



Kidwelly
Town Council

Policy for Councillor Expenses & Allowances

1. The purpose of this policy is to define how the Council handles Councillors' expenses and allowances. This is to ensure that:-
 - a. Councillors are fairly treated for any costs they may incur as part of the role
 - b. The time, commitment and endeavours of councillors in additional duties are fairly recognised in what is otherwise a voluntary role.
 - c. The Council handles expenses and allowances in accordance with the relevant local government legislation.
 - d. Adequate scrutiny and transparency are afforded for any expense or allowance claims that Councillors receive.

2. This policy should be followed in conjunction with the adopted Financial Regulations of the Council.

3. **Councillor Expenses**
 - a. Councillors should be adequately reimbursed for any genuine expenditure that they make as part of their role as Councillor.
 - b. Any expenditure that a Councillor wishes to reclaim must be pre-agreed with the Town Clerk before any expenditure is made.
 - c. Any expenditure incurred must be only in respect of the duties of Councillor.
 - d. Invoices must be presented for any expenditure claim.
 - e. Agreed expense claims will be reimbursed on a monthly basis following receipt of appropriate invoices.
 - f. Each Councillor's expenses shall be published to the Town Council website.

4. Councillor Allowances

- a. Councillors are entitled to claim a variety of allowances as afforded to them by the relevant local government legislation as instructed by the Independent Remuneration Panel for Wales. This can include, although is not limited to, councillor attendance allowance, committee chair allowance, childcare allowance and dependents allowance.
- b. An allowance of £500 per annum can be claimed by the Mayor, (in addition to the Mayor's Tranche).
- c. All Councillors must make their intention whether or not to they wish to claim any allowances that may be afforded to them, to the Town Clerk on an annual basis.
- d. Allowances are payable annually, on a pro-rata basis, at the end of the financial year.
- e. Allowance claims must be made at least 60 days before the end of the financial year.
- f. In regards to the Councillor attendance allowance, information pertaining to Councillor attendance at meetings shall be presented on the town council website indicating whether a councillor was in attendance, had offered apologies for absence (where those apologies had been accepted), or whether that councillor was otherwise absent.
- g. Unclaimed allowances may be subject to virement within the same financial year that the allowances are afforded.
- h. Each Councillors allowance payment total for the year shall be published to the Town Council website following payment.