



Haverfordwest Town Council

Allowances & Expenses Policy 2026/27

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1. Purpose of the Policy

- 1.1. This policy outlines the allowances and expenses which a Councillor or employee may claim to support them in performing duties required by Haverfordwest Town Council (“the Council”).
- 1.2. All allowances and expenses will be reviewed annually by the Council.
- 1.3. Amounts payable under this policy shall not exceed those permitted under the Democracy and Boundary Commission Cymru (DBCC) Annual Remuneration Report applicable to the relevant financial year, including any determinations incorporated from predecessor Independent Review Panel for Wales (IRPW) reports.
- 1.4. The remuneration framework applicable to the Council is set out in the DBCC Annual Remuneration Report 2026-27. Current determinations are those numbered 1/2026 to 6/2026. Unless otherwise stated, legacy determinations are those restated in Chapter 6 of that Report.

2. Allowances

- 2.1. An allowance is paid to compensate members of the Council for expenses and costs incurred while carrying out their duties.
- 2.2. Statutory Members’ Allowances are payable annually following the Annual Meeting each year.
- 2.3. Other allowances may be paid according to the roles undertaken by individual Councillors within the Council.
- 2.4. Each individual member may choose to decline all or part of any allowance by providing written notice to the Town Clerk using the prescribed form.

2.5. Publication

- 2.5.1. Details of total allowances paid will be published on the Council’s website in accordance with Determination 8/2024.

2.6. Allowances to Members

- 2.6.1. **Extra Costs Payment** - A statutory Extra Costs Payment of £156.00 per Member (Determination 6/2026 – Payments to Community and Town Council Members).

2.6.2. **Office Consumables** - A statutory Office Consumables Payment of £52.00 per Member, or full reimbursement of office consumables costs (Determination 6/2026 – Payments to Community and Town Council Members).

2.7. Senior Role Allowance

2.7.1. The Council has agreed to pay a Senior Role Allowance of £500.00 each to the Chairs of:

- Management, Estates and Strategy Committee.
- Personnel, Policy and Finance Committee.

2.7.2. This payment is in addition to the Member's Allowance and reflects the additional responsibilities of these roles (Determination 6/2026 – Senior Role Payments)

2.8. Civic Allowance

2.8.1. Civic Allowances are agreed by the Council as appropriate to undertake the functions of office.

2.8.2. Civic Allowances are paid in addition to the Members' Allowance and any Senior Role Allowance.

2.8.3. **Mayor/Chair of the Council** - The Mayoral Civic Allowance is divided into two elements:

2.8.3.1. Fixed Payment - £1,500.00

- Paid following the Annual Meeting.
- Covers non-receipted expenses. (Determination 6/2026 – Mayor/Chair Optional Payment)

2.8.3.2. Reimbursable Amount – Up to £2,500.00

- Claims must be submitted in writing with receipts to the Town Clerk.
- Presented monthly to Full Council for approval prior to payment.

2.8.4. Deputy Mayor

2.8.4.1. A fixed payment of £500.00 (Determination 6/2026 – Deputy Mayor Optional Payment).

2.8.5. Sheriff

2.8.5.1. Fixed Payment - £500.00

- A fixed payment of £500.00 (Determination 41/2022)

2.8.5.2. Reimbursable Amount – Up to £1,000.00

- Claims must be submitted in writing with receipts to the Town Clerk.
- Presented monthly to Full Council for approval prior to payment.

3. Expenses

3.1. An expense is an amount paid to members or employees for carrying out duties in their role within the Council.

3.2. Travel and Subsistence

3.2.1. Members and employees may claim travel and subsistence costs for attending approved duties outside of the Council's area.

3.2.2. All claims must:

- Be submitted on the relevant Travel and Subsistence Claim Form.
- Include supporting receipts.
- Be submitted to the Town Clerk.

3.2.3. Approved mileage and subsistence rates are determined annually by Council and detailed on the Claim Form. Mileage rates shall not exceed HMRC approved rates.
(Determination 6/2026 – Payments to Community and Town Council Members, Travel & Subsistence element).

3.2.4. Public transport journeys must use the most cost-effective standard rate option, with evidence provided where this is not possible.

3.2.5. Claims are presented to Council monthly as part of the accounts for approval.

3.2.6. Within the UK

3.2.6.1. Mileage and subsistence rates apply as approved by Council for each financial year.

3.2.7. Overseas Trips

3.2.7.1. Twin Town – Oberkirch

3.2.7.1.1. The Mayor (or, if unavailable, the Sheriff or Deputy Mayor) may claim up to £1,500.00 during their year of office for official visits to the Council's twin town, Oberkirch.

3.2.7.1.2. This limit applies per mayoral year and covers reasonable travel and subsistence costs associated with official twin town engagement.

3.2.7.2. Other Overseas Trips

3.2.7.2.1. All other overseas travel and subsistence claims require prior Council approval.

3.2.7.2.2. Higher limits for accommodation and subsistence may be approved in advance where justified. Any approved expenditure shall remain subject to budget availability and shall not exceed limits set by Full Council for the specific trip..

3.2.7.2.3. HMRC mileage rates will apply where relevant.

3.3. Reimbursement of Costs of Care or Personal Assistance

3.3.1. The Council will provide mandatory reimbursement of necessary costs for:

- Care of dependent children or adults.
- Personal assistance needs.

3.3.2. Claims must be supported by receipts and will be processed in accordance with normal financial approval procedures prior to payment.

3.3.3. Formal care must be provided by an individual registered with Care Inspectorate Wales.

3.3.4. Informal care (not registered) may be reimbursed up to the hourly rate of the UK Real Living Wage.

3.3.5. Payments will only be made where costs are not covered by other sources (eg welfare benefits or Access to Work).

3.3.6. Claims may include time spent attending, preparing for, and travelling to meetings
(Determination 43/2022).

3.4. Training

3.4.1. The Council is a member of One Voice Wales.

3.4.2. Training must be relevant and beneficial to the Council.

3.4.3. All paid training must be booked by the Town Clerk.

3.5. Entertaining – Business

3.5.1. Councillors and employees may entertain visitors and guests only where it assists the Council in achieving its objectives and with prior approval from the Chair of the Council.

3.5.2. Entertainment qualifies as business-related where its purpose is to:

- Discuss a specific Council project.
- Maintain an existing service connection.
- Form a new professional connection.

3.5.3. Social entertainment is not considered business-related, even where incidental business discussions occur.

3.5.4. All claims must be reasonable and appropriate.

4. Method of Payment

4.1. Payments will be made in full following the Annual Meeting each year.

4.2. Members must provide bank details to the Town Clerk using the prescribed form.

4.3. Councillors joining during the year will receive payments on a pro-rata basis for the number of months prior to the Annual Meeting.

4.4. Councillors leaving during the year will be paid pro-rata for the number of months served.

4.5. Councillors changing roles during the year will receive the appropriate allowance on a pro-rata basis.

5. Review and Approval

5.1. Date adopted: May 2025

5.2. Clause references shall be updated to align with updates to the DBCC Annual Remuneration Report and its incorporated determinations.

5.3. Date to be reviewed: May 2026.