1455	210	150.00	Older People's Forum - Pavo
card2503	Banked: 27/03/2025	77.00						
card2503	Various	22.00			1500	180	22.00	Owens coach ticket
card2503	TIC Sales	50.00			1500	180	50.00	fishing permit
card2503	Various	5.00		0.83	1510	180	4.17	souvenirs
	Banked: 27/03/2025	529.11						
	Sales Recpts Page 1059	529.11	529.11		100			Sales Recpts Page 1059
	Banked: 28/03/2025	75.00						



Date: 04/04/2025

## Welshpool Town Council

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## Cashbook 1

User: 6091.V.VOYSEY

## Current Bank A/c

For Month No: 12

## Receipts for Month 12

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Sales Recpts Page 1051	75.00	75.00		100			Sales Recpts Page 1051
card2503	Banked: 28/03/2025	62.00						
card2503	TIC Sales	39.00			1510	180	39.00	maps
card2503	TIC Sales	23.00		3.83	1510	180	19.17	bag
	Banked: 28/03/2025	96.00						
	Sales Recpts Page 1058	96.00	96.00		100			Sales Recpts Page 1058
	Banked: 31/03/2025	1,000.00						
	Sales Recpts Page 1055	1,000.00	1,000.00		100			Sales Recpts Page 1055
	Banked: 31/03/2025	57.00						
	Sales Recpts Page 1056	57.00	57.00		100			Sales Recpts Page 1056
card2603	Banked: 31/03/2025	424.94						
card2603	TIC Sales	372.00			1500	180	372.00	Owens coaches
card2603	TIC Sales	52.94		8.82	1510	180	44.12	souvenirs jewellery
<b>Total Receipts for Month</b>		63,070.69	4,254.78	519.87			58,296.04	
<b>Cashbook Totals</b>		93,469.40	4,254.78	519.87			88,694.75	

Continued on Page 432

## Payments for Month 12

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/03/2025	Welshpool DIY	3098	58.68	58.68		500			gloves screws hooks
01/03/2025	Welshpool DIY	WDIY	30.17	30.17		500			P/Ledger Electronic Payment
01/03/2025	Petty Cash - Misc Costs	BACS	-0.30			4060	210	-0.30	payment hafren - correction
01/03/2025	Petty Cash - Misc Costs	BACS	-0.30			4060	210	-0.30	hafren error
01/03/2025	Autorama Vanrama	March 25	53.82	53.82		500			Autorama Vanrama March
01/03/2025	MONTGOMERYSHIRE YOUTH THEATRE	6715	-0.23	-0.23		500			BOOK SALES DONATI
01/03/2025	WELSHPOOL AND DISTRICT FOODBAN	grant food	287.87	287.87		500			grant from booksales
01/03/2025	Legal & General (Pensions)	amend 0325	-20.00	-20.00		500			pensions month 12
01/03/2025	Legal & General (Pensions)	amend	20.00	20.00		500			pensions month 12
01/03/2025	Powys County Council	month 12	1,917.81	1,917.81		500			shortfall month 12
01/03/2025	Powys County Council	pension325	617.99	617.99		500			P/Ledger Electronic Payment
01/03/2025	Powys County Council	error `	-617.99	-617.99		500			ENTRY ERROR/5387/Powys County
01/03/2025	Powys County Council	error 2	-1,917.81	-1,917.81		500			entry error
01/03/2025	Powys County Council	error	180.00	180.00		500			P/Ledger Electronic Payment
01/03/2025	Montgomeryshire FamilyCrisis	Grant 25	504.52	504.52		500			combined grant - events
01/03/2025	WELSHPOOL AND DISTRICT VISUALL	grant25	0.23	0.23		500			grant 25 (amend)
01/03/2025	John Deere Financial	March 25	424.49	424.49		500			JD 2653 Mower Lease
01/03/2025	John Deere Financial	march 25	2.17	2.17		500			JD 2653 Mower Lease
03/03/2025	3 Business Services	22029	54.00	54.00		500			mobile phones
03/03/2025	Owens Coaches	part feb	2,167.40	2,167.40		500			cost coach tickets end Feb
03/03/2025	Lex AutoLease	Feb 25	532.68	532.68		500			lease rental van
05/03/2025	RESOURCES FOR CHANGE LT	2978	6,000.00	6,000.00		500			fundraising consultancy
05/03/2025	Permanent Recruitment Solution	6101	668.16	668.16		500			cleaning services
05/03/2025	Phils Tool Hire	41782	72.00	72.00		500			hire disc saw
05/03/2025	Boys & Boden Ltd	322156	7.33	7.33		500			redwood
05/03/2025	Severn Trent Water Ltd	975151393	54.30	54.30		500			water berriew st toilets
05/03/2025	Welshpool DIY	3094	130.67	130.67		500			padlock light bulbs etc
05/03/2025	Permanent Recruitment Solution	6085	605.52	605.52		500			cleaning services
05/03/2025	Bowcom	25230	366.60	366.60		500			red line paint
05/03/2025	Severn Trent Water Ltd	981127389	437.73	437.73		500			water day centre
05/03/2025	Border Janitorial Supplies Ltd	234292	333.58	333.58		500			cleaning materials
05/03/2025	Nick Roberts	3010	156.00	156.00		500			wiring to Town Hall
05/03/2025	Powys County Council	1689	2,822.00	2,822.00		500			Town Hall rates 2024-2025
05/03/2025	HMRC - PAYE	HMRC FEb	5,355.22	5,355.22		500			Income Tax Month 10
05/03/2025	Marks Auto Accessories	188741	11.88	11.88		500			spark plug diesel filter
05/03/2025	Severn Trent Water Ltd	6502365491	106.38	106.38		500			water supply red bank
05/03/2025	Petty Cash - Misc Costs	BACS	0.30			4060	210	0.30	hafren dyfrdwy-underpayment
14/03/2025	British Gas	M&B 03 25	19.74	19.74		500			electricity feb
14/03/2025	Lloyds Bank Cardnet	Cardnet325	51.20	51.20		500			cardnet charges
14/03/2025	Legal & General (Pensions)	Pensions	1,515.56	1,515.56		500			pensions month 12

## Payments for Month 12

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
20/03/2025	Marks Auto Accessories	189816	13.98	13.98		500			jerry can flexi spout
20/03/2025	The Pink Laundry	3874	40.00	40.00		500			tablecloths cleaning
20/03/2025	AA Catering Disposables Ltd	60528	361.37	361.37		500			catering supplies inc trays
20/03/2025	DM Payroll Services Ltd	4223	129.00	129.00		500			payroll services
20/03/2025	Rikki Lloyd Butcher	29261	66.69	66.69		500			meals costs 10 2 25
20/03/2025	Rialtus Business Solutions Ltd	32431	120.00	120.00		500			group training sales ledger
20/03/2025	Marks Auto Accessories	189766	1.99	1.99		500			2-1 funnel
20/03/2025	Powys County Council	20223200	20.00	20.00		500			licensing lottery
20/03/2025	MIDLAND FENCING LTD	240	13,320.00	13,320.00		500			fence bowling club
20/03/2025	Bowcom	25974	38.34	38.34		500			wheel bearing
20/03/2025	Potters Recycling	60605	231.83	231.83		500			general waste
20/03/2025	Powys County Council	10 11 25	2,355.40	2,355.40		500			Pensions month 10 202
20/03/2025	Border Janitorial Supplies Ltd	231319	537.41	537.41		500			toilet roll dispenser soap
20/03/2025	Sefe Energy	3736486	10,209.17	10,209.17		500			day centre gas supply
20/03/2025	WELSHPOOL AND DISTRICT VISUALL	6173	167.64	167.64		500			BOOK SALES DONATI
20/03/2025	MONTGOMERYSHIRE YOUTH THEATRE	6715	167.87	167.87		500			BOOK SALES DONATI
20/03/2025	Montyglazing	3874	235.00	235.00		500			installation glass unit
20/03/2025	MONTGOMERYSHIRE YOUTH THEATRE	amend	0.23	0.23		500			P/Ledger Electronic Payment
20/03/2025	Silk Sharples Jennings	S24.305	1,200.00	1,200.00		500			cherry picker town hall
21/03/2025	Total Energies	3701528221	157.15	157.15		500			electricity - triangle house
21/03/2025	Total Energies	370152854	244.23	244.23		500			electricity - TiC
21/03/2025	Total Energies	370152469	1,515.45	1,515.45		500			electricity toilets
21/03/2025	Total Energies	370150896	3,059.95	3,059.95		500			electricity - Town Hall
21/03/2025	Enreach	March 25	907.50	907.50		500			broadband internet
25/03/2025	Staff Salaries	Sal 12 25	19,844.02	19,844.02		500			Salaries month 12 2025
28/03/2025	Lloyds Bank Credit Card	March 25	674.93	674.93		500			credit card account march 25
31/03/2025	LLoyds Bank Cardnet	March 25	29.40	29.40		500			Merchant rentals March
31/03/2025	LLoyds Bank Charges	March 25 3	57.48	57.48		500			Service charges from Lloyds
31/03/2025	3 Business Services	March 3 25	54.00	54.00		500			mobile phone rental
31/03/2025	RCI Mobilize Financial Service	RCIMarch25	252.85	252.85		500			meals on wheels lease
Total Payments for Month			79,022.25	79,022.55	0.00			-0.30	
Balance Carried Fwd			14,447.15						
Cashbook Totals			93,469.40	79,022.55	0.00			14,446.85	



## **Appendix G**

Date: 04/04/2025

## Welshpool Town Council

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## Cashbook 7

User: 6091.V.VOYSEY

## Petty Cash

For Month No: 12

## Receipts for Month 12

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		25.17					25.17	
	Banked: <b>01/03/2025</b>	<b>0.03</b>						
	Sales Recpts Page 1044	0.03	0.03		100			Sales Recpts Page 1044
card2602	Banked: <b>03/03/2025</b>	<b>7.00</b>						
card2602	TIC Sales	7.00		1.17	1510	180	5.83	souvenirs
502075	Banked: <b>05/03/2025</b>	<b>140.31</b>						
502075	Meals On Wheels	140.31		23.38	1650	200	116.93	meals cash 28th Feb
502077	Banked: <b>05/03/2025</b>	<b>130.71</b>						
502077	Meals On Wheels	130.71		21.78	1650	200	108.93	meals income 6th March
33678	Banked: <b>20/03/2025</b>	<b>300.00</b>						
33678	Various	300.00			1365	190	300.00	payment for washing machine
<b>Total Receipts for Month</b>		578.05	0.03	46.33			531.69	
<b>Cashbook Totals</b>		603.22	0.03	46.33			556.86	

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## Payments for Month 12

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
03/03/2025	Current Bank A/c	7card2602	7.00			200		7.00	card payment 26th Feb
03/03/2025	Petty Cash - consumeables	BACS	140.31			4710	200	140.31	meals costs 28th Feb
07/03/2025	Petty Cash - consumeables	BACS	130.71			4710	200	130.71	meals 7th March
18/03/2025	Petty Cash - Misc Costs	BACS	13.60			4725	210	13.60	stamps
31/03/2025	Petty Cash - consumeables	BACS	28.20			4202	100	28.20	millk coffee sugar TH
31/03/2025	Petty Cash - consumeables	BACS	28.20			4202	100	28.20	teas sugar coffee milk town ha
31/03/2025	Petty Cash - consumeables	BACS	28.20			4202	100	28.20	tea coffee milk sugar th
31/03/2025	Petty Cash - consumeables	BACS	-28.20			4202	100	-28.20	entry error
31/03/2025	Petty Cash - consumeables	BACS	-28.20			4202	100	-28.20	entry error
31/03/2025	Petty Cash - consumeables	BACS	7.69			4202	210	7.69	tea coffee milk office
<b>Total Payments for Month</b>			327.51	0.00	0.00			327.51	
<b>Balance Carried Fwd</b>			275.71						
<b>Cashbook Totals</b>			603.22	0.00	0.00			603.22	





# Appendix H

Date: 04/04/2025

Welshpool Town Council

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Cashbook 2

User: 6091.V.VOYSEY

30 Day A/C

For Month No: 12

Receipts for Month 12

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		82,131.42					82,131.42	
int 03 25	Banked: 10/03/2025	85.11						
int 03 25	Lloyds Bank	85.11			1080	210	85.11	bank interest March 25
Total Receipts for Month		85.11	0.00	0.00			85.11	
Cashbook Totals		82,216.53	0.00	0.00			82,216.53	

Payments for Month 12				Nominal Ledger Analysis				
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u> <u>Transaction Detail</u>
13/03/2025	Current Bank A/c	0325reserv	50,000.00			200		50,000.00 transfer from reserves
Total Payments for Month			50,000.00	0.00	0.00			50,000.00
Balance Carried Fwd			32,216.53					
Cashbook Totals			82,216.53	0.00	0.00			82,216.53



# Appendix I

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2025

Month No: 12

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Town Hall</u>								
1100 Income -Corn Exchange	313	6,860	4,000	(2,860)			171.5%	
1103 Refreshments Corn Exchange	133	0	0	0			0.0%	
1104 Refreshments Assembly Room	88	0	0	0			0.0%	
1105 Income -Assembly Rooms	333	2,511	5,000	2,489			50.2%	
1110 Income -Other Rooms	180	996	1,000	4			99.6%	
1120 Income -Telephone Mast Rental	2,500	10,000	5,000	(5,000)			200.0%	
Town Hall :- Income	<b>3,546</b>	<b>20,367</b>	<b>15,000</b>	<b>(5,367)</b>			<b>135.8%</b>	<b>0</b>
4000 Salary	4,121	46,904	46,800	(104)		(104)	100.2%	
4005 HMRC	1,286	16,464	11,700	(4,764)		(4,764)	140.7%	
4010 Pension Payments	1,267	5,289	4,500	(789)		(789)	117.5%	
4055 Rates	0	33,868	32,000	(1,868)		(1,868)	105.8%	
4060 Services	12,084	57,871	60,000	2,129		2,129	96.5%	
4085 Repairs & Maintenance	14,069	18,881	20,000	1,119		1,119	94.4%	
4095 Licenses	20	740	1,500	760		760	49.3%	
4096 BLT Loan	0	75,332	0	(75,332)		(75,332)	0.0%	
4100 Cleaning & Materials	488	602	250	(352)		(352)	240.7%	
4200 Waste Collection	0	1,742	1,200	(542)		(542)	145.2%	
4202 Consumeables	28	358	1,000	642		642	35.8%	
4340 Equipment	449	516	0	(516)		(516)	0.0%	
4866 IT Costs	0	253	2,500	2,247		2,247	10.1%	
4875 Health & Safety	127	127	1,000	873		873	12.7%	
4900 Miscellaneous Costs	0	1,719	2,000	281		281	86.0%	
4930 Fundraiser (consultant)	0	5,000	5,000	0		0	100.0%	
Town Hall :- Indirect Expenditure	<b>33,939</b>	<b>265,666</b>	<b>189,450</b>	<b>(76,216)</b>	<b>0</b>	<b>(76,216)</b>	<b>140.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(30,392)</b>	<b>(245,299)</b>	<b>(174,450)</b>	<b>70,849</b>				
<u>110 Markets</u>								
1200 Income -Market Stalls	1,617	20,408	13,000	(7,408)			157.0%	
1205 Income -Outdoor Markets	56	972	1,000	28			97.2%	
Markets :- Income	<b>1,673</b>	<b>21,381</b>	<b>14,000</b>	<b>(7,381)</b>			<b>152.7%</b>	<b>0</b>
4085 Repairs & Maintenance	0	0	2,000	2,000		2,000	0.0%	
4095 Licenses	0	338	500	163		163	67.5%	
4875 Health & Safety	0	0	500	500		500	0.0%	
4900 Miscellaneous Costs	0	0	200	200		200	0.0%	
Markets :- Indirect Expenditure	<b>0</b>	<b>338</b>	<b>3,200</b>	<b>2,863</b>	<b>0</b>	<b>2,863</b>	<b>10.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,673</b>	<b>21,043</b>	<b>10,800</b>	<b>(10,243)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2025

Month No: 12

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>130 Recreation</b>								
1340 Income - Rec Club Rents etc	0	3,000	3,000	0			100.0%	
1345 Income -Casual Recreation	0	219	0	(219)			0.0%	
1350 Income -Allotments	0	585	500	(85)			117.0%	
1365 Income -Other	6,000	6,134	0	(6,134)			0.0%	
<b>Recreation :- Income</b>	<b>6,000</b>	<b>9,938</b>	<b>3,500</b>	<b>(6,438)</b>			<b>283.9%</b>	<b>0</b>
4020 Training Staff	0	1,869	5,000	3,131		3,131	37.4%	
4060 Services	0	2,459	3,000	541		541	82.0%	
4085 Repairs & Maintenance	173	16,219	16,000	(219)		(219)	101.4%	
4095 Licenses	0	0	30	30		30	0.0%	
4202 Consumeables	0	0	500	500		500	0.0%	
4340 Equipment	0	1,701	5,000	3,299		3,299	34.0%	
4341 Play Equipment	0	10,204	23,000	12,796		12,796	44.4%	
4355 Country Park Lease	0	830	500	(330)		(330)	166.0%	
4360 Outer Park Lease	0	1,000	1,300	300		300	76.9%	
4365 STRI/ROSPA	0	1,548	1,500	(48)		(48)	103.2%	
4375 Memorial Garden	0	1,723	0	(1,723)		(1,723)	0.0%	
4400 Vehicles	0	532	1,000	468		468	53.2%	
4401 Vehicle Running Costs	113	683	1,000	317		317	68.3%	
4695 Landfill Maes Y Dre Project	0	160	0	(160)		(160)	0.0%	
4875 Health & Safety	146	316	500	184		184	63.2%	
4900 Miscellaneous Costs	0	0	500	500		500	0.0%	
<b>Recreation :- Indirect Expenditure</b>	<b>433</b>	<b>39,245</b>	<b>58,830</b>	<b>19,585</b>	<b>0</b>	<b>19,585</b>	<b>66.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>5,567</b>	<b>(29,307)</b>	<b>(55,330)</b>	<b>(26,023)</b>				
<b>140 Street Scene</b>								
1370 Income -Grant	0	13,670	0	(13,670)			0.0%	
<b>Street Scene :- Income</b>	<b>0</b>	<b>13,670</b>	<b>0</b>	<b>(13,670)</b>				<b>0</b>
4000 Salary	4,056	49,962	37,600	(12,362)		(12,362)	132.9%	
4005 HMRC	1,202	14,935	9,400	(5,535)		(5,535)	158.9%	
4010 Pension Payments	456	5,188	5,000	(188)		(188)	103.8%	
4020 Training Staff	0	0	1,000	1,000		1,000	0.0%	
4025 Uniforms	0	673	500	(173)		(173)	134.7%	
4065 Mobile Phones	30	195	200	5		5	97.7%	
4085 Repairs & Maintenance	56	1,125	1,000	(125)		(125)	112.5%	
4200 Waste Collection	542	1,915	2,000	85		85	95.8%	
4202 Consumeables	0	61	500	439		439	12.2%	
4330 Special Projects	0	10,731	0	(10,731)		(10,731)	0.0%	
4340 Equipment	484	2,552	3,000	448		448	85.1%	

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2025

Month No: 12

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4400 Vehicles	2,234	10,907	8,000	(2,907)		(2,907)	136.3%	
4401 Vehicle Running Costs	0	795	2,000	1,205		1,205	39.7%	
Street Scene :- Indirect Expenditure	<b>9,061</b>	<b>99,039</b>	<b>70,200</b>	<b>(28,839)</b>	<b>0</b>	<b>(28,839)</b>	<b>141.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(9,061)</b>	<b>(85,369)</b>	<b>(70,200)</b>	<b>15,169</b>				
<u>150 Toilets</u>								
1355 Income-toilets	0	2,037	3,000	963			67.9%	
Toilets :- Income	<b>0</b>	<b>2,037</b>	<b>3,000</b>	<b>963</b>			<b>67.9%</b>	<b>0</b>
4060 Services	1,263	6,561	1,000	(5,561)		(5,561)	656.1%	
4085 Repairs & Maintenance	0	431	2,000	1,569		1,569	21.6%	
4100 Cleaning & Materials	0	75	0	(75)		(75)	0.0%	
4900 Miscellaneous Costs	0	1,418	0	(1,418)		(1,418)	0.0%	
4990 Toilet Contract	0	16,322	20,000	3,678		3,678	81.6%	
Toilets :- Indirect Expenditure	<b>1,263</b>	<b>24,806</b>	<b>23,000</b>	<b>(1,806)</b>	<b>0</b>	<b>(1,806)</b>	<b>107.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,263)</b>	<b>(22,769)</b>	<b>(20,000)</b>	<b>2,769</b>				
<u>160 Motte &amp; Bailey Castle</u>								
4055 Rates	0	574	0	(574)		(574)	0.0%	
4060 Services	28	727	0	(727)		(727)	0.0%	
4085 Repairs & Maintenance	0	11,800	0	(11,800)		(11,800)	0.0%	
4095 Licenses	0	1,850	1,350	(500)		(500)	137.0%	
4550 Rent Private Land	0	3,000	3,000	0		0	100.0%	
Motte & Bailey Castle :- Indirect Expenditure	<b>28</b>	<b>17,952</b>	<b>4,350</b>	<b>(13,602)</b>	<b>0</b>	<b>(13,602)</b>	<b>412.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(28)</b>	<b>(17,952)</b>	<b>(4,350)</b>	<b>13,602</b>				
<u>180 Tourist Information</u>								
1370 Income -Grant	0	80,265	0	(80,265)			0.0%	
1500 Income -Commission Sales	5,087	43,057	25,000	(18,057)			172.2%	
1505 Income -Rail Ticket	529	8,480	6,000	(2,480)			141.3%	
1510 Income -Direct Sales	884	11,086	25,000	13,914			44.3%	
Tourist Information :- Income	<b>6,500</b>	<b>142,888</b>	<b>56,000</b>	<b>(86,888)</b>			<b>255.2%</b>	<b>0</b>
4000 Salary	10,055	50,143	50,000	(143)		(143)	100.3%	
4005 HMRC	798	9,351	10,000	649		649	93.5%	
4010 Pension Payments	1,171	6,835	8,000	1,165		1,165	85.4%	
4011 PCC Pension Shortfall	0	4,579	0	(4,579)		(4,579)	0.0%	
4055 Rates	0	4,668	4,500	(168)		(168)	103.7%	
4060 Services	456	8,892	5,500	(3,392)		(3,392)	161.7%	



## Detailed Income &amp; Expenditure by Budget Heading 31/03/2025

Month No: 12

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4085 Repairs & Maintenance	0	4,854	1,000	(3,854)		(3,854)	485.4%	
4660 Direct Stock	(631)	8,177	14,000	5,823		5,823	58.4%	
4661 Commission Costs	9,517	34,555	30,000	(4,555)		(4,555)	115.2%	
4662 Train ticket costs	0	633	5,000	4,367		4,367	12.7%	
4690 TIC Redesign	0	124,187	0	(124,187)		(124,187)	0.0%	36,357
4725 Stationery	0	15	0	(15)		(15)	0.0%	
4866 IT Costs	0	0	200	200		200	0.0%	
4875 Health & Safety	0	0	200	200		200	0.0%	
4900 Miscellaneous Costs	72	895	200	(695)		(695)	447.3%	
Tourist Information :- Indirect Expenditure	<b>21,438</b>	<b>257,782</b>	<b>128,600</b>	<b>(129,182)</b>	<b>0</b>	<b>(129,182)</b>	<b>200.5%</b>	<b>36,357</b>
<b>Net Income over Expenditure</b>	<b>(14,938)</b>	<b>(114,894)</b>	<b>(72,600)</b>	<b>42,294</b>				
6000 plus Transfer from EMR	0	36,357	0	(36,357)				
<b>Movement to/(from) Gen Reserve</b>	<b>(14,938)</b>	<b>(78,537)</b>	<b>(72,600)</b>	<b>5,937</b>				
<u>190 Ann Holloway Centre</u>								
1110 Income -Other Rooms	0	2,431	10,000	7,569			24.3%	
1300 Income - Rent	2,947	4,639	0	(4,639)			0.0%	
1365 Income -Other	300	300	0	(300)			0.0%	
1635 Income -Lease	0	1,250	15,000	13,750			8.3%	
Ann Holloway Centre :- Income	<b>3,247</b>	<b>8,619</b>	<b>25,000</b>	<b>16,381</b>			<b>34.5%</b>	<b>0</b>
4000 Salary	(5,834)	0	0	0		0	0.0%	
4005 HMRC	0	708	0	(708)		(708)	0.0%	
4060 Services	867	12,685	16,000	3,315		3,315	79.3%	
4085 Repairs & Maintenance	0	2,291	6,000	3,709		3,709	38.2%	
4100 Cleaning & Materials	0	1,925	200	(1,725)		(1,725)	962.4%	
4200 Waste Collection	0	1,293	2,000	707		707	64.6%	
4866 IT Costs	0	253	2,500	2,247		2,247	10.1%	
4875 Health & Safety	0	0	1,000	1,000		1,000	0.0%	
Ann Holloway Centre :- Indirect Expenditure	<b>(4,967)</b>	<b>19,155</b>	<b>27,700</b>	<b>8,545</b>	<b>0</b>	<b>8,545</b>	<b>69.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>8,214</b>	<b>(10,535)</b>	<b>(2,700)</b>	<b>7,835</b>				
<u>200 Meals on Wheels</u>								
1370 Income -Grant	0	2,000	0	(2,000)			0.0%	
1650 Income -Meals on Wheels	2,186	26,637	12,000	(14,637)			222.0%	
Meals on Wheels :- Income	<b>2,186</b>	<b>28,637</b>	<b>12,000</b>	<b>(16,637)</b>			<b>238.6%</b>	<b>0</b>
4000 Salary	1,157	19,378	16,000	(3,378)		(3,378)	121.1%	
4005 HMRC	289	3,852	4,000	148		148	96.3%	

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## Detailed Income &amp; Expenditure by Budget Heading 31/03/2025

Month No: 12

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4010 Pension Payments	(842)	0	1,500	1,500		1,500	0.0%	
4085 Repairs & Maintenance	0	329	1,000	671		671	32.9%	
4100 Cleaning & Materials	0	0	500	500		500	0.0%	
4202 Consumeables	0	46	500	454		454	9.2%	
4340 Equipment	0	1,938	500	(1,438)		(1,438)	387.6%	
4400 Vehicles	211	5,112	4,000	(1,112)		(1,112)	127.8%	
4710 Meal Costs	639	5,800	12,000	6,200		6,200	48.3%	
4900 Miscellaneous Costs	0	48	200	152		152	23.9%	
Meals on Wheels :- Indirect Expenditure	<b>1,453</b>	<b>36,502</b>	<b>40,200</b>	<b>3,698</b>	<b>0</b>	<b>3,698</b>	<b>90.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>733</b>	<b>(7,865)</b>	<b>(28,200)</b>	<b>(20,335)</b>				
<b>210 Administration &amp; Management</b>								
1076 Precept	0	731,075	731,075	0			100.0%	
1080 Income -Interest	85	817	300	(517)			272.5%	
1300 Income - Rent	0	2,750	3,750	1,000			73.3%	
1365 Income -Other	0	54	0	(54)			0.0%	
1370 Income -Grant	0	26,197	0	(26,197)			0.0%	
1380 Income-charity donations	74	74	0	(74)			0.0%	
1455 Income - Warm Hub Donations	(842)	0	0	0			0.0%	
Administration & Management :- Income	<b>(683)</b>	<b>760,967</b>	<b>735,125</b>	<b>(25,842)</b>			<b>103.5%</b>	<b>0</b>
4000 Salary	6,289	71,589	80,000	8,411		8,411	89.5%	
4005 HMRC	3,052	24,957	20,000	(4,957)		(4,957)	124.8%	
4010 Pension Payments	(262)	3,835	7,000	3,165		3,165	54.8%	
4011 PCC Pension Shortfall	0	11,200	9,500	(1,700)		(1,700)	117.9%	
4020 Training Staff	380	926	5,000	4,074		4,074	18.5%	
4021 Training Councillors	40	440	5,000	4,560		4,560	8.8%	
4025 Uniforms	0	28	0	(28)		(28)	0.0%	
4055 Rates	0	1,465	5,564	4,099		4,099	26.3%	
4060 Services	237	6,393	6,000	(393)		(393)	106.6%	
4065 Mobile Phones	30	230	200	(30)		(30)	115.1%	
4085 Repairs & Maintenance	350	3,761	5,000	1,239		1,239	75.2%	
4095 Licenses	130	230	20	(210)		(210)	1150.0%	
4100 Cleaning & Materials	2,123	5,140	1,000	(4,140)		(4,140)	514.0%	
4202 Consumeables	8	20	0	(20)		(20)	0.0%	
4330 Special Projects	0	0	20,000	20,000		20,000	0.0%	
4340 Equipment	0	874	0	(874)		(874)	0.0%	
4445 Conferences	0	95	0	(95)		(95)	0.0%	
4470 Bank Charges	57	777	1,000	223		223	77.7%	
4725 Stationery	14	1,149	2,000	851		851	57.4%	

Continued over page

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2025

Month No: 12

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4850 Insurance	0	31,467	32,000	533		533	98.3%	
4855 Audit	0	1,812	6,000	4,188		4,188	30.2%	
4860 Professional Fees	129	3,540	10,000	6,460		6,460	35.4%	
4866 IT Costs	180	15,494	8,000	(7,494)		(7,494)	193.7%	
4870 Mayoral & Senior Allowance	0	670	1,500	830		830	44.7%	
4875 Health & Safety	0	6,612	6,000	(612)		(612)	110.2%	
4880 Electrical Testing	0	0	500	500		500	0.0%	
4885 Elections	0	48	3,000	2,952		2,952	1.6%	
4890 Welsh Language	0	0	500	500		500	0.0%	
4895 Subscriptions	0	1,923	1,500	(423)		(423)	128.2%	
4900 Miscellaneous Costs	160	1,866	2,000	134		134	93.3%	
4915 Archives	0	7,080	5,000	(2,080)		(2,080)	141.6%	
4920 Accounts Software	0	0	5,000	5,000		5,000	0.0%	
4925 Section 137	793	793	2,000	1,207		1,207	39.6%	
5000 Rent Existing Offices	0	5,500	6,000	500		500	91.7%	
5146 Civic & Hospitality	0	0	500	500		500	0.0%	
5449 Skateboard Park	0	0	10,000	10,000		10,000	0.0%	
5450 Warm Hub Expenditure	(310)	0	500	500		500	0.0%	

Administration & Management :- Indirect Expenditure	<b>13,400</b>	<b>209,913</b>	<b>267,284</b>	<b>57,371</b>	<b>0</b>	<b>57,371</b>	<b>78.5%</b>	<b>0</b>
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<b>Net Income over Expenditure</b>	<b>(14,083)</b>	<b>551,053</b>	<b>467,841</b>	<b>(83,212)</b>
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230 Events

1365 Income -Other	0	706	250	(456)		282.4%	
1370 Income -Grant	0	0	250	250		0.0%	
1850 Income -Carnival	0	1,099	0	(1,099)		0.0%	
1860 Income -Flicks in the Sticks	128	1,254	0	(1,254)		0.0%	
1870 Income Fireworks Display	0	3,232	500	(2,732)		646.4%	
1880 Income -Winter Festival	0	419	500	81		83.9%	
1890 Income - Fron Choir Concert	0	0	500	500		0.0%	
1895 Income-Other Events	0	148	2,000	1,852		7.4%	

Events :- Income	<b>128</b>	<b>6,858</b>	<b>4,000</b>	<b>(2,858)</b>		<b>171.5%</b>	<b>0</b>
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4065 Mobile Phones	30	213	200	(13)	(13)	106.4%	
4340 Equipment	0	108	0	(108)	(108)	0.0%	
4900 Miscellaneous Costs	0	98	500	402	402	19.5%	
5100 Flicks in the Sticks	300	1,936	500	(1,436)	(1,436)	387.1%	
5105 Fireworks Display	0	2,291	5,000	2,709	2,709	45.8%	
5115 Remembrance	0	100	500	400	400	20.0%	
5120 Winter Festival & CMAS Lights	63	12,345	6,000	(6,345)	(6,345)	205.7%	
5122 New Christmas Lights	0	9,155	7,000	(2,155)	(2,155)	130.8%	

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2025

Month No: 12

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5175 Bunting & Flags	0	421	0	(421)		(421)	0.0%	
5190 Community Events	2,229	5,993	6,000	7		7	99.9%	
Events :- Indirect Expenditure	<b>2,622</b>	<b>32,658</b>	<b>25,700</b>	<b>(6,958)</b>	<b>0</b>	<b>(6,958)</b>	<b>127.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(2,494)</b>	<b>(25,799)</b>	<b>(21,700)</b>	<b>4,099</b>				
Grand Totals:- Income	<b>22,597</b>	<b>1,015,363</b>	<b>867,625</b>	<b>(147,738)</b>			<b>117.0%</b>	
Expenditure	<b>78,668</b>	<b>1,003,057</b>	<b>838,514</b>	<b>(164,543)</b>	<b>0</b>	<b>(164,543)</b>	<b>119.6%</b>	
<b>Net Income over Expenditure</b>	<b>(56,071)</b>	<b>12,306</b>	<b>29,111</b>	<b>16,805</b>				
plus Transfer from EMR	<b>0</b>	<b>36,357</b>	<b>0</b>	<b>(36,357)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(56,071)</b>	<b>48,663</b>	<b>29,111</b>	<b>(19,552)</b>				

## **Appendix J**

End

PAYMENTS - End 2025						
Date	Supplier	Supply	Net	VAT	Total	
13/03/2025	Marks Autos	jerry can flexi spout	11.65	2.33	13.98	
03/03/2025	Hardware DIY	gloves hooks screws	58.68	0	58.68	
03/03/2025	Arts Alive	Yesterday	150	30	180	
24/02/2025	GWE Cambrian	website hosting for 2025-2026	180	36	216	
21/03/2025	One Voice Wales	training course - Council as an Employer	40	0	40	
27/03/2025	Boys and Boden	drill bit	7.92	1.58	9.5	
24/03/2025	Charlies	blower pliers	249.15	49.83	298.98	
18/03/2025	Charlies	oil bottle	19.99	4	23.99	
14/02/2025	Charlies	ringmat	24.16	4.83	28.99	
04/02/2025	MFS Systems	alarm system monitoring	350	70	420	
31/03/2025	National Express	coach ticket costs	242.94	0	242.94	
31/03/2025	Owens coaches	coach ticket costs	4305.56	0	4305.56	
03/02/2025	PRS	cleaning services	487.2	97.44	584.64	
24/02/2025	PRS	cleaning services	556.8	111.36	668.16	
03/03/2025	PRS	cleaning services	556.8	111.36	668.16	
			<b>7240.85</b>	<b>518.73</b>	<b>7759.58</b>	

# Appendix K

Apr-25					
Date	Supplier	Supply	Net	VAT	Total
1/4//2025	Independent Playground	bolts installation and supply on lay equipment	650	130	780
01/04/2025	Chris Roberts	railway docks rent	3000	0	3000
01/04/2025	Champions	nova caspar - event	600	120	720
01/04/2025	PRS	contractor cleaners	556.8	111.36	668.16
01/04/2025	Rialtas	software support	116	23.2	139.2
01/04/2025	Rialtas	software support	265	53	318
01/04/2025	Rialtas	software support - allotment	116	23.2	139.2
02/04/2025	Initial	cleaning contract toilets	694.37	138.88	833.25
04/04/2025	AA Catering	items for meals - trays lids	102.77	20.56	123.33
01/04/2025	Rialtas	software support	1704	340.8	2044.8
01/04/2025	Rialtas	software support	472	94.4	566.4
01/04/2025	Rialtas	software support - Omega	1529	305.8	1834.8
08/04/2025	Rialtas	qualification fee (ILCA)	120	24	144
31/03/2025	Gallaghers	cyber insurance	367.36	0	376.36
31/03/2025	Gallaghers	main policy insurance	25432.71	0	25432.71
31/03/2025	Gallaghers	engineering and construction insurance	1210.28	0	1210.28
31/03/2025	Gallaghers	vehicles insurance	4697.66	0	4697.66
09/04/2025	Banwy	Gas oil	329.5	16.48	345.98
08/04/2025	Boys & Boden	Frame anchor	5.7	1.14	6.84
09/04/2025	CVC	ford transit monthly rental	433.87	86.77	520.64
			<b>42403.02</b>	<b>1489.59</b>	<b>43901.61</b>



# Appendix L



Llywodraeth Cymru  
Welsh Government

Clerks of Community and Town Councils,

Directors of Finance,

County and County Borough Councils

4 November 2024

Dear Clerk,

**Appropriate Sum under Section 137(4)(a) of the Local Government Act 1972 -  
Section 137 Expenditure Limit for 2025-26**

This is to notify you that the appropriate sum for the purposes of section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for Community and Town Councils in Wales for the financial year 2025-26 is £11.10

Section 137(1) of the 1972 Act permits each Community or Town Council to incur expenditure for purposes for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure incurred. Community and Town Councils are also permitted under section 137(3) to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2025-26 will be £11.10 per elector.

For the financial year 2025-26, the appropriate sum for the purposes of section 137(4)(a) is calculated by applying the formula set out in Schedule 12B to the 1972 Act. The Retail Prices Index increased by 2.68% between September 2023 and September 2024. This means that, by application of the formula, the appropriate sum for the financial year 2025-26 increases from £10.81 to £11.10 per elector.

For clarity, the Local Government and Elections (Wales) Act 2021 includes provision which enables 'eligible community councils' to exercise the General Power of Competence. The power for Community and Town Councils to exercise the General Power of Competence came into force on 5 May 2022.



Llywodraeth Cymru  
Welsh Government

The relevant **statutory guidance for community and town councils** explains the interaction between the two powers (i.e. the general power of competence and the power under s.137 of the 1972 Act). Community and town councils exercising the General Power of Competence are not subject to an expenditure limit, but other conditions apply. For all other community and town councils, the limit set out in this letter will apply.

Yours sincerely

**Martin Bull**  
**Local Government Finance Policy & Sustainability Division**

# **Appendix M**



# Independent Remuneration Panel for Wales

## Annual Report 2025-2026

February 2025

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## 1. Foreword

- 1.1 This is the final Annual Report of the Independent Remuneration Panel for Wales (“the Panel”), setting the decisions and determinations on pay, expenses, and benefits for elected members of Principal Councils, Corporate Joint Committees (CJCs), Community and Town Councils, National Park Authorities and Fire and Rescue Authorities for implementation from April 2025.
- 1.2 You can find out more about our Panel members on our [website](#).
- 1.3 This has been a busy year for the Panel, with the focus on compliance, engagement, fairness, and research, whilst also preparing for the transfer of functions to the Democratic Boundary Commission Cymru (DBCC).
- 1.4 Since its inception, I believe that the Panel has had a significant and beneficial influence on the value of elected members of local government in Wales at all levels and in respect of all the all authorities that are within its remit. In particular, the Panel has sought to ensure that remuneration issues do not act as a barrier to participation in local democracy.
- 1.5 [The Local Government Measure 2011](#) requires the Panel to take cognisance of the overall cost to the public purse. We have continued to do this and maintained the principle that the remuneration of elected members of our Principal Councils is linked specifically to the average wages of people in Wales. I am satisfied that the balance between fairness and support to elected members and the overall impact on public finances has been achieved for 2025 to 2026.
- 1.6 The Panel is publishing a Legacy Report alongside this Annual Report. This provides stakeholders with an overview of the history of the Panel, summarising the areas where Determinations have been made, and importantly, passes on the issues that have arisen through our engagement, consultations, and considerations that we are recommending that the DBCC takes forward for the future.
- 1.7 The consultation period on this Annual Report ended on 29 November 2024. The Panel and I would like to thank all those who submitted responses to the draft report, both online and by email. The Panel has considered all representations and is now issuing its Determinations contained in this final annual report for 2025 to 2026.
- 1.8 This is my last Report as Chair of the Panel, before the Panel’s functions transfer over to the DBCC from 1 April 2025. It has been a privilege to work with my colleagues and to have had the opportunity to contribute to the continued development of local democracy in Wales. I would like to take this opportunity to thank my fellow members, Saz Willey, Bev Smith, Dianne Bevan and Kate Watkins for their professionalism, engagement, and judgement during the last few years. This has enabled the Panel’s Determinations to be robust, sound and well supported by stakeholders.

Also, my grateful thanks to the members of our Secretariat who have supported the Panel since its inception.

A handwritten signature in black ink, reading "Frances C. Duffy". The script is cursive and elegant, with the first letters of each word being capitalized and prominent.

**Frances Duffy**

Chair

Independent Remuneration Panel for Wales



## 2. Introduction

- 2.1 The Panel continues to follow the aims and objectives outlined in our Strategic Plan published on 20 June 2023. This sets out the framework for our deliberations and wider context for our decisions from 2023 to 2025.
- 2.2 The strategy outlines an appropriate and fair remuneration framework, aimed at encouraging inclusion and participation in order to support local democracy, and giving communities their voice.
- 2.3 The Panel has a role to promote a wider understanding of the work of local and community council members, to encourage participation in local democracy and to improve diversity of councillors to better represent the diversity of local communities. The Panel has previously introduced reimbursement for cost of care (for all elected members) and a working from home and ICT allowance (community and town councillors) aimed at removing potential barriers relating to caring responsibilities and home working enabling elected members to participate in local democracy.
- 2.4 The Panel continues to monitor, where it can, the impact of its determinations on improving diversity within local democracy, and with the support of Welsh Government, sought views on the association between remuneration and diversity within local democracy. The Panel has written to Welsh Government to ask for support in providing a better baseline of evidence to monitor and track changes in the demographics of our elected officials.
- 2.5 With a strengthened Panel, we continue to focus on building our research and evidence plan to support our discussions on our remuneration framework. We publish our Research and Evidence paper each year along with the Final Report in line with our aim to be open and transparent in all our decision making.
- 2.6 The Panel believes fair and reasonable levels of remuneration are crucial to local democracy. We therefore again agreed to continue to align levels of remuneration for elected members of Principal Councils, Corporate Joint Committees (CJCs), National Park and Fire and Rescue Authorities within the context of average Welsh earnings. This has meant using the Annual Survey of Hours and Earnings within Wales (ASHE) published by Office for National Statistics (ONS) as the main benchmark for setting remuneration.
- 2.7 The [Local Government \(Wales\) Measure 2011](#) states that “the Panel must take into account what it considers will be the likely financial impact on relevant authorities” of its decisions. We considered evidence on public sector finances and the impact on Principal Authorities’ budgets before determining remuneration levels across the local government family.
- 2.8 Whilst the total cost of remuneration for elected members is relatively low in terms of overall budgets, the Panel are aware of the continuing economic and fiscal constraints on Principal Councils. In reaching our decision to continue the

link between elected members remuneration and the average earnings of their constituents, the Panel remain of the view that a fair and reasonable remuneration package will continue to support elected members and not act as a barrier to participation. This is an important principle, underpinning our considerations on appropriate remuneration.

- 2.9 In line with our commitment to simplifying reporting and compliance requirements, the Panel this year looked at the reporting for Community and Town Councils (CTCs). We provided clerks of CTCs with a new template report and will continue to monitor the level of payments made. These annual returns form an important part of the evidence that the Panel considers in determining the impact and effectiveness of our decisions.
- 2.10 We addressed queries from CTCs regarding the PAYE treatment of the mandatory allowance for working from home (£156 per annum) and the option of a flat rate of £52 a year for consumables. We updated our guidance on this issue, and this has helped reduce the number of queries. We are mindful of the help that One Voice Wales continues to give to local clerks and councillors on remuneration issues and again, this year, held an online seminar for all community councillors during the consultation period.
- 2.11 We are also mindful of a continuing, albeit reducing, number of CTC councillors who decide to forego all or part of their entitlement. We strongly believe that councillors should be reimbursed for expenses they necessarily incur whilst carrying out their duties. However, the Panel notes that the number of CTCs not submitting their annual Statement of Payments remains high, particularly amongst the Band 4 and Band 5 Councils. This hinders our ability to fully assess the impacts of our Determinations and highlights the continued perception, amongst many CTCs, that the administrative burden remains a concern. The Panel agreed to work constructively with CTC representative bodies to consider how best to support our smaller CTCs. In the meantime, the information on Returns will be shared with Audit Wales.
- 2.12 We introduced a total sum reporting for all mandatory payments to members of CTCs for working from home, the flat rate consumables allowance and travel and subsistence claims. This is in line with the reporting of costs of care and personal assistance claims. The Panel feels this will give the right balance between public accountability and individual privacy, and we hope will encourage all to accept the payments they are entitled to and reduce the administrative burden.
- 2.13 Also, last year, the Panel introduced the option for coopted members of Principal Councils, National Parks Authorities and Fire and Rescue Authorities, to be paid an hourly rather than daily rate where thought appropriate. We will be looking at the annual payment returns for this year to monitor the take up of and this and will encourage Heads of Democratic Services to share best practice.

- 2.14 We have reviewed and updated our [Guidance](#) (previously called the Regulations) to better support relevant authorities to be able to comply with our determinations about members' remuneration, including payments, reporting and publication requirements as set out in this final annual report.
- 2.15 A key issue that the Panel considered in depth this year was the development of the new Corporate Joint Committees (CJCs). After research into the progress being made and taking evidence and feedback from CJCs and Welsh Government policy colleagues, the Panel consulted on a Draft Supplementary Report covering the remuneration of lay members of CJCs.
- 2.16 Following consideration of responses to the consultation, the Panel determined that lay members of a CJC should be paid in the same way as coopted members of other relevant authorities. A Supplementary Report was published on 31 July 2024, setting out the remuneration levels for lay members, effective from that date.
- 2.17 The final area that the Panel considered this year was the need to review the Framework and Methodology for Remuneration of Senior Roles in Principal Councils, Community and Town Councils (CTCs), and CJCs. This is a considerable piece of work requiring detailed research and engagement, and the Panel is currently finalising a detailed scope and methodology for the review in order for the new Democracy and Boundary Commission Cymru (DBCC) to take this work forward.
- 2.18 Additionally, the Panel has become aware of some concerns over the workload and demands on senior roles in National Park Authorities and Fire and Rescue Authorities. The Panel therefore proposes incorporating research questions that would support a review into these areas also within the scope of the research framework described above. This work will be taken forward by the DBCC.
- 2.19 Finally, in light of feedback from Heads of Democratic Services of Principal Councils and responses to the consultation, the Panel considered a paper on rates paid to coopted members and agreed that no changes would be made for this year. The Panel noted that these rates were last uplifted in 2021. The Panel agreed that a forward note should be made to consider the evidence for an appropriate benchmark for cooptee payments, noting that it had been some time since the Welsh Government Public Bodies Unit had increased their rates. The Panel also highlighted that wider support for cooptees, such as training, IT equipment and travel and subsistence expenses should be provided.
- 2.20 As we come to the end of the year, and the winding up of the Panel and the transfer of its functions to the DBCC, the Panel has prepared a Legacy Report which provides a summary of the main issues we have researched and made decisions on over the past 10 or so years and will form an evidence base for the DBCC to take forward.

### **3. Role and responsibilities of the Panel**

#### **Our Role:**

3.1 The Panel is responsible for setting the levels and arrangements for the remuneration of elected and coopted members of the following organisations:

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

3.2 The Panel is an independent organisation, and the organisations listed above are required, by law, to implement the decisions it makes.

3.3 We make determinations on:

- The salary structure within which members are remunerated
- The type and nature of allowances to be paid to members
- Whether payments are mandatory or allow a level of local flexibility
- Arrangements in respect of family absence
- Arrangements for monitoring compliance with the Panel's decisions

#### **Our Aim:**

- Supporting local democracy and giving communities their voice, through setting up an appropriate and fair remuneration framework, which encourages inclusion and participation.

#### **Our Goals:**

- Our Determinations should ensure that levels of remuneration are fair, reasonable, represent value for money for the taxpayer, and are set within the context of Welsh earnings and the wider financial circumstances of Wales.
- Our Determinations should support elected members from a diverse range of backgrounds, and levels of remuneration should not act as a barrier to participation.

## **Our Strategic Objectives:**

- To make evidence based Determinations
- To use clear and accessible communications
- To proactively engage and consult
- To simplify compliance and reporting
- To work collaboratively

## **Panel Membership**

Frances Duffy, Chair  
Saz Willey, Vice Chair  
Bev Smith  
Dianne Bevan  
Kate Watkins

Detailed information about the members, our Strategic Plan, our deliberations and supporting research and evidence can be found on the website: [Panel website](#)

## **4. Transfer of Functions to Democracy and Boundary Commission Cymru**

- 4.1 The Panel's functions will transfer over to the Democracy and Boundary Commission Cymru on 1 April 2025. This is as a result of the Elections and Elected Bodies (Wales) Act being passed in July 2024. Having received Royal Assent in the Autumn, 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
- 4.2 As the DBCC draws on the same evidence base and stakeholders to undertake its own work and its purpose is also rooted in promoting effective local democracy, there is already a strong connection between the work of the two organisations. Both agendas rely on having a real understanding and appreciation of the needs of the population of Wales, the way in which elected members and councils operate and an understanding of members' workloads.
- 4.3 As the Panel is required now, the 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.
- 4.4 The Panel will be abolished via the Elections and Elected Bodies (Wales) Act on 31 March 2025.
- 4.5 We are working closely with the DBCC to ensure a seamless transfer of the Panel's functions on 1 April 2025. We 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. Methodology

- 5.1 As set out in our strategic objectives the Panel has committed to making evidence-based decisions.
- 5.2 This year we again prepared an evidence and research paper to pull together the various sources of information that the Panel considered in making its draft Determinations. This provided a wide range of data, evidence, and contextual factors to inform the Panel's decision-making process in relation to its Determinations for the 2025-2026 financial year. This included:
- Data on average UK and Wales weekly earnings, including ASHE – the Annual Survey of Hours and Earnings
  - Public and private sector pay trends
  - Annual CPIH and CPI inflation rates
  - Benchmarks, including councillor remuneration in Scotland
  - Research on councillor workload, views and attitudes to remuneration and diversity (Welsh Government)
  - Data collected on the take up of remuneration and benefits packages by councillors
  - Data on local authority finances
- 5.3 The full set of evidence and research considered will be published on our [website](#).
- 5.4 The Panel engaged directly with key stakeholder representative groups including the Welsh Local Government Association and One Voice Wales, Society for Local Council Clerks, North and Mid Wales Association of Local Councils. We also received evidence from the Chair of North Wales Fire and Rescue Service, Chair of National Parks Wales (who is also Chair of Pembrokeshire Coast National Park Authority) and the Chair of South West Wales CJC (who is also the Leader of Swansea City Council).
- 5.5 In March, the Panel attended the One Voice Wales conference. This enabled the Panel to meet delegates and discuss issues relating to the Panel's deliberations. The Panel also held an online seminar in November for all CTC councillors. The Panel noted however, that this was less well attended than last year's seminar and will consider any implications for future engagement.
- 5.6 The Panel also met with the Convention of Scottish Local Authorities (COSLA), Scottish Government and the Convener of Scottish Local Authorities Remuneration Committee (SLARC) to discuss SLARC's independent review of councillor remuneration and particular methodology for setting councillor remuneration. The Panel found the conversation interesting and informative on how the Scottish remuneration methodology compares with Wales.
- 5.7 The Panel engaged with Heads of Democratic Services and Leaders of Principal Councils, during the consultation period. These discussions provide an opportunity for the Panel to explore views about existing arrangements, the impact decisions are having on individuals, how the arrangements are

operating in practice and any issues or concerns individuals wish to raise.

It also provides an opportunity for discussion about emerging situations which the Panel may need to consider in respect of its decision making.

- 5.8 The Panel would like to thank all those that contributed to our deliberations either directly or through feedback and questions on our last report.



## **6. Consultation on the draft Annual Report 2025**

- 6.1 The Panel published a draft report on 4 October 2024 for an eight week consultation, which closed on 29 November 2024.
- 6.2 As part of the consultation process, stakeholders were invited to answer three questions using an online survey or by return email. A total of 3 responses were received online, whilst 16 were submitted by email to the IRP Mailbox. The Panel would again like to thank everyone who contributed to the consultation. A summary of the responses is included below.
- 6.3 The consultation responses highlighted a few areas that the Panel will include in the Forward Look section of its Legacy report for the Democracy and Boundary DBCC to consider. This will include the remuneration of coopted members of relevant authorities, which appeared to be the main issue for those who responded to the consultation.
- 6.4 Overall, the responses supported the Panel's determinations and so no changes have been made in the final Determinations which are now set out in this Report.

## **7. Consultation: Summary of responses**

- 7.1 The Panel engaged in a number of stakeholder meetings during the consultation period to share information and gather important feedback on the draft annual report 2025. See below for details:

- 7.2 The website link and Pdf version of the draft report was sent to:

- One Voice Wales
- Welsh Local Government Association
- Society for Local Council Clerks
- North and Mid Wales Association of Local Councils
- Principal Councils
- Fire and Rescue Authorities
- National Parks Authorities and
- Community and Town Councils

### **Determination 1: Basic salary for elected members of principal councils**

- 7.3 Seven responses were received, in respect of Determination 1. Four responses confirmed the Panel has struck the right balance between affordability and adequate remuneration for representatives, whereas three stated the negative impact of the Panel's Determination on principal council budgets and authorities' current financial constraints. The Panel continue to consider the financial impact of its Determinations but remain committed to its Strategic aim of maintaining the link to average wages in Wales.

#### **Determination 4: Payments to national parks authorities and fire and rescue authorities**

7.4 One response was received regarding the treatment of tax on remuneration for Welsh Government appointed members of a national park authority. This is not an issue within the competence of the Panel.

#### **Determination 5: Payments made to coopted members of Principal Councils, National Park Authorities and Fire and Rescue Authorities**

7.5 There were four responses regarding the level of payment to coopted members of Principal Councils voicing disagreement with the Panel's decision to maintain allowances. One response stated there is a potential for Lay Members to feel undervalued as there had been no increase in their remuneration for 5 years. The Panel has not recommended any change, noting that this should be reviewed in line with any changes in rates set out by Welsh Government Public Bodies Unit. Any changes to remuneration levels will be considered by the DBCC.

7.6 One response from a principal council supports the introduction of the flexibility to use an hourly rate where appropriate. The Panel is pleased to learn a several principal councils are using the flexibility for remunerating coopted members.

#### **Determination 6: Community and Town Councils Mandatory payments Payment for extra costs of working from home and Set payment for consumables**

7.7 One Community Council requested that the Panel reconsider the £156 mandatory payment to Councillors in light of significant impact on budget precepts held by smaller community councils. The Panel reaffirms individuals are able to opt out of receiving mandatory payments. Any opt outs should be declared in writing.

7.8 Finally, no responses were received with regard to:

#### **Determination 2: Salaries paid to Senior, Civic and Presiding members of principal councils**

#### **Determination 3: Salaries for Joint Overview and Scrutiny Committees**

#### **Determination 7: Compensation for financial loss**

#### **Determination 8: Reporting requirements**

## Other responses

- 7.9 In addition to the Panel receiving responses to the specific consultation questions, a number of more general comments were made by consultees.
- 7.10 Such feedback, whilst not directly related to the consultation questions, is always useful to the Panel in helping Members better understand the context of local democratic participation and the impact of the Panel's deliberations.
- 7.11 Feedback has also been received through the participation of Panel Members in meetings with those representing the principal, and town and community councils, including with One Voice Wales, North and Mid Wales Association of Local Councils, Heads of Democratic Services and the WLGA.
- 7.12 One issue raised orally, for example, was whether the timing of the publication of the annual Report could be reviewed to provide assurance that it is aligned to the optimal extent with the budget setting cycle of councils. This issue will now be included in the Legacy Report of the Panel to be submitted to the DBCC.

Other issues raised included the following:

- 7.13 A respondent did not agree that the system of grouping local authorities to determine senior salaries is fair and reasonable, or that it supports increasing the diversity of elected members.
- 7.14 Other responses suggested that the Panel should reconsider the methodology for determining salary levels in relation to workload and proposed that a Committee Vice Chair should be remunerated for deputising for a Chair.
- 7.15 A respondent also felt that the Committee Chair salary was generous compared to some executive positions.
- 7.16 Comments were also received that it was disappointing that the role of those serving on Regional Partnership Boards or Public Service Boards are not within the Panel's remit and that attendance allowance at Corporate Joint Committees (CJC) sub-committees was not specified within the report.
- 7.17 These issues highlight the need for the DBCC as the successor body to the Panel, to consider whether issues relating to potential remuneration of more recent working partnership arrangements is sufficiently reflected in its inherited remit.
- 7.18 The Panel received a suggestion that attendance related pay could be considered as meetings are a large part of the councillor's role and other respondents highlighted that the £156 payment to smaller Community and Town Councils should not be mandatory. Additionally, a respondent raised their

concern over how Councillors value for money could be established, and another comment received expressed the view that any remuneration system could be open to abuse.

- 7.19 A number of comments were also received in relation to the level of payment made to coopted lay members, suggesting that an increase might lead to making the roles more attractive and encourage more diverse applications, and a further respondent suggested a need to specify the amount of mileage that could be claimed for such members who attend multi location meetings, outside of their home county.

## **8. Summary of responses to online questionnaire**

- 8.1 There were only a small number of responses to the questionnaire this year, which the Panel has viewed as being broadly supportive of its Determinations. The questions and responses were:

### **Question 1**

- 8.2 The Panel is fully aware of the current constraints on public funding and the impact its decisions will have on the budgets of Principal Authorities. The Panel is also mindful of our Aims and Objectives to provide a fair and reasonable remuneration package to support elected members and to encourage diversity of representation. We therefore propose using the ASHE for all Wales to increase their remuneration in line with the average earnings of their constituents.

Do you think that the Panel has struck the right balance between affordability and adequate remuneration for representatives? If not, do you have other suggestions?

### **Responses**

- 8.3 Four answered this question agreeing that the Panel have struck the right balance between affordability and adequate remuneration for representatives. Three responses indicated disagreement. However, no suggestions were provided.
- 8.4 A respondent highlighted the percentage increase felt high and contrasted this with officers increase and having to do more work with less financial reward. The same response stated members felt remuneration level needed to be fair in order to appeal to a more diverse and broader cross-section of constituents and commented that members felt the allowance is fair, particularly in line with the amount of hours members put in to their role.

### **Question 2**

- 8.5 Following evidence received from Heads of Democratic Services of Principal Councils, on local flexibility for payments to coopted members, serving on committees of Principal Councils, National Park Authorities and Fire and Rescue Authorities. This Panel consulted on this proposal and responses (from the

consultation on the 2024 to 2025 draft annual report) supported the Panel's determinations and so no changes were made in the final Determinations, resulting in the Panel allowing relevant officers to decide if it would be appropriate to apply a day or half day rate or to use an hourly rate where it is sensible to aggregate a few short meetings. The Panel would now like to know if this determination has been adopted by your relevant authority:

## Responses

- 8.6 Five of those who answered this question agreed and two had no opinion. Those who agreed, thought an hourly rate was thought to be more cost effective and would provide flexibility to attend shorter meetings with officers when needed. The Panel maintains, the principle of authorities being able to be flexible to suit their own requirements.

## Question 3

- 8.7 Last year, in conjunction with One Voice Wales, the Panel held a seminar on the treatment of tax on members Community and Town Councils (CTC) allowances. This was followed up with guidance on how to apply the exemption to the working from home allowance (£156). The Panel is interested to learn if the seminar and or guidance has increased the number of CTC members receiving the allowance.

## Responses

- 8.8 One of those who answered this question disagreed and two had no opinion.
- 8.9 Since the Panel has engaged with members of One Voice Wales, Society for Local Council Clerks and North and Mid Wales Association of Local Councils, it has agreed to revisit the template format in order to increase the level of reporting on the number of councillors claiming and declining allowances.

## Question 4

- 8.10 All allowances paid to elected members of Community and Town Councils should be recorded on the Annual Statement of Payments for Community and Town Councils (noting Statements already submitted by Community and Town Councils would be accepted). This includes NIL returns. Earlier this year, a revised Statement template and advice note were issued to Community and Town Councils. The Panel are interested if the Template has again increased the number of councillors claiming allowances?

## Responses

- 8.11 One response stated the revised template had not increased the number of councillors claiming allowances, and another two responded with no opinion.

## 9. Determinations for 2025 to 2026

### Principal Councils

#### Basic salary for elected members of principal councils:

##### Determination 1

- 9.1 The Panel has determined that for the financial year 1 April 2025 to 31 March 2026 it is right to retain the link between the basic salary of councillors and the average salaries of their constituents. The basic salary will be aligned with three fifths of all Wales 2022 ASHE for 2022 to 2023, the latest figure available at drafting. **This will be £19,771.**
- 9.2 The Panel is fully aware of the current constraints on public funding and the impact its decisions will have on the budgets of Principal Authorities. The Panel is also mindful of our Aims and Objectives to provide a fair and reasonable remuneration package to support elected members and to encourage diversity of representation.

#### Salaries paid to Senior, Civic and Presiding members of principal councils:

##### Determination 2

- 9.3 The limit on the number of senior salaries payable ("the cap") will remain in place.
- 9.4 All senior salaries include the basic salary payment. The different levels of additional responsibility of and between each role is recognised in a banded framework. No changes to banding are proposed this year.
- 9.5 Assistants to the Executive - The Panel will decide on a case-by-case basis the appropriate senior salary, if any, for assistants to the executive.
- 9.6 Under the [2011 Measure](#), it is the number of persons in receipt of a senior salary, not the number of senior salary posts that count towards the cap. Therefore, for all job share arrangements the senior salary cap will be increased subject to the statutory maximum of 50% of the council's membership. Where the arrangements would mean that the statutory maximum would be exceeded a local authority will need the approval of the Panel, and Welsh Ministers prior to any arrangements being established.
- 9.7 The basic pay element will be uplifted in line with ASHE and this uplift will also apply to the role element of Bands 1, 2, 3, 4 and 5.
- 9.8 The salary of a leader of the largest (Group A) council will therefore be £74,141.
- 9.9 All other payments have been decided in reference to this and are set out in Tables 1-3.

## Group A

- Cardiff
- Rhondda Cynon Taf
- Swansea

**Table 1 – Salaries payable to Basic, Senior, Civic and Presiding members of principal councils (Group A)**

<b>Description</b>	<b>Amount</b>
Basic salary	£19,771
Band 1 leader	£74,141
Band 1 deputy leader	£51,899
Band 2 executive members	£44,485
Band 3 committee chairs (if paid)	£29,657
Band 4 Leader of the largest opposition group	£29,657
Band 5 Leader of other political groups (if paid) and deputy civic head	£23,726
Civic Head (if paid)	£29,657
Deputy Civic Head (if paid)	£23,726
Presiding member (if paid)	£29,657
Deputy Presiding Member (basic only)	£19,771

## Group B

- Bridgend
- Caerphilly
- Carmarthenshire
- Conwy
- Flintshire
- Gwynedd
- Newport
- Neath Port Talbot
- Pembrokeshire
- Powys
- Vale of Glamorgan

Wrexham

**Table 2 – Salaries payable to Basic, Senior, Civic and Presiding members of principal councils (Group B)**

<b>Description</b>	<b>Amount</b>
Basic salary	£19,771
Band 1 leader	£66,727
Band 1 deputy leader	£46,709
Band 2 executive members	£40,036
Band 3 committee chairs (if paid)	£29,657
Band 4 Leader of the largest opposition group	£29,657
Band 5 Leader of other political groups (if paid) and deputy civic head	£23,726
Civic Head (if paid)	£29,657
Deputy Civic Head (if paid)	£23,726
Presiding member (if paid)	£29,657
Deputy Presiding Member (basic only)	£19,771



## Group C

- Blaenau Gwent
- Ceredigion
- Denbighshire
- Merthyr Tydfil
- Monmouthshire
- Torfaen
- Ynys Môn

**Table 3 – Salaries payable to Basic, Senior, Civic and Presiding members of principal councils (Group C)**

<b>Description</b>	<b>Amount</b>
Basic salary	£19,771
Band 1 leader	£63,020
Band 1 deputy leader	£44,114
Band 2 executive members	£37,812
Band 3 committee chairs (if paid)	£29,657
Band 4 Leader of the largest opposition group	£29,657
Band 5 Leader of other political groups (if paid) and deputy civic head	£23,726
Civic Head (if paid)	£29,657
Deputy Civic Head (if paid)	£23,726
Presiding member (if paid)	£29,657
Deputy Presiding Member (basic only)	£19,771

9.10 There are no further changes to the payments and benefits paid to elected members. All current Determinations are published on our [website](#).

## Salaries for Joint Overview and Scrutiny Committee:

### Determination 3

9.11 The salary of a chair of a Joint Overview and Scrutiny Committee will continue to be aligned to Band 3 and will be set at £9,886.

9.12 The salary of a vice-chair is set at 50% of the Chair and will be £4,943.

9.13 There are no other changes.

## **Payments to National Parks Authorities and Fire and Rescue Authorities:**

### **Determination 4**

- 9.14 The three national parks in Wales - Eryri (Snowdonia), Pembrokeshire Coast and Bannau Brycheiniog (Brecon Beacons), were formed to protect spectacular landscapes and provide recreation opportunities for the public. The Environment Act 1995 led to the creation of a National Park Authority (NPA) for each park. National Park authorities comprise members who are either elected members nominated by the principal councils within the national park area or are members appointed by the Welsh Government through the Public Appointments process. Welsh Government appointed and council nominated members are treated equally in relation to remuneration.
- 9.15 The three fire and rescue services (FRAs) in Wales: Mid and West Wales, North Wales and South Wales were formed as part of Local Government re-organisation in 1996. FRAs comprise elected members who are nominated by the Principal Councils within each fire and rescue service area.
- 9.16 In line with the Panel's decision to increase the basic salary of elected members of principal councils, the remuneration level for ordinary members of both NPAs and FRAs is also increased in line with ASHE.
- 9.17 The remuneration for Chairs will remain linked to a principal council Band 3 senior salary. Their role element will therefore increase accordingly. Deputy chairs, Committee chairs and other paid senior posts will remain linked to a Band 5. Full details of the levels of remuneration for members of NPAs and FRAs is set out in Tables 4 and 5.

**Table 4 – Payments to National Parks Authorities**

<b>National Parks Authorities</b>	<b>Amount</b>
Basic salary for ordinary member	£5,576
Chair	£15,462
Deputy Chair (where appointed)	£9,531
Committee Chair or other senior post	£9,531

**Table 5 – Payments to Fire and Rescue Authorities**

<b>Fire and Rescue Authorities</b>	<b>Amount</b>
Basic salary for ordinary member	£2,788
Chair	£12,674
Deputy Chair (where appointed)	£6,743
Committee Chair or other senior post	£6,743

9.18 All current Determinations, including restrictions on receiving double allowances, are published on our website. Other than the above increases, there are no changes determined this year.

## **Payments made to coopted members of Principal Councils, National Park Authorities and Fire and Rescue Authorities:**

### **Determination 5**

9.19 Coopted members of the relevant bodies should be remunerated on a day, half day basis or hourly basis. In addition, the relevant officer may decide on the total number of days remunerated in a year and set a reasonable time for meeting preparation.

9.20 Each authority, through its Democratic Services Committee or other appropriate committee, must ensure that all voting coopted members are given as much support as is necessary to enable them to fulfil their duties effectively. Such support should be without cost to the individual member.

**Table 6: Payments made to coopted members of Principal Councils, National Park Authorities and Fire and Rescue Authorities**

<b>Role</b>	<b>Hourly rate payment</b>	<b>Up to 4 hours payment rate</b>	<b>4 hours and over payment rate</b>
Chairs of standards and audit committees	£33.50	£134	£268
Ordinary Members of Standards Committees who also chair Standards Committees for Community and Town Councils	£29.75	£119	£238
Ordinary Members of Standards Committees; Education Scrutiny Crime and Disorder Scrutiny Committee and Audit Committee	£26.25	£105	£210
Community and Town Councillors sitting on Principal Council Standards Committees	£26.25	£105	£210

## **Payments to coopted (lay) members of Corporate Joint Committees:**

### **Determination 6**

9.21 Coopted lay members of a Corporate Joint Committee (CJC) will be paid on the same basis as coopted (lay) members with voting rights of other bodies within the local government family.

9.22 The amounts are set out below:

**Table 7: Payments made to coopted (lay) members of Corporate Joint Committees**

<b>Role</b>	<b>Hourly rate payment</b>	<b>Up to 4 hours payment rate</b>	<b>4 hours and over payment rate</b>
Lay chairs of committees	£33.50	£134	£268
Ordinary lay members with voting rights	£29.75	£119	£238

9.23 This determination is valid from 31 July 2024.

## **Community and Town Councils**

9.24 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.

### **Mandatory Payments:**

#### **Determination 7**

##### **Payment for extra costs of working from home**

9.25 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.

##### **Set payment for consumables**

9.26 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.

9.27 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.

##### **Attendance Allowance**

9.28 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 compensation will not be entitled to claim attendance allowance for the same event.

9.29 As the payment for attendance is optional, the council, at its first Annual Meeting, should formally decide whether or not to make these payments.

9.30 If the council decides in favour of attendance allowances, it must produce a Scheme for formal adoption, make provision for it to be publicly available and inform the Independent Remuneration Panel.

9.31 The mandatory maximum for each qualifying event is £30. There is no stipulated minimum.

9.32 Payments for attendance must be in respect of official business or approved duty which are identified in the council's Standing Orders or alternatively by specific resolution. The scheme should specify for which events payments will

be made.

9.33 All members of the council will be entitled to the payment for attendance at the events specified in the scheme, but an individual member may decline to receive payment by informing (in writing) the proper officer.

## **Compensation for Financial Loss:**

### **Determination 8**

9.34 Compensation for financial loss is an optional payment.

9.35 The Panel has determined that this payment should be aligned to the daily rate of ASHE and will be £126.74 for a full day and £63.37 for a half day.

**Table 8: Payments to Community and Town Councils**

<b>Type of Payment</b>	<b>Group</b>	<b>Requirement</b>
Extra costs payment	1 (Electorate over 14,000)	Mandatory for all members
Senior role	1 (Electorate over 14,000)	Mandatory £500 for 1 member; optional for up to 7
Mayor or chair	1 (Electorate over 14,000)	Optional: up to a maximum of £1,500
Deputy mayor or deputy chair	1 (Electorate over 14,000)	Optional: up to a maximum of £500
Attendance allowance	1 (Electorate over 14,000)	Optional
Financial loss	1 (Electorate over 14,000)	Optional
Travel and subsistence	1 (Electorate over 14,000)	Optional
Costs of care or personal assistance	1 (Electorate over 14,000)	Mandatory
Extra costs payment	2 (Electorate over 10,000 to 13,999)	Mandatory for all members
Senior role	2 (Electorate over 10,000 to 13,999)	Mandatory for 1 member; optional up to 5
Mayor or chair	2 (Electorate over 10,000 to 13,999)	Optional: up to a maximum of £1,500
Deputy mayor or deputy chair	2 (Electorate over 10,000 to 13,999)	Optional: up to a maximum of £500
Attendance allowance	2 (Electorate over 10,000 to 13,999)	Optional
Financial loss	2 (Electorate over 10,000 to 13,999)	Optional
Travel and subsistence	2 (Electorate over 10,000 to 13,999)	Optional

<b>Type of Payment</b>	<b>Group</b>	<b>Requirement</b>
Costs of care or personal assistance	2 (Electorate over 10,000 to 13,999)	Mandatory
Extra costs payment	3 (Electorate over 5,000 to 9,999)	Mandatory for all members
Senior role	3 (Electorate over 5,000 to 9,999)	Optional up to 3 members
Mayor or chair	3 (Electorate over 5,000 to 9,999)	Optional - Up to a maximum of £1,500
Deputy mayor or deputy chair	3 (Electorate over 5,000 to 9,999)	Optional - Up to a maximum of £500
Attendance allowance	3 (Electorate over 5,000 to 9,999)	Optional
Financial loss	3 (Electorate over 5,000 to 9,999)	Optional
Travel and subsistence	3 (Electorate over 5,000 to 9,999)	Optional
Costs of care or personal assistance	3 (Electorate over 5,000 to 9,999)	Mandatory
Extra Costs Payment	4 (Electorate over 1,000 to 4,999)	Mandatory for all members
Senior Role	4 (Electorate over 1,000 to 4,999)	Optional up to 3 members
Mayor or Chair	4 (Electorate over 1,000 to 4,999)	Optional - Up to a maximum of £1,500
Deputy Mayor or Deputy Chair	4 (Electorate over 1,000 to 4,999)	Optional - Up to a maximum of £500
Attendance Allowance	4 (Electorate over 1,000 to 4,999)	Optional
Financial Loss	4 (Electorate over 1,000 to 4,999)	Optional
Travel and Subsistence	4 (Electorate over 1,000 to 4,999)	Optional
Costs of Care or Personal Assistance	4 (Electorate over 1,000 to 4,999)	Mandatory
Extra Costs Payment	5 (Electorate less than 1,000)	Mandatory for all members
Senior Role	5 (Electorate less than 1,000)	Optional up to 3 members
Mayor or Chair	5 (Electorate less than 1,000)	Optional - Up to a maximum of £1,500
Deputy Mayor or Deputy Chair	5 (Electorate less than 1,000)	Optional - Up to a maximum of £500
Attendance Allowance	5 (Electorate less than 1,000)	Optional
Financial Loss	5 (Electorate less than 1,000)	Optional
Travel and Subsistence	5 (Electorate less than 1,000)	Optional

<b>Type of Payment</b>	<b>Group</b>	<b>Requirement</b>
Cost of Care or Personal Assistance	5 (Electorate less than 1,000)	Mandatory

9.36 There have been no changes made to payments for undertaking senior roles; allowances for Travel and subsistence; Care and Personal Assistance or Attendance allowance. All current Determinations are published on our [website](#).



## **10. Summary of Determinations 2025 to 2026**

### **Determination 1**

10.1 The basic level of salary for elected members of principal councils is set at £19,771.

### **Determination 2**

10.2 The salary of a leader of the largest (Group A) council will be £74,141. All other payments have been decided in reference to this. All payments are set out in Table 1.

### **Determination 3**

10.3 The salary of a chair of a Joint Overview and Scrutiny Committee will be £9,886.

10.4 The salary of vice-chair will be £4,943.

### **Determination 4**

10.5 The basic pay of members of National Park Authorities and Fire and Rescue Authorities has been increased. All payments are set out in Tables 4 and 5.

10.6 All current Determinations, including restrictions on receiving double allowances, will be published on our website. Other than the above increases, there are no changes proposed this year.

### **Determination 5**

10.7 For coopted member payments, there is no change in the level of payments. These are set out in Table 6.

### **Determination 6**

10.8 Coopted lay members of a Corporate Joint Committee (CJC) will be paid on the same basis as coopted (lay) members with voting rights of other bodies within the local government family, as set out in Table 7.

10.9 Each authority, through its Democratic Services Committee or other appropriate committee, must ensure that all voting coopted members are given as much support as is necessary to enable them to fulfil their duties effectively. Such support should be without cost to the individual member.

## **Determination 7**

- 10.10 Members of Community and Town Councils will be paid £156 a year (equivalent to £3 a week) towards the extra household expenses (including heating, lighting, power, and broadband) of working from home. And 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.
- 10.11 Members of Community and Town Councils are appointed office holders. Whilst not employees, their remuneration is still subject to PAYE rules. Section 316A ITEPA 2003 states no liability to income tax arises in respect of a payment an employer makes to an employee in respect of reasonable additional household expenses which the employee incurs in carrying out duties of the employment at home under homeworking arrangements. This arrangement will apply to the £156 payment made under this Determination.

## **Determination 8**

- 10.12 Compensation for financial loss is an optional payment.
- 10.13 The Panel has determined that this payment should be aligned to the daily rate of ASHE 2022 to 2023 and will be £126.74 for a full day and £63.37 for a half day.

## **11.Contact details**

11.1 To request a printed version of the Annual Report please [email us](#) or write to:

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Telephone: 03000 616095  
Email: [irpmailbox@gov.wales](mailto:irpmailbox@gov.wales)

11.2 This Annual Report and other information about the Panel and its work are available on our [website](#).