



Item 22

Annual Council - 12 May 2026

Democracy & Boundary Commission Cymru (DBCC) Annual Report 2026-2027

1. **Introduction**
2. The DBCC Annual Report <https://www.dbcc.gov.wales/remuneration> sets out “Contribution towards Costs of Care and Personal Assistance (CPA)” and “Payments to Members of Community & Town Councils”.
3. Under the Local Government (Wales) Measure 2011, Community and Town Councils are relevant Authorities for the purpose of remuneration. Consequently, individuals who have accepted office as a Member of a Community or Town Council are entitled to receive payments as determined by the Democracy & Boundary Commission Cymru (DBCC). It is the duty of the Proper Officer of a Council to arrange for correct payments to be made to all individuals entitled to receive them.
4. Community / Town Councillors should receive monies to which they are properly entitled as a matter of course. There must be no requirement for individuals to ‘opt in’ to receive payments.
5. Under Section 154 of the Local Government (Wales) Measure 2011 an individual may decline to receive part, or all, of the payments if they so wish. This must be done in writing and is an individual matter. A Community or Town Council Member wishing to decline payments must themselves write to their Proper Officer to do so.
6. **Democracy & Boundary Commission Cymru (DBCC) Annual Report**
7. The DBCC made several determinations in relation to “Payments to Members of Community and Town Councils”. The relevant information is set out below.
8. Further information relating to any of the Payments should be sought from the DBCC Annual Report of the Clerk.

9. The DBCC has determined Llangyfelach Community Council to be a Group 4 Council. This is based on its electorate. The table sets out whether payments are mandatory or optional.

Payment - Group 4	Requirement
Payment for Extra Costs of Working from Home *	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.
Set Payment for Consumables *	Mandatory for all members. 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.
Senior Role	Optional. Up to 3 members
Mayor or Chair	Optional. Up to a maximum of £1,500
Deputy Mayor or Deputy Chair	Optional. Up to a maximum of £500
Attendance Allowance	Optional. 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.
Financial Loss	Optional. The DBCC has determined that this payment should be aligned to the daily rate of ASHE and will be £134.90 for a full day and £67.45 for a half day.
Travel and Subsistence	Optional.
Cost of Care or Personal Assistance	Mandatory for all members.

Note: * HMRC have confirmed that the DBCC payments to Councillors for “Extra Cost of Working from Home” & the “Set Payment for Consumables” are except from PAYE. Confirmed by IRPW letter dated 27 October 2023.

10. Community and Town Councils must publish a statement of payments by 30 September each year. This document must details all payments made to elected members in the previous municipal year.
11. **Recommendations.** It is recommended that:
12. The Reimbursement for Consumables payment be paid annually as a single amount of £156.
13. The Set Payment for Consumables payment be paid annually as a single amount of £52.
14. Should a Councillor leave or change their role during the financial year, the Clerk shall seek recovery of the relevant payment on a basis of 1/12 of the fee

being equal to a month. The Council may decide to waive this requirement by way of a formal decision.

15. The Optional Payments listed below be payable on request from the relevant Councillor at the maximum rate determined by the DBCC:

Payment - Group 4	Requirement
Senior Role	Optional. Up to 3 members. Note: Payable to Chair of Personnel Committee only.
Mayor or Chair	Optional. Up to a maximum of £1,500
Deputy Mayor or Deputy Chair	Optional. Up to a maximum of £500
Attendance Allowance	Optional. 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.
Financial Loss	Optional. The DBCC has determined that this payment should be aligned to the daily rate of ASHE. £134.90 for a full day & £67.45 for a half day.
Travel and Subsistence	Optional.

Background Papers: None
Appendices: None

Huw Evans (PSLCC)
Clerk of Llangyfelach Community Council