



HAVERFORDWEST TOWN COUNCIL COUNCILLOR ALLOWANCES AND EXPENSES POLICY 2025/26

Haverfordwest Town Council Allowances and Expenses Policy outline the Allowances and expenses which a Councillor or employee may claim to support them in performing duties required by the Council.

All Allowances and Expenses will be reviewed annually by Council. The amounts set will not exceed the limit confirmed for payment by the Independent Remuneration Panel for Wales (IRPW) Final Annual Report (for the current year).

1. ALLOWANCES

An Allowance is to compensate members of the Council for expenses and costs involved in carrying out their duties.

Statutory Members Allowances are payable annually following the Annual Meeting each year. Other Allowances may be paid according to the roles taken by individual Councillors within the Council.

Each individual member may make a personal decision to decline all or part of any of these Allowances by giving notice in writing to the Town Clerk using the form provided. The details of each Allowance paid will be displayed on the Town Council website, to include the individual member's name, if accepted (with amount) or declined the Allowance(s).

a) Allowances to Members

A statutory payment (Extra Costs Payment) to each of their Members of £156.00 (Determination 7 of the 2025/26 IRPW Final Report).

A statutory payment (Office Consumables Payment) to each of their Members of £52.00
or

the full reimbursement for the cost of office consumables. (Determination 7 of the 2025/26 IRPW Final Report).

b) Senior Role Allowance

The Town Council have agreed to make a senior role payment of £500.00 each to the two Committee Chair's - Management, Estates and Strategy Committee and the Personnel, Policy and Finance Committee. This payment is in addition to the Allowance to Members and is to reflect the additional expenses incurred for the responsibility of the two Committee Chairs. (Determination 8 of the 2025/26 IRPW Final Report).

c) Civic Allowance

The Civic Allowance amounts have been agreed by Council as deemed appropriate to undertake the functions of that office. The Civic Allowance is paid in addition to the Members Allowance and Senior Role Allowance.

i. Mayor/Chair of the Council

The Mayor/Chair of the Council civic Allowance is to be divided in to two amounts for

the elected year:

- a) Fixed Payment – the fixed amount agreed by Council to cover expenses/costs which are deemed to be non-receipted for the purposes of accounting. This is payable to the Mayor/Chair following the Annual Meeting each year.

The Town Council have agreed to make a fixed payment to the Mayor of £1500.

(Determination 8 of the 2025/26 IRPW Final Report):

- b) Reimbursable Amount – a fixed maximum amount which allows receipted claims to be made in writing to the Town Clerk throughout the mayoral year. Each claim will be presented in the Full Council accounts each month and will be paid following Council's approval.

The Town Council have agreed to make a fixed payment to the Mayor of £2500.

The total Mayoral Civic Allowance and expenses: £4,000.00.

ii. Deputy Mayor

The Town Council have agreed to make a fixed payment to the Deputy Mayor of £500.00 (Determination 8 of the 2025/26 IRPW Final Report).

iii. Sheriff

The Town Council have agreed to make a fixed payment to the Sheriff of £500.00 (Determination 41 of the 2019 IRPW Final Report).

2. EXPENSES

An Expense is an amount paid to members or employee for carrying out duties in their role within the Council.

a) Reimbursement of Travel and Subsistence

Council have agreed to reimburse members/employees in respect of travel and subsistence costs for attending approved duties outside of the Council's area.

All claims for travel and subsistence must be submitted on a completed Travel and Subsistence Claim Form for the relevant financial year with receipts to the Town Clerk. The mileage and subsistence rates as approved by Council each financial year are outlined on the Travel and Subsistence Claim Form.

For journeys on public transport, the most cost effective standard rate option must be sought and evidence provided that used/reasons not used.

Each claim will be presented to Council as part of the accounts for approval each month.

i. Within the UK

The mileage and subsistence rates as per approved by Council are outlined on the Travel and Subsistence Claim form for each financial year (Determination 4 of the 2023/24 IRPW Final Report).

ii. Oversea Trips

Twin Town, Oberkirch

Council have agreed that the Mayor, or in the event the Mayor is unable to attend, the Sheriff or Deputy Mayor, may claim up to a maximum of £1,500.00 in their year of office for trip(s) to our twin town, Oberkirch.

Other Oversea Trips

All other travel and subsistence claims for official business from a member/employee will require approval by Council. In some cases, it may be necessary to allow higher limits for accommodation and subsistence costs. The HMRC mileage rates will still apply.

b) Reimbursement of the costs of care or personal assistance

Mandatory reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs will be paid on production of receipts from the carer.

Formal care or assistance is that provided by someone registered with Care Inspectorate Wales.

Informal care or assistance is that provided by someone not registered with Care Inspectorate Wales and can be paid back up to the hourly rate of the UK Real Living Wage.

Care and personal assistance can only be paid for if it is not paid for by other things like welfare benefits or access to work payments.

Care and personal support can be paid to go to meetings, time taken to prepare for and travel to meetings. (Determination 43 of the 2022/23 IPRW Final Report).

c) Training

The Town Council are members of One Voice Wales to which courses are offered to members and employees at reduced member rates. All training must be relevant and of benefit to the Council. All paid training must be booked by the Town Clerk.

d) Entertaining - business

Councillors/Employees should only entertain visitors and guests where it is likely to assist the Council in its objectives and with the prior approval of the Chair of the Council.

In general, entertainment counts as business related if its purpose is to discuss a particular Council project, maintain an existing service connection or to form a new connection.

By contrast, entertainment won't count as business related if its purpose is social – even if there is some discussion of business-related topics in the course of the entertainment.

Amounts claimed should be reasonable and appropriate.

3. METHOD OF PAYMENT

Payments will be made in full after the Annual Meeting each year. Members will be required to submit their bank details to the Clerk using the form provided.

- a) Councillors joining the Town Council during the year before the Annual Meeting will be paid pro-rata for the number of months they have been on the Town Council.

- b) Councillors leaving the Town Council will be paid pro rata for the number of months they were on the Town Council.
- c) Councillors changing their role within the Town Council will also be paid the appropriate Allowance on a pro-rata basis.

VLC:13.05.2024

Date of Policy Adopted May 2025
 (Clause 2 a) ii amended April 2024/ updated to reflect 2025-26 IRPW Annual
 Report References on 13 March 2025)

Date to be Reviewed May 2026