

Organisation	Function	Amount Granted Year 2018	Amount Granted 2019	Amount Granted 2020	Amount Granted 2021	Amount Granted 2022	Amount Granted This Year 2023 - £4000 budget (£50 already allocated)
Penyffordd Rainbows	Pre-brownies	App not rec	App not rec	App not rec	App not rec	App not rec	
Castell Alun Friends Assoc	Registered charity who support the Castell Alun HS	App not rec	App not rec	App not rec	200	£400.00	
Friends of Penyffordd School	Registered charity who support the Ysgol Penyffordd	£100.00	£250.00	£300.00	App not rec	£300.00	
Millstone Community Allotments	Providing community garden space						
Penyffordd Area Community Association	Facilities for all community groups	App not rec	App not rec	App not rec	App not rec	App not rec	
Penyffordd Beaver Scout Colony	Providing skills for life and offering new adventures and opportunities	£200.00	£200.00	£300.00	£300.00	£300.00	
Penyffordd Bowling Club	Bowling & Social events	£250.00	£300.00	£300.00	£300.00	£350.00	
Penyffordd Brownies	Junior Guiding	£200.00	£250.00	£250.00	£300.00	£400.00	
Penyffordd Cub Scout Pack	Junior Creative & adventurous activities	£200.00	£250.00	App not rec	£300.00	£300.00	
Penyffordd FC	Football(youths & seniors)	App not rec	App not rec	App not rec	App not rec	£600.00	
Penyffordd Scout Troop	Creative & adventurous activities	£200.00	£250.00	£250.00	App not rec	£300.00	
Penyffordd Toddler Group	Play & learning for toddlers & babies	App not rec	£250.00	£250.00	£300.00	£400.00	
St Johns Home School Assoc	Raising funds for school by organising community non profit fun events					£300.00	
Penyffordd Tennis Club	Tennis play & coaching	£200.00	£250.00	£250.00	£300.00	£300.00	
Wales Air Ambulance		App not rec	App not rec	App not rec	£500.00	App not rec	
ALREADY GIVEN THIS YEAR							
Poppy Wreath/donation		£50.00	£50.00	£50.00	£50.00	£50.00	£50.00
PACA	Grant - Queens Jubilee					£500.00	
Penyffordd Womens Institute	Grant - Queens Jubilee					£100.00	
		£2,200.00	£3,100.00	£1,300.00	£1,500.00	£2,750.00	£50.00
NOT INCLUDED IN GRANT BUDGET							
Citizens Advice (Flintshire)	Annual Donation	£275.00	£300.00	£300.00	£300.00	£300.00	£300.00
*War Memorial Institute	Village Hall Facility	£4,000.00	£4,000.00	£4,000.00	£4,000.00	£4,000.00	£4,000.00

* This is a donation not a Grant

Agreed spend for 2023/24 Grants = £4000
£50 already granted - balance available £3950

NOTES:

Bank Balances and Accounts for Payment -**November 2023**

Bank Balances	Current	£19,091.74
	Deposit	£172,326.57
	Play Area	£8,894.70

Payments Received

24/10/2023 S Jones	Defib Donation	£120.00
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Bank Transfers

31/10/2023 Deposit	to Current	£10,000.00
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Unpresented Cheques/Payments

Mammoth Workwear	Staff Uniform	£150.14
Poppy Appeal	Poppy Wreath	£50.00
Mega Electrical	Installation of Defib PYM (material & labour)	£2,976.00

Payment Method	Payee	Details	Amount
Bacs	Scottish Power	*Electricity Charges - Changing Rooms	£66.59
Bacs	Defib Store	*2 Zoll AED's and 1x cabinet	£2,572.80
Bacs	Flintshire County Council	Streetlighting Maintenance (pym rd)	£474.00
Bacs	Flintshire County Council	Electricity Charges - April - Sept 2023	£265.28
Bacs	Coniston	AED Training	£68.00
Bacs	RN Electrical	Service of CCTV Cameras	£525.00
Bacs	Planning Aid Wales	Place Plan Training	£770.00
Bacs	WoodsWork CIC	Nature Area Management	£340.00
Bacs	Mr C Jones	Mileage and Expenses (inc plants)	£162.15
Bacs	Mrs S Hughes	Mileage and Expenses (inc plants)	£112.42
Bacs	Staffing Cost	Oct-23	£3,939.29
	HSBC	Monthly Charge (sept-oct)	£5.00
	Manually Add approved Grants		
			£9,300.53
PLAY AREA ACCOUNT			
Payment Method	Payee	Details	Amount
	HSBC	Monthly Charge (sept-oct)	£5.00
			£5.00

Note:

*paid mid month. Defibs approved Oct2023, full costings reported this month

Chairman of Council:

Vice Chairman of Council:

Clerk & RFO:

Date:

Payments Authorised by two Bank Signatories

Bank Signatory:

Bank Signatory:



**LETTER OF ENGAGEMENT BETWEEN
PENYFFORDD COMMUNITY COUNCIL AND JDH BUSINESS SERVICES LTD
FOR INTERNAL AUDIT SERVICES**

The purpose of this letter is to acknowledge that the Council has reviewed its Internal Audit arrangements at its meeting held on 8th November 2023 and wishes to appoint the services of JDH Business Services Ltd. The Council in making this decision is mindful of the professional approach and expertise in audit matters by the company and the helpful and timely way it carries out this function. It is confirmed that the company is entirely independent of Penyffordd Community Council.

1.) Respective responsibilities of Penyffordd Community Council and JDH Business Services Ltd as Internal Auditors

i.) The Council's Responsibilities

- a) To prepare and approve accounts for each financial year in accordance with the requirements of the latest adopted Accounts and Audit regulations and proper accounting practice.
- b) Responsible for maintaining an adequate system of internal control, including measures designed to prevent and detect fraud and corruption.
- c) Responsible for undertaking all reasonable steps to assure yourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice which could have a significant financial effect on the ability of the council to conduct its business or on its finances.
- d) Responsible for carrying out an assessment of the risks facing the council and taking appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

To make available to the Internal Auditor, as and when required, all the council's books of account and records and related information necessary to carry out our work. Also making full disclosure of all relevant information.

The internal auditor shall have the right of access to any member or officer to discuss and to receive information and explanations in connection with any matter arising from the audit.

As part of our normal procedures the Internal Auditor may request the council to provide written confirmation of any information or explanations given to them orally during the course of their work.

ii.) Internal Audit's Responsibilities

The internal auditor is responsible for reviewing whether the Council's financial management is adequate and effective, and that it has a sound system of internal control. The scope of internal audit is summarised in the Annual Return for Local Councils and covers the following areas:

- Checking that books of account have been properly kept throughout the year
- Checking payment internal controls to ensure that the council's financial regulations have been met, payments are supported by invoices, expenditure is approved, and VAT is correctly accounted for
- Reviewing whether the council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.
- Verifying that the annual precept request is the result of a proper budgetary process; that budget progress has been regularly monitored and that the council's reserves are appropriate
- Checking income records to ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for

- Reviewing petty cash records to ensure payments are supported by receipts, expenditure is approved and VAT is correctly accounted for
- Checking that salaries to employees have been paid in accordance with Council approvals and that PAYE and NI requirements have been properly applied
- Reviewing whether asset and investment registers were complete, accurate, and properly maintained.
- Testing the accuracy and timeliness of periodic and year-end bank account reconciliation(s)
- Reviewing whether accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.
- Trust funds (including charitable trusts) – reviewing whether the Council has met its responsibilities as a trustee.

2.) Reporting

The internal auditor will report to the Council after all interim and year end internal audits. In the event of a serious issue being identified during the year the internal auditor will also report to Council.

3.) Independence and Objectivity

The internal auditor will inform the Council immediately if the internal auditor becomes aware of any conflict of interest that may adversely affect their ability to carry out the internal audit objectively and independently and will resign from the appointment forthwith.

4.) Fees

The Internal Auditor fees are based on the degree of skill and responsibility involved and the time spent on the work and are fixed on the basis of the responsibilities detailed above for each financial year. If it is necessary to carry out work outside the responsibilities outlined in this letter it will involve additional fees that will be agreed with the Council in advance.

Their terms relating to payment of amounts invoiced are strictly 30 days net. Interest will be charged on all overdue debts at the rate for the time being applicable under the Late Payment of Commercial Debts (Interest) Act 1998.

5.) Period of Appointment

Once it has been agreed, this letter will remain effective until it is replaced. The appointment is therefore for an unspecified period but subject to annual confirmation by the Council.

6.) Agreement of terms

The terms in this letter shall take effect for internal audit for the 2023-24 financial year which will take place between April - June 2024. It is agreed that this letter remains effective until it is replaced by way of the Council renewing the appointment of JDH Business Services Ltd on an annual basis for the internal audit that will take place after the commencement of the next financial year.

We confirm that we have read and understood the contents of this letter and agree that it accurately reflects the services that we have instructed you to provide.

Signed.....

Dated.....

Chairman Penyffordd Community Council – Councillor P Ransome

Signed.....

Dated.....

Clerk and Responsible Financial Officer – Mrs S A Hughes

From: Sara.Rees@gov.wales <Sara.Rees@gov.wales> **On Behalf Of** IRPMailbox@gov.wales

Sent: 13 October 2023 14:59

Subject: Adroddiad Blynyddol Drafft Panel Annibynnol Cymru ar Gydabyddiaeth Ariannol - Chwefror 2024
| Independent Remuneration Panel for Wales Draft Annual Report - February 2024

Dear Clerk of the Council

I attach in accordance with the requirements of Section 147 of the Local Government (Wales) Measure 2011:

- The Independent Remuneration Panel for Wales draft Annual Report February 2024.
- Draft Annual Report - consultation questions

This has also been sent to the Minister for Finance and Local Government and other interested parties.

You can find the report by using the following link:

[Independent Remuneration Panel for Wales Draft Annual Report – February 2024](#)

The Panel considers members of Community and Town Councils should not be out of pocket for carrying out their duties. It therefore proposes the following:

Basic payment for extra costs of working from home

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

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.

The Panel would welcome feedback on this Report and have included some additional questions where we would appreciate your views (see attached document). The Panel would also be grateful if you could make your members aware of the contents of the Report and make any comments you may have on the Report.

You can submit feedback by completing and returning the attached document to IRPMailbox@gov.wales or alternatively you can complete the form on our [website](#).

You are also welcome to submit comments in writing to the address below:

Independent Remuneration Panel for Wales
Third Floor East, Crown Buildings, Cathays Park, Cardiff, CF10 3NQ

To request a printed version of the Report please [email us](#) or write to the address above.

The consultation period will end on **8 December 2023**.

Kind regards,
IRPW Secretariat
irpmailbox@gov.wales



Independent Remuneration Panel for Wales

Annual Report

DRAFT

October 2023

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Foreword

Welcome to the draft report of the Independent Remuneration Panel for Wales, setting out our proposals on pay, expenses and benefits for elected members of Principal Councils, Town and Community Councils, National Park Authorities and Fire and Rescue Authorities for implementation from April 2024.

This has been a year of change for the Panel, with 1 longstanding member leaving us and the appointment of 2 new members. I would like to thank Helen Wilkinson for her contribution over the years to the Panel and wish her well for the future.

Last year we were down to only 3, which is the minimum for a Panel meeting to be quorate. Earlier this year we were able to appoint 2 new members to bring our current complement up to 5. I welcome Dianne Bevan and Kate Watkins to the Panel and thank Saz Willey, Vice Chair, and Bev Smith for their continued contribution throughout the year. You can find out more about our Panel members on our website.

The Local Government (Wales) Measure 2011, Part 8 (The Measure), which gives the statutory authority for the Panel's work, allows the appointment of a minimum of 3 and up to 7 members.

This draft annual report is now issued for consultation. We have again put forward a set of specific questions where we would welcome your feedback. We welcome any additional comments either on the detail of the proposed Determinations or on other relevant areas you think the Panel should consider.

The Consultation period ends on 8 December and after deliberating on your feedback, and taking cognisance of any change in circumstances, the Panel will issue its final Determinations and annual report by the 28 February 2024.

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Frances Duffy

Chair

Panel Membership

- 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 [Panel website](#).

Introduction

This year we published our first strategic plan. This covers the period from 2023 until 2025 and sets the framework for our deliberations and wider context for our decisions. The key elements are set out below under Roles and Responsibilities of the Panel.

With a strengthened Panel, we were able to focus on building our research and evidence plan to support our discussions on our remuneration framework. Our evidence plan will be published on our website inline with our aim to be open and transparent in all our decision making.

Our goal continues to be to ensure that levels of remuneration are fair and reasonable. We agreed to continue to align levels of remuneration for elected members of Principal Councils, National Park and Fire and Rescue Authorities within the context of average Welsh earnings. This has meant using the Annual

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Survey of Hours and Earnings within Wales (ASHE) published by Office for National Statistics (ONS) as the main benchmark for setting remuneration.

The Measure states that “the Panel must take into account what it considers will be the likely financial impact on relevant authorities” of its decisions. The Panel considered evidence on public sector finances and the impact on Principal Authorities’ budgets. Whilst the total cost of remuneration for elected members is relatively low in terms of overall budgets, the Panel were mindful of the heightened economic and fiscal strain 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.

In line with our commitment to simplifying reporting and compliance, the Panel this year looked at the reporting requirements for Community and Town Council. We continue to receive queries 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 will update our guidance on this issue which should ensure clarity for local clerks.

We are also mindful of a continuing, albeit reducing, number of Community and Town councillors who decide to forego all or part of their entitlement. We strongly believe that councillors should be reimbursed for some of the expenses they necessarily incur whilst carrying out their duties.

Currently each council must annually report to the Panel, and publish on its website, the details and names of each councillor in receipt of any expenses. In previous years we agreed that in respect of costs of care and personal assistance allowances, it would be inappropriate to name individual councillors,

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and that it would be sufficient to simply list the total amounts paid and the total number of recipients.

The Panel feels that it would be appropriate to extend this to the mandatory payment for working from home, the flat rate consumables allowance and travel and subsistence claims. 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.

We will therefore provide a new template report for use from September 2024 and will continue to monitor the level of payments made.

The final area that the Panel considered this year, was the method of calculating payments made to co-opted members of Principal Councils, National Park and Fire and Rescue Authorities.

Following feedback on last year's annual report and queries raised through the year by some co-opted members and by several Heads of Democratic Services, the Panel took evidence from the correspondents on the impact of both the increase in numbers of co-opted members and the changing nature of working patterns. This showed that the current arrangement of either a half day rate for anything up to 4 hours and a full day rate for anything over, was insufficiently flexible to reflect the patterns of working now more normally in place, mainly due to more online or hybrid working.

The Panel therefore proposes that the local relevant officer should have the flexibility to decide when it will be appropriate to apply a day or a half day rate and when to use an hourly rate where it is sensible to aggregate a number of short meetings.

The Panel is aware of feedback that our website can be difficult to navigate and that finding the right Determination to deal with a specific issue is not always straightforward, especially for new elected members or officials. We will

therefore update the links on the website and created a new link to a page setting out all the current Determinations that should be applied. It will be updated every year when the final annual report is issued, and we hope this will be easier to navigate than having to refer to every year's report.

We are also reviewing our guidance (previously called the Regulations) and frequently asked questions pages.

Role and responsibilities of the Panel

Our Role

The Panel is responsible for setting the levels and arrangements for the remuneration of elected and co-opted members of the following organisations:

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

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

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

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- 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

The Panel

- Frances Duffy (Chair)

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- Saz Willey (Vice Chair)
- Dianne Bevan (Member)
- Bev Smith (Member)
- Kate Watkins (Member)

Further information on Panel members can be found on the [Panel's website](#).

Methodology

As set out in our strategic objectives the Panel has committed to making evidence-based decisions. This year we 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 2024 to 2025 financial year. This included:

- data on average UK and Wales weekly earnings, including ASHE the Annual Survey of Hours and Earnings
- 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)
- findings of Senedd Cymru Equality, Local Government and Communities Committee (2019)
- data collected on the take up of remuneration and benefits packages by councillors
- data on local authority finances

The full set of evidence and research considered, will be published on our [website](#).

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The Panel engaged directly with key stakeholder representative groups including the Welsh Local Government Association and its Heads of Democratic Services committee, One Voice Wales, the Society for Local Council Clerks and North and Mid Wales Association of Local Councils. 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.

The Panel helped facilitate sessions at the Welsh Government's "Diversity in Democracy" events earlier this year. This gave us the opportunity to hear the direct experiences of a range of elected members, prospective candidates and organisations working to broaden representation in local government. We have drawn on that information to inform this report and to explore areas for future consideration.

This year this focused on 3 main issue, affordability, payments made to co-opted members and reporting requirements for Community and Town Councils. The Panel would like to thank all those that contributed to our deliberations either directly or through feedback and questions on our last report.

The Panels' proposals will now be consulted on and following consideration of views received in response to this consultation the Panel will make its final determinations and issue the 2024 to 2025 final report, in February 2024.

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Deliberations and determinations for 2024 to 2025

Basic salary for elected members of principal councils: Determination 1

The basic salary, paid to all elected members, is remuneration for the responsibility of community representation and participation in the scrutiny, regulatory and related functions of local governance. It is based on a full time equivalent of t3 days a week. The Panel regularly reviews this time commitment, and no changes are proposed for 2024 to 2025.

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.

The Panel also noted that in previous electoral cycles, the remuneration of councillors fell far behind the key benchmark of Average Hourly Earnings in Wales (ASHE) and a significant uplift was therefore required in 2022.

The Panel has therefore determined that for the financial year 1 April 2024 to 31 March 2025 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, the latest figure available at drafting. This will be £18,666.

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

The limit on the number of senior salaries payable (“the cap”) will remain in place.

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.

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 and 4. Where a Band 5 is paid, there is no increase to the role element as this remains temporarily frozen. The increase in the basic salary will apply.

The salary of a leader of the largest (Group A) council will therefore be £69,998. All other payments have been decided in reference to this and are set out in Table 1.

Group A

- Cardiff
- Rhondda Cynon Taf
- Swansea

Table 1: salaries payable to basic, senior, civic and presiding members of principal councils (Group A)

Description	Amount
Basic salary	£18,666
Band 1 Leader	£69,998
Band 1 Deputy Leader	£48,999
Band 2 Executive Members	£41,999
Band 3 Committee Chairs (if paid)	£27,999
Band 4 Leader of the largest opposition group	£27,999
Band 5 Leader of other political groups (if paid)	£22,406
Civic Head (if paid)	£27,999
Deputy Civic Head (if paid)	£22,406
Presiding Member (if paid)	£27,999
Deputy Presiding Member (basic only)	£18,666

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Group B

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

Table 1: salaries payable to basic, senior, civic and presiding members of principal councils Group B

Description	Amount
Basic salary	£18,666
Band 1 Leader	£62,998
Band 1 Deputy Leader	£44,099
Band 2 Executive Members	£37,799
Band 3 Committee Chairs (if remunerated)	£27,999

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Description	Amount
Band 4 Leader of the largest opposition group	£27,999
Band 5 Leader of other political groups (if paid)	£22,406
Civic Head (if paid)	£27,999
Deputy Civic Head (if paid)	£22,406
Presiding Member (if paid)	£27,999
Deputy Presiding Member (basic only)	£18,666

Group C

- Blaenau Gwent
- Ceredigion
- Denbighshire
- Merthyr Tydfil
- Monmouthshire
- Torfaen
- Isle of Anglesey

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Table 1: salaries payable to basic, senior, civic and presiding members of principal councils Group C

Description	Amount
Basic salary	£18,666
Band 1 Leader	£59,498
Band 1 Deputy Leader	£41,649
Band 2 Executive Members	£35,699
Band 3 Committee Chairs (if remunerated)	£27,999
Band 4 Leader of the largest opposition group	£27,999
Band 5 Leader of other political groups	£22,406
Civic Head (if paid)	£27,999
Deputy Civic Head (if paid)	£22,406
Presiding Member (if paid)	£27,999
Deputy Presiding Member (basic only)	£18,666

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

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There have been no changes made to allowances for:

- travel and subsistence
- care and personal assistance
- sickness absence
- corporate joint committees
- assistants to the executive
- additional salaries and job-sharing arrangements

Salaries for Joint Overview and Scrutiny Committee: Determination 3

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 £9,333.

The salary of a vice-chair is set at 50% of the Chair and will be £4,667.

There are no other changes.

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

The 3 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.

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The 3 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.

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.

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. This means the role element of their pay will continue to be temporarily frozen. Full details of the levels of remuneration for members of NPAs and FRAs is set out in Table 2.

Table 2: payments to national parks authorities

National parks authorities	Amount
Basic salary for ordinary member	£5,265
Chair	£14,598
Deputy chair (where appointed)	£9,005
Committee chair or other senior post	£9,005

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Table 2: payments to fire and rescue authorities

Fire and rescue authorities	Amount
Basic salary for ordinary member	£2,632
Chair	£11,965
Deputy chair (where appointed)	£6,372
Committee chair or other senior post	£6,372

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.

Payments made to co-opted members of Principal Councils, National Park Authorities and Fire and Rescue Authorities: Determination 5

The current Determination (made in the 2022 to 2023 Annual Report) states that co-opted members of the relevant bodies should be remunerated on a day or half day 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.

The Panel has noted the changes to working practices, put in place during Covid and now becoming more routine, that has meant a move towards more frequent use of online meetings and or training courses, often short, as well as more regular committee meetings. The panel also received feedback from Heads of Democratic Services raising this issue.

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The Panel considered moving to an hourly rate instead. This would better reflect new ways of working and hours actually worked. However, the Panel recognised that this may not always be appropriate, especially to cover in person meetings scheduled to last several hours.

The Panel therefore proposes there should be local flexibility for the relevant officer to decide when it will be appropriate to apply a day or a half day rate or to use an hourly rate where it is sensible to aggregate a number of short meetings, as outlined in Table 3.

Table 3: payments made to co-opted members of Principal Councils, National Park Authorities and Fire and Rescue Authorities

Role	Hourly rate payment	Up to 4 hours payment rate	4 hours and over payment rate
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 Committee; 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

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Community and Town Councils

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 6

Payment for extra costs of working from home

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

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.

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.

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Compensation for financial loss: Determination 7

Compensation for financial loss is an optional payment. The amount for financial loss was not increased last year.

Previously, the Panel determined that an appropriate level of payment should be set at the daily rate of ASHE.

To maintain this link, the figures for 2024 are now proposed as £119.62 for a full day and £59.81 for a half day.

Reporting requirements: Determination 8

Community and Town Councils are required to submit an annual statement of payments to the Panel by the 30 September each year, and also publish this on their website. The Panel have provided a template return for clerks to use.

The Panel have discussed and considered changing the requirements for Community and Town Councils when submitting their statement of payment returns. The Panel's aim is to simplify administration and encourage Councils to ensure all mandatory payments are made to individual members.

The Panel proposes that from September 2024, the returns need only show the total amounts paid in respect of the mandatory payments mentioned above. That is the £156 contribution to the costs of working from home and the £52 set rate consumables allowance and the travel and subsistence expenses paid.

This brings these in line with the reporting of the costs of care and personal assistance allowances.

Payments to community and town councils

Type of payment	Group	Requirement
Reimbursement for time spent on CTC matters (previously known as Basic Payment)	1 (Electorate over 14,000)	£156 mandatory for all members. 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
Reimbursement for office consumables whilst working from home	1 (Electorate over 14,000)	£52 mandatory for all members. All councils must pay their members £52 a year (equivalent to £1 a week) towards the cost of office consumables whilst working home
Senior role payment	1 (Electorate over 14,000)	Mandatory for 1 member; optional for up to 7
Mayor or Chair of Council	1 (Electorate over 14,000)	Optional: up to a maximum of £1,500
Deputy Mayor or Deputy Chair of Council	1 (Electorate over 14,000)	Optional: up to a maximum of £500
Attendance Allowance	1 (Electorate over	Optional

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14,000)

Financial loss 1 Optional
(Electorate
over
14,000)

Travel and
subsistence 1 Optional
(Electorate
over
14,000)

Costs of care 1 Mandatory
(Electorate
over
14,000)

Reimbursement for
time spent on CTC
matters (previously
known as Basic
Payment) 2 £156 mandatory for all members. All councils must
(Electorate pay their members £156 a year (equivalent to £3 a
over week) towards the extra household expenses
10,000 to (including heating, lighting, power and broadband) of
13,999) working from home

Reimbursement for
office consumables
whilst working from
home 2 £52 mandatory for all members. All councils must pay
(Electorate their members £52 a year (equivalent to £1 a week)
over towards the cost of office consumables whilst working
10,000 to home
13,999)

Senior role payment 2 Mandatory for 1 member: optional up to 5
(Electorate
over
10,000 to
13,999)

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Mayor or chair of Council	2	Optional: up to a maximum of £1,500
	(Electorate over 10,000 to 13,999)	

Deputy Mayor or Deputy Chair of Council	2	Optional: up to a maximum of £500
	(Electorate over 10,000 to 13,999)	

Attendance allowance	2	Optional
	(Electorate over 10,000 to 13,999)	

Financial loss	2	Optional
	(Electorate over 10,000 to 13,999)	

Travel and subsistence	2	Optional
	(Electorate over 10,000 to 13,999)	

Costs of care	2	Mandatory
	(Electorate over 10,000 to	

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13,999)

Reimbursement for time spent on CTC matters (previously known as Basic Payment) 3 (Electorate over 5,000 to 9,999) £156 mandatory for all members. 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

Reimbursement for office consumables whilst working from home 3 (Electorate over 5,000 to 9,999) £52 mandatory for all members. All councils must pay their members £52 a year (equivalent to £1 a week) towards the cost of office consumables whilst working home

Senior role payment 3 (Electorate over 5,000 to 9,999) Optional up to 3 members

Mayor or Chair of Council 3 (Electorate over 5,000 to 9,999) Optional: up to a maximum of £1,500

Deputy Mayor or Deputy Chair of Council 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

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Financial loss 3 Optional
(Electorate
over 5,000
to 9,999)

Travel and subsistence 3 Optional
(Electorate
over 5,000
to 9,999)

Costs of care 3 Mandatory
(Electorate
over 5,000
to 9,999)

Reimbursement for time spent on CTC matters (previously known as Basic Payment) 4 £156 mandatory for all members. 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
(Electorate over 1,000 to 4,999)

Reimbursement for office consumables whilst working from home 4 £52 mandatory for all members. All councils must pay their members £52 a year (equivalent to £1 a week) towards the cost of office consumables whilst working home
(Electorate over 1,000 to 4,999)

Senior role payment 4 Optional up to 3 members
(Electorate
over 1,000
to 4,999)

Mayor or Chair of Council 4 Optional: up to a maximum of £1,500
(Electorate
over 1,000)

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to 4,999)

Deputy Mayor or
Deputy Chair of
Council

4 Optional: up to a maximum of £500
(Electorate
over 1,000
to 4,999)

Attendance
allowance

4 Optional
(Electorate
over 1,000
to 4,999)

Financial loss

4 Optional
(Electorate
over 1,000
to 4,999)

Travel and
subsistence

4 Optional
(Electorate
over 1,000
to 4,999)

Cost of care

4 Mandatory
(Electorate
over 1,000
to 4,999)

Reimbursement for
time spent on CTC
matters (previously
known as Basic
Payment)

5 £156 mandatory for all members. All councils must
(Electorate pay their members £156 a year (equivalent to £3 a
less than week) towards the extra household expenses
1,000) (including heating, lighting, power and broadband) of
working from home

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Reimbursement for office consumables whilst working from home	5 (Electorate less than 1,000)	£52 mandatory for all members. All councils must pay their members £52 a year (equivalent to £1 a week) towards the cost of office consumables whilst working home
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Senior role payment	5 (Electorate less than 1,000)	Optional: up to 3 members
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Mayor or Chair of Council	5 (Electorate less than 1,000)	Optional: up to a maximum of £1,500
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Deputy Mayor or Deputy Chair of Council	5 (Electorate less than 1,000)	Optional: up to a maximum of £500
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Attendance allowance	5 (Electorate less than 1,000)	Optional
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Financial loss	5 (Electorate less than 1,000)	Optional
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Travel and subsistence	5 (Electorate less than 1,000)	Optional
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Cost of care	5 Mandatory (Electorate less than 1,000)
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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 will be published on our website.

Summary of Determinations 2024 to 2025

Determination 1

The basic level of salary for elected members of principal councils will set at £18,666.

Determination 2

The salary of a leader of the largest (Group A) council will be £69,998. All other payments have been decided in reference to this. All payments are set out in Table 1.

Determination 3

The salary of a chair of a Joint Overview and Scrutiny Committee will be £9,333.

The salary of vice-chair will be £4,667.

Determination 4

The basic pay of members of National Park Authorities and Fire and Rescue authorities has been increased. All payments are set out in Table 2.

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

For co-opted member payments, the Panel proposes there should be local flexibility for the relevant officer to decide when it will be appropriate to apply a day or a half day rate or to use an hourly rate where it is sensible to aggregate a number of short meetings.

The full and half day rates remain unchanged from 2023 to 2024. The only change is the stipulation of hourly rates, as set out in Table 3.

Determination 6

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.

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Determination 7

Compensation for financial loss is an optional payment. The amount for financial loss was not increased last year.

Previously, the Panel determined that an appropriate level of payment should be set at the daily rate of ASHE.

To maintain this link, the figures for 2024 are now proposed as £119.62 for a full day and £59.81 for a half day.

Determination 8

The Panel proposes that from September 2024, the returns need only show the total amounts paid in respect of the mandatory payments mentioned above. That is the £156 contribution to the costs of working from home and the £52 set rate consumables allowance and the travel and subsistence expenses paid.

This brings these in line with the reporting of the costs of care and personal assistance allowances.

All other Determinations set out in the 2023 to 2024 [Annual Report](#) of the Panel remain valid and should be applied.

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For more information refer to our [accessibility statement](#).

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Consultation on Draft Report 2024 to 2025

We welcome feedback on this draft Report and have included some additional questions where we would appreciate your views. The consultation period will end on the **8 December 2023**, and you can either [email us](#) your comments or complete the form on our [website](#).

You are also welcome to submit comments in writing to the address below.

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

Independent Remuneration Panel for Wales
Third Floor East
Crown Buildings
Cathays Park
Cardiff
CF10 3NQ

Question 1 - Uplift of remuneration using the Annual Survey of Hours and Earnings (ASHE)

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 to uplift their remuneration based on 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?

Yes
No
No Opinion

Any additional comments

Question 2 - Local flexibility for payments to co-opted individuals

The Panel has received evidence that it would be more cost effective and fairer to provide for flexibility in paying those who are co-opted to serve on committees of Principal Councils, National Park Authorities and Fire and Rescue Authorities.

The Panel has therefore proposed there should be local flexibility for the relevant officer to decide when it will 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.

Do you agree with this proposal? If not, do you have any suggested alternatives?

Yes
No
No Opinion

Any additional comments

Question 3 - Encouraging sustainable travel

The Panel would like to ensure that we support environmental sustainability in our decisions about remuneration. We are aware that there are schemes in many bodies in Wales which encourage sustainable travel and we have advised that, if possible, elected members should be encouraged to participate in these schemes.

Do you have any examples of good practice or other ideas of ways in which we might use our powers to encourage more sustainable travel among members?

Yes
No
No Opinion

Any additional comments

Question 4 - Awareness of the entitlements of representatives

The Panel has seen evidence of a lack of awareness amongst local elected members of the payments to which they are entitled. We would like to find out if this is a significant issue, and if so, we will aim to raise awareness further, targeted at areas where this may be a problem.

Please identify which type of body you serve (select all that apply):

Principal Council
Community or Town Council
Fire and Rescue Authority
National Park Authority

What is your status?

Member
Co-opted Member
Other

Did you know that you may be entitled to some of or all the following?

- Remuneration for your role

Yes
No

- Pension (Principal Councils only)

Yes
No

- Reimbursement of expenses

Yes
No

- Reimbursement for caring responsibilities

Yes
No

- Family absence payments (Principal Councils only)

Yes
No

What steps does your council or authority take to make its elected members and co-opted members aware of their entitlements?

Question 5 - Publication of consolidated sums for Community and Town Councils

Community and Town Councils are required to submit an annual statement of payments to the Panel by 30 September each year, and also publish this on their website. The Panel have provided a template return for clerks to use. The Panel have discussed and considered changing the requirements for Community and Town Councils when submitting their statement of payment returns. The Panel's aim is to simplify administration and encourage Councils to ensure all mandatory payments are made to individual members.

The Panel proposes that from September 2024, the returns need only show the total amounts paid in respect of the mandatory payments mentioned above. That is the £156 contribution to the costs of working from home, the £52 set rate consumables allowance and the travel and subsistence expenses paid.

This brings these in line with the reporting of the costs of care and personal assistance allowances.

Do you agree that these figures may be published as a global total rather than individually?

Yes

No

No View

What are the reasons for your view?

Question 6 - Publication of consolidated sums for other bodies

In future reports, we are thinking of allowing consolidation of the travel and subsistence expenses of members of principal councils, National Park Authorities and Fire and Rescue Authorities and would be interested in your views.

Do you agree that these figures may be published as a global total rather than individually?

Yes

No

No View

What are the reasons for your view?



27 October 2023

Dear Clerk

Community and Town Councils - Councillor Allowances - Homeworking arrangements and consumables

The Panel has received the following guidance from HMRC, regarding the treatment of tax on councillor allowances:

[Section 316A of the Income Tax \(Earnings and Pensions\) Act 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. **The exemption only applies to the £156 payment made under the Determination of the Independent Remuneration Panel.** It does not exempt any additional household expenses that a Councillor may seek to claim.

The following two conditions must apply to the exemption:

1. The first provision is that there must be a formal arrangement between the individual councillor and Community and Town Council.
2. Secondly, each individual councillor must declare they work from home regularly under these arrangements. This arrangement should be set out and a template letter is attached for your use.

The IRP has determined that 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.

The Panel has also received confirmation from HMRC that an exemption may also be applied (from 5/4/2023) to the flat rate consumables payment. **Where a Council has taken the decision to pay a flat rate reimbursement of £52, then this amount is considered exempt from PAYE arrangements.**

It is advised that you send a short note outlining this to each Councillor and a template letter is attached. Clerks should also be mindful of any changes of circumstances, for example, when a Councillor ceases working from home, or otherwise are no longer eligible, which would mean these payments no longer fall within the exemptions.

Should you have any queries on the above, please contact [IRP Mailbox](#).

Kind regards



Frances Duffy
Chair
Independent Remuneration Panel for Wales

Letter template to be sent to councillors from Community and Town Council:

Dear Councillor

In carrying out your duties as a Community and Town councillor, the Independent Remuneration Panel for Wales (IRP) recognises that there will be a requirement for you to work from home on a regular basis. In these circumstances, the Community and Town Council will provide a standard contribution to the costs incurred of £156 per annum (or £3 per week). This arrangement falls within the HMRC definition of “homeworking” arrangements and therefore will be exempt from PAYE.

The IRP has determined that 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. Where a Council has taken the decision to pay a flat rate reimbursement of £52, then this amount is considered exempt from PAYE arrangements.

**Notice of Extension of Temporary Prohibition of Pedestrians Order
Road Traffic Regulation Act 1984 – Section 14
Flintshire County Council (Public Footpath No. 8 in the Community of
Higher Kinnerton) (Temporary Prohibition of Pedestrians) Order 2020**

The above Order came into force from the 26 October 2020 for a period of 6 months, until and including 25th April 2021, the order has since been extended with the approval of the Welsh Government until and including 25th October 2023.

Notice is now hereby given that the said Order made by Flintshire County Council on the 21 October 2020 is hereby extended with the approval of the Welsh Government and will continue in force until and including 25th April 2024, or until works are completed, whichever is earlier.

The effect of the Order is that no person shall proceed in using that section of Public Footpath No.8 in the Community of Higher Kinnerton from its junction with Lower Mountain Road, Pen y Ffordd, at NGR 33104 36227 to its junction with Hulleys Close, Pen y Ffordd, at NGR 33067 36239.

The reason for the continued closure is for Health and Safety reasons during development works to negate the likelihood of danger to the public. The developer has made a route available along the above closure save for the below mentioned section of footpath which will remain closed due to works:

That section of Public Footpath No. 8 in the Community of Higher Kinnerton from its junction with Lower Mountain Road, Pen y Ffordd, at NGR 33104 36227 to its junction with Rhodfa Gladstone, part of the new Redrow estate, Pen y Ffordd, at NGR 33079 36237

There is no alternative route available.

Dated 3 November 2023



Gareth Owens
Chief Officer (Governance)
Flintshire County Council
County Hall
Mold, Flintshire
AB1FCC031874



Proforma for Councillors to add items to the Agenda.

Name of Councillor	Pat Ransome
Title of Proposal	<i>Please provide a title that can be used on the agenda to describe your proposal.</i> Progression of the Place Plan Review
Purpose and details of the Proposal	<i>Please provide as much detail as possible to your proposal so that members are fully informed ahead of the meeting of what is to be considered.</i> Following on from training with PAW we need to consider next steps in review op update of the place plan. To form a Steeping Group of <u>interested</u> members to move forward, in meeting with PAW, meeting with Andy Roberts FCC and in finalising the plan which will then be resubmitted to council.
Background to this request	We have the information from AI & DW, but aware of the need to add too/ amend this. We need to move forward with this project We have two remaining 'desk days' from PAW to help and support on this project
Financial Implications	<i>If there are financial implications – please provide as accurate as possible how much this will be and which budget heading it would be allocated to</i> There is none as the project and PAW costs has already been agreed
Environmental Implications	N/A
Equality Implications	N/A
Advantages of this proposal	To move forward with this project in order to share with the community. To endeavour to get the Plan adopted by FCC in order that it is provides SPG (supplementary planning guidance)
Disadvantages of this proposal	N/A
Date submitted	30.10.2023

****Please note that this proposal will be included with the Supporting Papers and will be made available to the Public****

Proforma for Councillors to add items to the Agenda.

Name of Councillor	Cllr Alasdair Ibbotson
Title of Proposal	<i>Installation of Dog Waste Bins on Lower Mountain Rd</i>
Purpose and details of the Proposal	<p><i>For the council to agree:</i></p> <ul style="list-style-type: none"> ● <i>To consult Ian Williams on his views regarding the installation of dog waste bins on Lower Mountain Rd</i> ● <i>To approve, subject to FCC being willing to empty bins, to install dog waste bins on Lower Mountain Rd</i>
Background to this request	This follows a request from a resident, noting the popularity of the road with dog walkers, and the presence of dog waste on the verges and surface of the road.
Financial Implications	<p><i>A line of £2,000 for "footpaths" in the budget, currently showing an underspend, could be partly used to fund this work. This budget line would be appropriate as:</i></p> <ul style="list-style-type: none"> ● <i>The bins would benefit pedestrians using the roads, and the budget is intended to improve walking routes around the village, and</i> ● <i>By siting the bins where footpaths join Lower Mountain Rd, this would enhance pedestrian-only rights of way as well as the Road itself, while maintaining access to empty the bins.</i>
Environmental Implications	There is a carbon cost to manufacturing and installing the bins. If bins are acquired via FCC procurement, this will be accounted for in FCC carbon figures. There will be no offsetting of these emissions. Removing dog waste from the environment will lead to an improvement in presentation, and in reducing nutrient and chemical run off from waste which impacts habitats.
Equality Implications	Dog waste bins, as far as possible, should be able to be operated by disabled people. Consideration to the ease of access for disabled people should be given in the procurement process.
Advantages of this proposal	<p>Reduced dog waste and consequent environmental improvement</p> <p>Responsiveness to resident concerns</p> <p>Delivering on policy intention in budget setting</p>
Disadvantages of this proposal	<p>Opportunity cost of diverting budget to other projects</p> <p>Carbon impact</p>

Date submitted	23/10/23
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****Please note that this proposal will be included with the Supporting Papers and will be made available to the Public****

Polling District and Polling Places / Stations Review 2023

What is a polling district and polling place review?

We are required to carry out regular reviews of the places people go to vote. This review will look at our polling district boundaries and the polling places/stations within those boundaries. Most people still vote in person at a polling station so the aim is to make sure that you have reasonable facilities to do this, taking into consideration the needs of everyone

[Notice of Review of Polling Districts, Polling Places and Polling Stations \(PDF\)](#) [Consultation Document \(PDF\)](#)

Current Polling Places / Stations

[List of Polling Places / Stations](#)

This document lists the current polling districts and polling places/stations for each of the electoral wards in Flintshire County Council. We have included comments where we are aware of potential problems, for example:

- Where the boundaries aren't quite right
- Polling stations that are no longer available so we need help to identify the best place for future elections

Your comments and suggestions about any of these issues would be appreciated.

Your Comments

Any elector registered within the County of Flintshire can make representations to us. Please send us feedback on any aspect of this review, but more importantly if you are unhappy with the current arrangements we need suggestions for alternative polling places to allow further consultation.

How to Comment

The easiest way is to fill in the online questionnaire. Click on the link below to open up the questionnaire.

[Complete the questionnaire](#)

If you would prefer to write to us then your comments should be sent to:

Address

Electoral Services, Flintshire County Council, County Hall, Mold, Flintshire. CH7 6NR

Email register@flintshire.gov.uk

All representations need to be received by **17 November 2023**.

Penyffordd

List of Polling Places and Number of Registered Electors in the Penyffordd Electoral Ward

Penyffordd		
Polling Place & Ref	Comments	No. of Registered Electors
PAA1 / Youth Centre, Penyffordd	No comments	1,912
PAA2 / St. John The Baptist School, Chester Road, Penymynydd	Alternative Venue Sought If an alternative venue cannot be found move to Youth Centre, Penyffordd	1,933



Review of Polling Districts and Places / Stations 2023

Consultation Document

Consultation period runs from 9 October to
17 November 2023.

1 Background to the Review

Under the Representation of the People Act 1983 and 2013, the Council has a duty to divide its area into polling districts and to designate a polling place for each district. It also has to keep these arrangements under review. The Electoral Administration Act 2006 introduced a duty on all local authorities in Great Britain to review their polling districts and polling places.

2 Definitions

A **polling district** is a geographical area created by the sub-division of an electoral area, i.e. a constituency, district ward or division into smaller parts.

A **polling place** is a building or area in which polling stations will be located.

A **polling station** is the room or area within the polling place where voting takes place.

3 The Review Process

The Council publishes a notice of holding the review, and consults the Acting Returning Officer for each Parliamentary Constituency in the Council's area.

The Council then invites comments on the proposals. The consultation paper will be published on the Council's website, and will also be sent to Councillors, Members of Parliament, Assembly Members, Town/Community Councils, local political parties and any other interested groups or persons, including those who have particular expertise in relation to access to premises or facilities for persons who have different forms of disability.

4 What is not covered by the Review

The boundaries of parliamentary constituencies, electoral wards and Town/Community Council wards within Flintshire.

5 The Review Timetable

Publication of Notice of Review	Monday 9 October 2023
Commencement of Review	Monday 9 October 2023
Representations to be received by	Friday 17 November 2023
Publication of the Acting Returning Officer's comments	Monday 20 November 2023
Deadline for receipt of comments on the Acting Returning Officer's comments and proposals	Monday 11 December 2023
Submission of final proposals to Council	Tuesday 24 January 2024
Revised arrangements come into force	Thursday 1 February 2024

6 The Aim of the Review

The document attached sets out details of the current polling districts and polling place for each of the electoral wards in Flintshire. The Council appreciates the co-operation of polling places in providing their building for the day so that electors have a convenient place to vote.

The Review seeks to address issues which have arisen, either due to the closure of buildings or proposed closure of buildings or issues arising during recent elections and will also be informed by feedback from polling station staff and inspectors.

The principles underlying the Council's approach to polling districts and polling places will be:

- (a) To retain or improve, if necessary, by merging the current network of polling districts to ensure that as far as possible that each polling district is allocated a polling station within its boundary.
- (b) To try and identify new polling places in areas where the existing provision is inadequate.
- (c) To ensure, as far as practicable, that polling places are accessible to people with disabilities.
- (d) To ensure that all electors have such reasonable facilities for voting as are practicable in the circumstances.

7 Making Representations

When making representations, where a suggestion relates to the change of polling place, we would encourage you to give the reasons for this, and to suggest alternative polling places to allow further consultation. Similarly support for the current arrangements is also welcome. You can do this by completing the online submission form or download a copy on the Council's website www.flintshire.gov.uk

Alternatively you can write to:

**Electoral Services,
Flintshire County Council,
County Hall,
Mold,
Flintshire.
CH7 6NR**

Email: register@flintshire.gov.uk

Contact Lynn Phillips, Team Leader – Democratic Services on 01352 702329

Review of Polling Districts and Polling Places 2023

QUESTIONNAIRE

Please complete the questionnaire for your current polling district and polling place and include any comments on alternative polling district and polling places in the last section.

Name (please print):	
Organisation you are representing (if applicable):	
Address (for correspondence) or email address	
	Postcode:

Which electoral ward does your submission relate to?			
Which polling district/polling places does your submission relate to?			
I find the location of this polling place	Suitable <input type="checkbox"/>	Adequate <input type="checkbox"/>	Unsuitable <input type="checkbox"/>
Please give a reason for your answer			
Is the polling place easy to locate?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If No, please give a reason for your answer			
Do you think that the building itself is suitable for use as a polling place?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If No, please give a reason for your answer			
Once inside the building, is the voting area easily accessible?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If No, please give a reason for your answer			
If you are elderly, infirm or have a disability, are there any aspects relating to the use of the polling place that causes you any difficulty?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If Yes, please provide details			

Alternative Polling Places

<input type="checkbox"/> I do not know of an alternative suitable polling place	<input type="checkbox"/> I do know of an alternative polling place (please provide details of your submission)
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If you think that there are more suitable premises within the same polling district that could be used for polling purposes, please give the address below and your reasons for suggesting this.

Please note that there are many considerations when selecting a polling place for the electorate to go to vote. Amongst them are

- Is it big enough to accommodate the number of electors allocated?
- Is it in a central location as possible for the polling district it serves?
- Will there be long term guaranteed use of the polling place?
- Will it, as far as practicable be accessible to people with disabilities?

Your submission

If you have any comments relating to the polling district, please state below

Thank you for taking the time to complete this questionnaire

Please be aware that under regulations that govern the review of polling districts and polling places “The Review of Polling Districts and Polling Places (Parliamentary Elections) Regulations 2006”, all submissions and related correspondence will be published on completion of the review.

Please send to: Electoral Services Office, Flintshire County Council, County Hall, Mold, Flintshire. CH7 6NR or by email to: register@flintshire.gov.uk by Friday 17 November 2023. For further information, please telephone Lynn Phillips on 01352 702329