



PRESTATYN TOWN COUNCIL

INDEPENDENT REMUNERATION PANEL FOR WALES - IRPW POLICY

2023

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1. GENERAL

1.1. This document details the policy of the Council pertaining to matters concerning reimbursement of costs borne by members of the Council with entitlement of such as instructed by the Independent Remuneration Panel for Wales (IRPW).

1.2. The IRPW publishes an Annual Report which sets levels and arrangements for the remuneration of members of organisations which includes community and town councils, who are required by law to implement all decisions made.

1.3. It is the responsibility of the Council to have due regard to the Guidance as published by the IRPW, in particular those as detailed under [Part 5 - Specific provisions relating to community and town councils \("the council"\)](#) of **Annex 2 IRPW Regulations** from the **Independent Remuneration Panel for Wales annual report 2022 to 2023**, first published 24 February 2022.

1.4. Recompense to members is commensurate with the number of electors residing within the parameters of the town, and the IRPW Annual Report publishes guidance tables reflecting the funds to be reimbursed. Representing an electorate totalling 15164 in 2022, Prestatyn Town Council (PTC) falls within Group 1 of the table, an extract of which is copied below together with figures as decided by Full Council for each financial year from 2022 onwards;

Type of Payment	Requirement	2022-23 PTC Decision Electorate 2022 – 15,164	2023-24 PTC Decision Electorate 2022 – 15,164	2024-25 PTC Decision Electorate 2022 – 15,164
Group 1	Electorate over 14,000			
Extra Costs Payment – work from home	Mandatory for all Members	£150	£156	£156
Extra Costs Payment – consumables	Mandatory for all Members			£52
Senior Role	Mandatory £500 for 1 member; optional for up to 7		£500	£500
Mayor or Chair	Optional – Up to a maximum of £1500	£800	£800	£800
Deputy Mayor or Deputy Chair	Optional – Up to a maximum of £500	No	No	No
Attendance Allowance	Optional	As applicable	As applicable	n/a
Financial Loss	Optional	As applicable	As applicable	n/a
Travel and Subsistence	Optional	As applicable	As applicable	Reasonable costs considered
Costs of Care or Personal Assistance	Mandatory	As applicable	As applicable	As applicable

Table 1 – data extracted from Payments to Community and Town Councils, IRPW Annual Report October 2023 with PTC decisions made since 2022

1.5. For Prestatyn Town Council, the policy will be that the position of Senior Role will fall to the Chair of the Finance and Management Committee to reflect the additional duties undertaken whilst in that position.

1.6. **Extra Costs Payment – consumables;** From the financial year commencing April 2024, a decision has been made by Prestatyn Town Council to pay members the mandatory set payment £52 at the same time as the **Extra Costs Payment - work from home** entitlement. The mandatory set payments will be paid as a single transaction once a year, subject to statement 1.7 and statement 2.3.

1.7. It is the responsibility of any member to rescind their right to receive the Extra Costs Payments, which must be clearly stated in the standard IRPW declaration form that they are required to complete and sign upon taking office each year following the Annual General Meeting, or upon being elected as a member if this occurs subsequent to this time (see Section 2.2. below).

1.8. Both the Mayor, and the Chair of the Finance and Management Committee are required to sign additional declaration forms relative to the additional awards that they are entitled to receive.

2. TIMETABLE

2.1. Confirmation of reimbursement figures relevant to the current financial year (as published by the IRPW Annual report) are to be presented to members at the Annual General Meeting, normally held during the month of May each year, by the Town Clerk / Responsible Financial Officer.

2.2. All members are to complete and return to the Town Clerk / Responsible Financial Officer a signed copy of the standard IRPW declaration form as detailed under Appendix 3.1 Table 3 (copy embedded); this form must be returned no later than the end of July.

Should a by-election or co-option be undertaken during the course of the year, any newly-elected member should complete and return their form at the earliest occasion following commencement of their duties.

2.3. All declaration forms are to be collated by the Town Clerk / Responsible Financial Officer and payments are to be made to members by the end of August.

2.4. The Town Clerk / Responsible Financial Officer is responsible for the compilation of the IRPW Return form as detailed under Appendix 3.2 Table 4 (copy embedded), which is undertaken throughout the financial year, to reflect further payments that may be required (e.g. Optional/ Mandatory payments as described in Section 1.4, Table 1), to be completed by the end of March.

2.5. The IRPW Return form is to be formally completed and presented to Full Council at the Annual General Meeting in May of the next financial year to receive governance sign-off, and publication thereafter.

2.6. The Town Clerk / Responsible Financial Officer is to submit the completed and signed IRPW Return form to no later than 30 September following the presentation to Full Council in May.

2.7. Calendar Cycle of Events

Reference	2.1.	2.2.	2.3.	2.4.	2.5.	2.6.
End Date Due	May	July	August	March	May	September
Action	Presentation of IRPW Annual Report at AGM	Completion and return of IRPW Declaration form	Payment of statutory reimbursement	Completion of IRPW Return	Sign-off IRPW Return at AGM	Submission of IRPW Return
Responsibility	TC/RFO	Members	TC/RFO	TC/RFO	Members	TC/RFO

Table 2 – Calendar showing timetable of events represented by Sections 2.1 – 2.6

3. APPENDIX

3.1. Standard IRPW Mandatory Payment Declaration Form



PRESTATYN TOWN COUNCIL
INDEPENDENT REVIEW PANEL FOR WALES (IRPW)
MANDATORY PAYMENTS - 2024/25

Declaration: PART 1 – Extra Household Expenses

YES - I would like to receive the IRPW mandatory payment of £156 reimbursement for extra household expenses (including heating, lighting, power and broadband) for working from home commensurate with my role as Town Councillor. I acknowledge that I will be responsible for declaring payment to HMRC for tax and NI should this be required.

Signed:	Date:
Print Name:	

NO - I do not wish to receive the IPRW mandatory payment in connection with extra household expenses.

Signed:	Date:
Print Name:	

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Declaration: PART 2 – Office Consumables

YES – I would like to receive the IRPW mandatory payment of £52 reimbursement for the cost of office consumables required in carrying out my role as Town Councillor. I acknowledge that I will be responsible for declaring payment to HMRC for tax and NI should this be required.

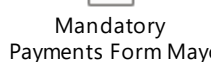
Signed:	Date:
Print Name:	

NO – I do not wish to receive the IPRW mandatory payment in connection with the cost of office consumables.

Signed:	Date:
Print Name:	

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Please return form to Town Clerk or PTC office, 7 Nant Hall Road, Prestatyn LL19 9LR by 30 June 2024. If no response is received by this time the mandatory payment will be made in accordance with IRPW governance.

Table 3 – Example IRPW Mandatory Payment Declaration Form



3.2. IRPW Return form (Statement of Payments)

Statement of Payments made to Members of Prestatyn Town Council for the period April 2024 to March 2025

In accordance with Section 151 of the Local Government Measure 2011, Community and Town Councils must publish within their authority area the remuneration received by their members by 30th September following the end of the previous financial year. This information should also be sent to the Independent Remuneration Panel for Wales by the same date. Nil returns are also required. Please refer to Annex 4 of the Panel's annual report for details.

[illegible]

Table 4 – IRPW Annual Return form (Statement of Payments)



IRPW 20XX-XX.x|sx

Figure 4 - IRPW Annual Return

3.3. Revisions

Revision Date	Section	Reason
23/10/2023	Sections 1.4, 1.6, 3.1 and 3.2	Amendment – Table 1 annual update for year 2024/25; new section added following Annual Report Determination 6, October 2023 to include mandatory reimbursement of office consumables; updates to proformas in sections 3.1 and 3.2

3.4. Annual Document Review Table

Review Date	Committee Name	Approved/Amended	Minute Number
28/06/23	Full Council	Approved	Min 54 page 16
22/11/23	Full Council	Approved	Min 179 page 57