

NANTYGLO & BLAINA TOWN COUNCIL CYNGOR TREF NANT-Y-GLO A BLAENAU

Mrs T Hughes - Town Clerk/RFO

Council Offices, Blaina Institute, High Street, Blaina NP13 3BN
Swyddfa'r Cyngor, Sefydliad Blaenau, Y Stryd Fawr, Blaenau NP13 3BN

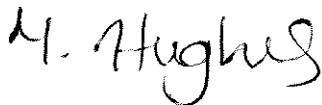
Tel: 01495 292817 e-mail: clerk@nantygloandblainatc.co.uk

Dear Member,

You are summoned to attend a hybrid meeting of the Finance and General Purposes Committee at the Council Chamber, Blaina Institute, High Street, Blaina to commence following the Planning and Highways Committee meeting on **Tuesday 14th October 2025**.

If any member of the public wishes to attend the meeting remotely, please contact the Town Clerk at the above email or phone by 3pm on 14th October 2025 for details of how to access the meeting.

Yours Sincerely



Town Clerk

A meeting to which members of the public are entitled to attend.

AGENDA

Declaration of Interest

Members are invited to declare matters of interest either at the beginning or at any time during the proceedings. Members are reminded that all declarations must be recorded in the book provided.

1. Apologies for absence:

Members are invited to consider the apologies for absence and to formally resolve to accept.

2. Questions from the Public:

To receive any questions from the public regarding matters itemised on the agenda (limited to 10 minutes total).

3. Correspondence:

Members are invited to consider the listed correspondence, plus with the Chairman's permission, any urgent information that may be received prior to the date of the meeting.

- a) Cancellation of Conference and AGM 1st October 2025 (for information – copy attached)
Notification that the OVW Conference and AGM that was due to take place on 1st October.

b) Welsh Government (for information – copy attached):

Written Statement – Update on actions to support the role, governance & accountability of the Town & Community Council sector.

c) Blaenau Gwent County Borough Council (for information & consideration – copy attached):

Responses received from BGCBC in respect of queries regarding the Charter of Common Agreement.

d) Nick Smith MP (for consideration – copy attached):

Letter and information regarding 'Everyone deserves a Christmas 2025'. Members are informed that a standard grant application and copy of the Town Council's grant policy has also been sent in response.

e) Blaenau Gwent County Borough Council (for information & consideration):

The Liaison Meeting between Town & Community Councils and Blaenau Gwent CBC will take place remotely on Tuesday 14th October 2025 at 2pm. Please note that a pre-meeting for Town & Community Councils representatives will take place remotely at 1.30pm.

4. S.137 donations (Local Government Act 1972 & Well-being of Future Generations (Wales) Act 2015:

As previously resolved, Members are invited to consider making further financial donations to Blaenau Gwent Foodbank to assist residents of Nantyglo and Blaina for the months of August & September 2025.

5. Application to the Community Grant Fund:

Members are invited to consider the listed application(s), plus with the Chairman's permission any additional applications that may be received prior to the date of the meeting. Members are also reminded that applications will need to be considered in conjunction with the current policy.

a) *None received to date.*

6. Member Allowances 2025/26:

a) Optional payments (copies attached):

In accordance with the Annual Remuneration report, Members must consider whether or not Council formally resolves to make optional payments to Members (see attached information). Members are reminded that the Payment for extra costs for working from home & set payment for consumables are mandatory payments although individual members can decline all or part of the allowances (for information, Nantyglo & Blaina Town Council is classed as a group 3 council)

Optional payments to consider for the civic year 2025/26 are:

- Senior Member Allowances (currently 3, Chair of Planning & Highways, Chair of Finance & General Purposes & Chair of Events - £500 per year)
- Attendance Allowance (see attached information)
- Financial Loss payment (£126.74 for a full day & £63.37 for a half day – cannot be claimed if claiming attendance allowance).
- Travel & subsistence – currently 45p per mile for mileage occurred whilst attending authorised council business outside of the Blaenau Gwent area.

(please note that only the information in respect of Town & Community Councils has been included).

7. Draft annual Remuneration report 2026-2027

Members are invited to consider the Draft annual remuneration report for 2026 -2027 for observations which can be made to the Democracy & Boundary Commission Cymru (*copy attached*).

8. Salem Chapel:

Members are invited to consider the attached inspection reports:

- September 2025 (*copy attached*)

9. Confidential Information:

The following item(s) may contain information that is of a confidential or personal nature and is therefore exclusive to Members of the Town Council only. (Public Bodies Admission to Meetings Act 1960).



Outlook

Cancelled Conference and AGM 1st October 2025

From Tracy Gilmartin <tgilmartin@onevoicewales.wales>

Date Wed 24-Sep-25 5:11 PM

To Tracy Gilmartin <tgilmartin@onevoicewales.wales>

Dear Colleagues

Please be aware that the Conference and AGM that was to take place on 1st October has been cancelled due to lack of numbers. When the decision was taken we only had 39 delegates booked to attend and as you can appreciate it didn't make the event viable.

We will be in touch as soon as alternative arrangements have been made for an AGM.

This email is going out to all Community and Town Councils so apologies if you have already been made aware of this news

With best regards
Lyn

Regards/Cofion
Tracy Gilmartin
Office Manager/Rheolwr Swyddfa
Un Llais Cymru / One Voice Wales
24c Stryd y Coleg / 24c College Street
Rhydaman / Ammanford
SA18 3AF
07917 846510 / 01269 595400
tgilmartin@onevoicewales.wales
onevoicewales.wales / unllaiscymru.cymru



The principal representative body for Community and Town Councils in Wales
Y prif gorff cynrychioli ar gyfer Cynghorau Cymuned a Thref yng Nghymru.

Gwefan: <https://www.unllaiscymru.cymru/> Website: <https://www.onevoicewales.wales/>

Wrth adael Un Llais Cymru, cafodd yr e-bost hwn ei sganio ar gyfer pob firws sy'n hysbys. Rydym yn cymryd yr angen i warchod eich data o ddifrif. Er mwyn gweld ein Hysbysiad Preifatrwydd, cliciwch ar y ddolen: <https://www.unllaiscymru.cymru/polisi-preifatrwydd-data/> Bydd hwn yn esbonio sut rydym yn defnyddio eich gwybodaeth a sut rydym yn gwarchod eich preifatrwydd. Croesawn ohebiaeth yn Gymraeg. Bydd unrhyw ohebiaeth a dderbynnir yn Gymraeg yn cael ei hateb yn Gymraeg ac ni fydd gohebu yn Gymraeg yn arwain at oedi wrth ymateb.

Mae'r e-bost hwn at ddefnydd y sawl y'i bwriedid ar ei gyfer yn unig ac mae'n cynnwys gwybodaeth all fod yn freintiedig a/neu'n gyfrinachol. Os na fwriedid ichi dderbyn yr e-bost, dylech roi gwybod i'r sawl a'i danfonodd trwy ddanfôn e-bost yn ôl a dileu'r e-bost hwn ac unrhyw atodiadau.

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CABINET STATEMENT

Written Statement: Update on actions to support the role, governance and accountability of the community and town council sector

Jayne Bryant MS, Cabinet Secretary for Housing and Local Government

First published: 1 October 2025

Last updated: 1 October 2025

NANTYGLO & BLAIN

06 OCT 2025

TOWN COUNCIL

In March this year, the Local Government and Housing Committee concluded its inquiry into the role, governance and accountability of the community and town council sector. I accepted all 11 recommendations.

I would like to thank everyone who contributed to this important work, and I am pleased to set out the Welsh Government's approach to acting on their key recommendations.

We are committed to a phased and impactful approach to this work. This is designed both to provide clarity to the sector and ensure meaningful engagement while respecting the capacity of councils and their partners.

This autumn, we will begin engaging with the sector on the first theme relating to standards of behaviour. Addressing this is important to enable both good governance and stewardship of councils. Work has already commenced to explore options to facilitate greater use of local resolutions to disputes within the sector. I am grateful for the participation of stakeholders at the workshop held on 11 September, which launched this phase of work and gathered valuable early feedback. Alongside this, work will begin on examining the recommendation of exploring the introduction of mandatory code of conduct training for community and town councillors, with consideration of the various options for its implementation. This will put us in a strong position to identify the changes required and act on them.

Engagement will continue through the autumn and into the new year, ensuring that voices from across the sector help shape any proposed changes. Our approach will draw together these important recommendations and engage the sector in discussions about diversity in democracy. In particular, I look forward to the outcomes from the workstream looking at abuse in politics, which will culminate in an event in spring 2026.

In respect of the second theme, I expect work on exploring a new bespoke audit system for community and town councils to begin afterwards, most likely in the spring/summer of 2026. Changes to the audit system are likely to require deep consideration leading to legislative changes. Given the importance of good governance and use of public money, alongside the likely significant impact on the practices of community councils, I am of the view that this must be done right rather than quickly.

This sequencing will help to build capacity within the sector, ensuring that each set of recommendations receives the attention it deserves. We want to support councils and their communities in developing solutions that are robust, practical and sustainable.

I want to thank all partners and stakeholders for their ongoing engagement and commitment to improvement within the community and town council sector. I look

forward to continuing to work together as we deliver on these recommendations for the benefit of councils and the communities they serve.



Re: Charter of Common Agreement - queries

From Wheelock, Daniel <Daniel.Wheelock@blaenau-gwent.gov.uk>

Date Thu 02/10/2025 17:02

To Clerk <clerk@nantygloandblainatc.co.uk>

 1 attachment (344 KB)

Officer-Contact-Information-October-2024.docx;

Hi Tracy

Responses for questions below:

- **Page 6 (of the Charter) - Local democracy, there were concerns regarding the accessibility of meetings towards the general public.**

The liaison meetings are not intended to be public meetings.

If there are still some concerns from your members about public access to your council meetings then we would signpost to One Voice Wales to advice, or try to facilitate a conversation with our Democratic Services team if helpful.

- **Page 7 (of the Charter) - Planning Training - it was commented that Blaenau Gwent CBC should offer more training for Town Councils in order to keep up to date with new legislation.**

We will pass this feedback to the Planning Team to consider as part of the upcoming Planning System item on the Forward Work Programme for Q4 25/26.

- **Page 8 - Ethics - Most people were unaware as to who was the Monitoring Officer at Blaenau Gwent CBC**

The Monitoring Officer is Andrea Jones (andrea.jones@blaenau-gwent.gov.uk 07815 567766), this was included in the most recent list of BGCBC officers we shared for all members, attached again to email for reference.

- **Page 11 - It was noted that the Annual Progress report on the Charter had not been received.**

Annual reporting process will only take place once the Charter has been adopted by all parties. Tredegar TC agreed to soft sign for a six-month pilot period during summer 2025 so the first Annual Progress 2025-26 report will be submitted for consideration in Q1 26/27.

Hope this helps

Daniel

From: Clerk <clerk@nantygloandblainatc.co.uk>

Sent: Wednesday, September 24, 2025 13:25

To: Wheelock, Daniel <Daniel.Wheelock@blaenau-gwent.gov.uk>

Subject: Charter of Common Agreement - queries



Every Deserves a Christmas 2025, Nick Smith MP - Nantyglo Community Council

From BADHAM, Gemma <gemma.badham@parliament.uk>

Date Fri 03/10/2025 11:40

To Clerk <clerk@nantygloandblainatc.co.uk>

 1 attachment (6 MB)

_Edac letter v2.pdf;

You don't often get email from gemma.badham@parliament.uk. [Learn why this is important](#)

Good morning,

I write on behalf of Nick Smith MP, Member of Parliament for Blaenau Gwent & Rhymney.

Nick has asked if the attached letter can please be submitted to Nantyglo Community Council for consideration?

Nick would be happy to meet or attend a Teams call to discuss in more depth if required and would be happy to chat it through.

Please do not hesitate to contact me if you have any questions or if I can help with anything at all.

Thank you and kindest regards,

Gemma

Gemma Badham
Constituency Support Officer/Caseworker
23 Beaufort Street, Brynmawr, Blaenau Gwent, NP23 4AQ
01495 313 167
Web : www.nick-smith.net
Twitter : [@blaenaugwentmp](https://twitter.com/blaenaugwentmp)
Facebook : [Nick Smith For Blaenau Gwent](https://www.facebook.com/NickSmithForBlaenauGwent)

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Christmas is supposed to be a time of joy and relaxation, but for some in our community it can be a struggle. Our “Everyone Deserves a Christmas” campaign is about helping relieve some of that stress and worry by delivering hampers to families who need a helping hand. These hampers contain all the ingredients for a full roast dinner as well as a selection of festive treats.

In recent years I've worked alongside the Hospice of the Valleys, Ebbw Vale Institute and Caerphilly Cares to support our community in **Blaenau Gwent & Rhymney**, and families involved have told me how much they value this extra help.

The campaign began nine years ago in Swansea East, with my colleague Carolyn Harris MP and her team packing and delivering Christmas hampers from her home. “Everyone Deserves...” has grown since, with upwards of 1400 hampers now being packed at a huge operation in Swansea Bay, and delivered across South Wales.

Since Christmas 2023, Gerald Jones MP and I have overseen the delivery of hundreds of hampers to families in Blaenau Gwent & Rhymney and Merthyr Tydfil & Aberdare, with our packing operation being held in Merthyr Tydfil last year.

Each hamper costs £50 each to put together and we rely entirely on fundraising and donations to cover these costs. I'm writing to you today to ask if you would consider making a donation to the “Everyone Deserves...” campaign and help us bring some festive cheer to even more families across **Blaenau Gwent & Rhymney** this December 2025.

How can you donate?

If you are able to help, then you can donate via the Everyone Deserves Just Giving page - bit.ly/EDACBGR. This is managed by one of the “Everyone Deserves...” partner organisations, the Swansea City AFC Foundation (charity registration number 1126933).

Or you can transfer your donation directly to the charity's bank account:

- **Account Name** – Swansea City AFC Foundation Community Projects
- **Sort Code** – 20-84-41
- **Account Number** – 63617084
- **Reference** – Hampers BGR (please include the reference so that donations can be allocated)

Thank you for considering supporting Everyone Deserves a Christmas. Every penny raised will go towards helping local families in Blaenau Gwent & Rhymney. Please let me know if you are able to make a contribution.

If you would like any further information about “Everyone Deserves...”, please contact my constituency office on 01495 313167 or email nick.smith.mp@parliament.uk

Best wishes,

Nick Smith
Nick Smith MP
Blaenau Gwent & Rhymney



Community and Town Councils

9.24 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 7

Payment for extra costs of working from home

9.25 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

9.26 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.

9.27 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.

Attendance Allowance

9.28 Each council can decide to introduce an attendance allowance for members. The amount of each payment must not exceed £30. A member in receipt of financial loss compensation will not be entitled to claim attendance allowance for the same event.

9.29 As the payment for attendance is optional, the council, at its first Annual Meeting, should formally decide whether or not to make these payments.

9.30 If the council decides in favour of attendance allowances, it must produce a Scheme for formal adoption, make provision for it to be publicly available and inform the Independent Remuneration Panel.

9.31 The mandatory maximum for each qualifying event is £30. There is no stipulated minimum.

9.32 Payments for attendance must be in respect of official business or approved duty which are identified in the council's Standing Orders or alternatively by specific resolution. The scheme should specify for which events payments will

NANTYGLO & BLAINA TOWN COUNCIL

CYNGOR TREF NANT-Y-GLO A BLAENAU

Council Offices, Blaina Institute, High Street, Blaina. NP13 3BN

TEL: 01495 292817 e-mail: clerk@nantygloandblainatc.co.uk

Mrs T Hughes – Town Clerk/RFO

Mrs N Horner – Assistant Officer

Attendance Allowance – Terms & Conditions

The Independent Remuneration Panel Wales 2022 details in which a council can decide to pay an attendance allowance to members (Determination 48). This determination states that each payment must not exceed £30 and that a member in receipt of financial loss compensation will not be entitled to claim attendance allowance for the same event.

Nantyglo & Blaina Town Council resolved the payment (and terms and conditions relation to) of Attendance Allowance at the Meeting of the Full Council held on 25th January 2022 and clarified at the Finance & General Purposes Committee meeting held on 27th September 2022.

| Meeting attended | Amount of Attendance Allowance payable |
|--|--|
| Full Council Meeting & Events Committee (takes place on same day i.e. one sitting) | £30 per member |
| Planning & Highways and Finance & General Purposes Committees (takes place on same day i.e. one sitting) | £30 per member |
| Task & Finish Group Meetings | £10 per member |
| Whole Council Training Sessions | £10 per member |

- Attendance Allowance is payable as from 9th May 2022
- As per the IRPW report, a member cannot claim both Attendance allowance and Financial Loss payments.
- If any member in employment is not paid by their employer for taking time to attend Council Meetings, then that member can claim the financial loss payment from the Town Council but is NOT able to claim the Attendance Allowance payment.
- Members will need to complete the meetings to be eligible to receive the attendance allowance i.e. payment would not be made pro rata.
- In reference to the above point, a period of grace of 10 minutes at the start of the meeting will be allowed. This is to account for any Member who may experience technical difficulties etc in joining the meeting.
- No attendance allowance is payable for individual training sessions attended.
- There is one payment paid per sitting e.g., for sittings consisting of the Full Council Meeting followed by the Events Committee, both meetings must be attended for the £30 payment to be made. This also applies for the sitting consisting of the Planning & Highways Committee and Finance & General Purposes Committee meetings.

- Both meetings of each sitting must be attended for payment to be made. Attendance Allowance payable will be paid in respect of one sitting (not individual meetings i.e. £30 for one sitting comprising of two meetings as specified above).
- Individual Members have the right to choose whether or not to accept the Attendance Allowance (as per the IRPW report).
- If a meeting is not quorate, then it would be classed as having taken place for attendance allowance purposes (Members present always attend an informal meeting to discuss the agenda fully, in its place).
- Nantyglo & Blaina Town Council are classed as a Group 3 council for payment/allowance purposes by IRPW.
- Payments will be made three times per year, in arrears as per most other member allowance payments.

(IRPW – Independent Remuneration Panel Wales)



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Democracy
and Boundary
Commission Cymru

Draft annual remuneration report 2026 - 2027

NANTYGLO & BLAINA

23 SEP 2025

TOWN COUNCIL

dbcc.gov.wales
remuneration@dbcc.gov.wales

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The Commission welcomes correspondence and telephone calls in Welsh or English.

Mae'r ddogfen ar hon ar gael yn y Gymraeg.

This document has been translated into Welsh by Calan.

Democracy and Boundary Commission Cymru
4th Floor
Welsh Government Building
Cathays Park
CARDIFF
CF10 3NQ

Foreword

Welcome to the Draft Annual Remuneration Report of the Democracy and Boundary Commission Cymru, setting the determinations on pay, expenses and benefits for members of principal councils, community and town councils, fire and rescue authorities and national park authorities from 1 April 2026. It is important that we recognise the contribution of those who represent us. This area of work contributes to the wider role of the Commission in supporting the democratic health of Wales.

You can find more about the Commission on our website [Democracy and Boundary Commission Cymru | DBCC](#).

This is the first draft report since this important area of work was added to our remit. This role previously resided with the Independent Remuneration Panel for Wales. I would like to thank the Panel members for handing over a robust remuneration framework and to also thank them and the Welsh Government for their support in the transfer of the work to the Commission.

My thanks also go to the secretariat to the Commission who have supported this work area, and the production of the draft report.

The coming year will see us looking at some significant topics in addition to our annual uprating:

The [Democracy and Boundary Commission Cymru etc. Act 2013](#) requires the Commission to consider resettlement payments for those elected members who lose their seats at an election, and brief colleagues in the Welsh Government on what we think would be an appropriate payment scheme.

We will be reviewing the framework for how senior roles are remunerated in principal councils and corporate joint committees to ensure that it remains fit for purpose and make changes where appropriate.

We will be looking at the measure we use to decide the annual uprating of remuneration levels to assess whether or not it remains the most relevant index for us to use, and to reassess members workloads.

In all of these things, we will consult with and take account of the views of the Welsh Local Government Association and other stakeholders before making any decisions.

This draft report is now published for consultation. We welcome any comments on either the detail of our proposed determinations or any other relevant areas you think we should consider.

The consultation period ends on 18 November 2025. You can send us your comments in writing or by email. Your views are important to us, and everything you send us will be considered as we shape our final determinations, which we aim to publish in our annual report by the end of 2025.

Beverley Smith

Chair

Chapter 1. Introduction

1. The Commission has taken on the functions of the Independent Remuneration Panel for Wales (IRPW). We are mindful of the past work of the IRPW and thank them for their legacy report¹.
2. We plan to make substantive changes to the remuneration framework only once in each electoral cycle. The report prior to each local government election will give consideration to major changes to the framework, with those in between focusing on annual uprating. This means that this draft report for 2026-27 considers uprating amounts where appropriate but leaves the framework unchanged. The next report, for 2027-28, which we are required to publish by the end of February 2027, will update the framework for those members who will be elected at the May 2027 local elections.
3. The Welsh Government's remit letter for 2025–26 outlines several key objectives for the Commission regarding remuneration:
 - To assess the potential need for resettlement payments and support officials with briefing materials for any related regulatory considerations.
 - To revisit the Framework and Methodology for Remuneration of Senior Roles across Principal Councils and Corporate Joint Committees.
 - To examine the current benchmark linked to the Annual Survey of Hourly Earnings, alongside an evaluation of members' workloads.

Resettlement payments

4. The Welsh Government has asked us to consider what payments, if any, principal councils should make to councillors who stand for re-election but are unsuccessful. We will need to balance the needs of elected members as they move away from being a councillor against the budgets of councils, taking account if appropriate of those receiving sums from senior roles within their council.
5. If the Commission determines that a resettlement payment scheme should be established, it is anticipated that the Welsh Government would lay regulations for this to be in place for the 2027 local elections.

Senior roles

6. The Commission will be surveying authorities, their members and representative bodies to ascertain whether the current framework of remuneration for those with senior roles appropriately recognises the time commitment and responsibilities of those roles. We will include any determination to follow from this research in our annual report for 2027-28.

Community and town councils (CTC)

7. The IRPW had previously simplified the reporting requirements for CTCs to encourage members to accept allowances to which they are entitled, and work will continue to monitor the impact of this.

¹ [Independent Remuneration Panel for Wales: legacy report | GOV.WALES](#)

30. All determinations in this section that relate to co-opted members will apply equally to CJC lay members with voting rights from 31 July 2024.
31. The appropriate officer within the authority must set in advance whether a meeting is programmed for a full or half day. When the meeting is set for a full day, the fee will be paid on this basis even if the meeting finishes within 4 hours.
32. The Commission has determined there should be local flexibility for the appropriate 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.

Table 4: Fees for co-opted and lay members (with voting rights)

| 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 |
| Lay chairs of CJs | £33.50 | £134 | £268 |
| Ordinary Members of Standards Committees who also chair Standards Committees for Community and Town Councils | £29.75 | £119 | £238 |
| Ordinary lay members of CJs | £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 |



Determination 6/2026: Payments to community and town council (CTC) members

33. CTCs can opt to pay financial loss compensation to their members, where such loss has occurred for attending approved duties. The Commission has determined to maintain the alignment with the daily rate of ASHE as follows:
- Up to £67.45 for each period not exceeding 4 hours.
 - Up to £134.90 for each period exceeding 4 hours but not exceeding 24 hours.
34. Other than this change to the financial loss compensation, no changes are made to payments to CTC members. Remuneration is due as set out in Tables 5 and 6 below.

Table 5: Extra costs payment (per group) for all members of CTCs

| Type of payment | Group 1 | Group 2 and 3 | Group 4 and 5 |
|-----------------------|---|---|------------------------------------|
| Extra costs payment | Mandatory £156 for all members | Mandatory £156 for all members | Mandatory £156 for all members |
| Senior role | Mandatory £500 for 1 member; optional for up to 7 | Mandatory £500 for 1 member; optional up to 5 | Optional up to 3 members |
| Mayor or chair | Optional up to a maximum of £1,500 | Optional up to a maximum of £1,500 | Optional up to a maximum of £1,500 |
| Deputy mayor or chair | Optional up to a maximum of £500 | Optional up to a maximum of £500 | Optional up to a maximum of £500 |

| | | | |
|--------------------------------------|---|---|---|
| Attendance allowance | Optional up to a maximum of £30 | Optional up to a maximum of £30 | Optional up to a maximum of £30 |
| Financial loss | Optional | Optional | Optional |
| Travel and subsistence | Optional | Optional | Optional |
| Costs of care or personal assistance | Mandatory | Mandatory | Mandatory |
| Office consumables | Mandatory £52 or full reimbursement for all members | Mandatory £52 or full reimbursement for all members | Mandatory £52 or full reimbursement for all members |

Table 6: CTC groups by electorate

| Group | Electorate |
|-------|------------------|
| 1 | over 14,000 |
| 2 | 10,000 to 13,999 |
| 3 | 5,000 to 9,999 |
| 4 | 1,000 to 4,999 |
| 5 | below 1,000 |

If the annual income or expenditure of a community or town council permanently exceeds £200,000, they will be moved to the next largest group.

Co-opted members of principal councils, National Park Authorities and Fire and Rescue Authorities and lay members of Corporate Joint Committees

72. Travelling time to and from the place of the meeting is to be included in the claims for payments made by co-opted members (up to the maximum of the daily rate). (Determination 39, 2022)
73. Fees must be paid for meetings and other activities including other committees and working groups (including task and finish groups), pre meetings with officers, training and attendance at conferences or any other formal meeting to which co-opted members are requested to attend. (Determination 41 of 2022)
74. Reasonable time for pre meeting preparation is to be included in claims made by co-opted members the extent of which can be determined by the appropriate officer in advance of the meeting (Determination 5 of 2023).
75. Each authority, through its Democratic Services Committee or other appropriate committee, must ensure that all voting co-opted members are given as much support as is necessary to enable them to fulfil their duties effectively. Such support should be without cost to the individual member (Determination 42 of 2022).
76. Co-opted and lay members of relevant authorities with voting rights are also able to claim travel, subsistence, care and personal assistance payments as set out in the sections below.

Travel and subsistence expenses

77. The rates of reimbursement of mileage, other travel costs and subsistence costs that can be claimed by members of principal councils, NPAs, FRAs, and their co-opted members, and to members of CJsCs and their lay members is set out below.
78. Community and Town Councils can opt to reimburse travel and or subsistence costs. Where the option to reimburse has been made, this must be as specified in the Travel and subsistence guidance.



Mileage costs

79. Reimbursement must be at the current HM Revenue and Customs (HMRC) rates.⁵

Other travel costs

80. All other claims for travel, including by taxi if this is the only or most appropriate method of transport, must only be reimbursed on actual cost as shown on receipts.

Subsistence costs

81. The maximum rates for subsistence payments are set out below on the basis of receipted claims:
- £28 per 24-hour period allowance for meals, including breakfast where not provided
 - £200 London overnight
 - £95 elsewhere overnight
 - £30 staying with friends and or family overnight

⁵ [Travel — mileage and fuel rates and allowances - GOV.UK](#)

Costs of Care and Personal Assistance Payments

82. All relevant authorities must provide a payment towards necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs as follows:
- formal (registered with Care Inspectorate Wales or equivalent) care costs to be paid as evidenced
 - informal (unregistered) care costs to be paid up to a maximum rate equivalent to the Real Living Wage hourly rates as defined by the Living Wage Foundation⁶ at the time the costs are incurred
83. This must be for the additional costs incurred by members to enable them to carry out official business or approved duties. Each authority must ensure that any payments made are appropriately linked to official business or approved duty. Payment shall only be made on production of receipts from the care provider (Determination 43 of 2022).

Community and town councils

84. The Panel has determined that from September 2024, reporting returns due from all community and town councils 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. (Determination 8 of 2024)
85. Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is leader, deputy leader or executive member) cannot receive any payment from any community or town council, other than travel and subsistence expenses and contribution towards costs of care and personal assistance. (Determination 53 of 2022)
86. Community and town councils can decide to reimburse their members in respect of travel and or subsistence costs for attending approved duties. Where the option to reimburse has been made, the Travel and subsistence expenses guidance must be applied. (Determination 46 and 47 of 2022)

⁶ [What is the real Living Wage? | Living Wage Foundation](#)

What happens next

All observations on these draft determinations should be sent to:

Democracy and Boundary Commission Cymru
4th Floor
Welsh Government Building
Cathays Park
Cardiff
CF10 3NQ

Or by email to:

remuneration@dbcc.gov.wales

no later than 18 November 2025.

For further information on remuneration and the determination process please refer to the Commission webpage: www.dbcc.gov.wales

Safety Inspections – Salem Chapel**Inspection of Salem Chapel – September 2025:**

| MAIN CHAPEL / WEEK | 4th | 11th | 17th | 25th | Report of any defects And action taken |
|--------------------------------------|-----------------------|------------------------|------------------------|------------------------|--|
| Main Hall of Chapel | / | / | / | / | Dry rot detected & floor part lifted. Investigations undertaken 31/8/16. Organ supports re-enforced Sept 2016. |
| Fire & Intruder Alarm | / | / | / | / | Inspected 29/04/2025 |
| Emergency Lighting | / | / | / | / | Inspected 29/04/2025 |
| Stairways to Balcony | / | / | / | / | Stair lift not working, evidence of damp on walls. Plaster fallen from underneath of stairs due to damp. |
| Balcony | / | / | / | / | Damage to display possibly from insects/woodworm. Greater evidence of damp on walls. |
| Toilets | / | / | / | / | Removed due to dry rot |
| High Street Entrance | / | / | / | / | Black mould on walls & ceilings |
| Office | / | / | / | / | Broken window secured |
| General Condition | / | / | / | / | General deterioration evident |
| Fire Extinguishers | / | / | / | / | Inspected & replaced as necessary 06/12/22 |
| Observations/ Other Comments | / | / | / | / | J Dyer opinion is fungal rot. Valuation survey carried out by J Dyer 3/11/21. Exhibition items delivered to Westgate Hotel, Newport & Blaen y Cwm Primary. |
| ANNEX BUILDING | | | | | |
| Ground Floor | / | / | / | / | Mould/rot on floor, appears very unsafe |
| Kitchen | / | / | / | / | Mould/rot on floor. Floor rotten through and unsafe. Kitchen units coming away from wall due to severe damp in floor of kitchen. R Dunham inspected. |
| First Aid Box | / | / | / | / | |
| Seating Area | / | / | / | / | Considerably amount of new damp on interior walls to left side of premises entering from the back entrance. Extensive rotting of wooden floor. |
| Stairway to upper room | / | / | / | / | |
| Upper Room | / | / | / | / | |
| Rear Entrance | / | / | / | / | Paint flaking off walls |
| Side Door | / | / | / | / | |
| Observations/ Other Comments | | | | | General deterioration evident. Alarms sounded & checked 5 th & 7 th Feb - OK |
| Statutory annual Inspections: | | | | | Churches Fire & Security Systems (fire extinguishers) 06/12/2022. Churches Fire & Security Systems (Intruder & fire alarms) 29/04/2025. |

Signed: *T Hughes*

Town Clerk **Date:** 14/10/25
Chairman of Finance & General Purposes Committee