



Email: clerk@whitlandtowncouncil.co.uk

Remuneration decisions – April 2025 – March 2026

Payments will be made to Councillors in the May following the end of the financial year (ie 2026) or when a Councillor leaves (Pro-rata). Payments will be made in conjunction with the current HMRC advice.

If a Councillor wishes to opt out of receiving any payments, they must inform the Clerk by way of an Email or written letter.

Reimbursements for consumables £52 per year per Councillor (pro-rata)

It has been resolved (December 2024) that as the Clerk has an office in the Town and holds a supply of stationary and up to A3 printing facilities, Cllrs should seek their supply from the Clerk in the first instance but should they incur any costs they will be reimbursed on the approval of full Council and production of receipt.

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.

The Clerk has a template letter, if you wish to receive a copy, please request such in an Email.

£156 be afforded to all Councillors	Mandatory payment- Cllrs may opt out of receiving such by producing a letter to the Clerk advising of such by 30 th April of the following year.
A payment of £500 for up to three members undertaking a senior role	No payment
To provide a payment of up to £1,500 to the Mayor/Chair of the Council	No payment A budget to be allowed for reimbursement of expenses pre-approved and on production of receipts
To provide a payment of up to £500 to the Vice Chair of the Council	No payment A budget to be allowed for reimbursement of expenses pre-approved and on production of receipts

To pay members an attendance allowance to enable that member to carry out any official duties	To be pre-approved - up to £30 per payment and on the production of a receipt
To pay towards financial loss to members who have attended official duties	No payment
To make payments, for travel costs to enable members to attend approved duties	To be pre-approved and paid on production of receipts
Cost of care or personal Assistance	Mandatory payment - up to £30 per payment and on the production of a receipt