

**ADDENDUM REPORT FROM CLERK ON COMMUNITY AGENT AND PROCEDURAL MATTERS:  
15 OCTOBER 2024**

*This addendum contains additional information that was not available when the agenda was published.*

**AGENDA ITEM 3 – COMMUNITY AGENT**

**Rhian Jones the new Community Agent has provided the following brief update in advance of her attendance at the meeting:**

Below is a description of what I have been doing in the last month, I am settling in meeting everyone they are all so lovely and supportive, looking forward to meeting you too:-

“I have attended my craft group every Monday 1pm – 3pm at Little Acton, we have between 5 – 8 every week.

I have attended Active Futures at Acton Resource Centre/ Penley getting to know what they do and meeting with clients/staff.

Coffee Morning every Wednesday at 11.30am – 1pm, got to meet Police Officers and Jane from Avow, we trying to promote clients to come to coffee morning suggested putting some leaflets through the doors of the area starting next week.

I have done some home visits with Hayley and Maria from Rainbow Foundation getting to know the client and what they want, giving them my poster of who I am and what they want, I have supported with Attendance Allowance Form, Blue Badge Support and giving out information about activities in the area. I have also referred clients to OT about rails, high risers for their home.”

**AGENDA ITEM 7 PROCEDURAL MATTERS**

**1. S116 LOCAL GOVERNMENT (WALES) MEASURE 2011 - CO-OPTION OF MEMBERS & CASUAL COUNCILLOR VACANCY IN THE BORRAS PARK WARD**

**PURPOSE OF REPORT**

To advise Members there have been **no expressions of interest** submitted to the Clerk to the Council by noon on 14 October 2024 in accordance with Section 116 of the Local Government (Wales) Measure 2011.

**DECISION REQUIRED**

To authorise the Clerk to re-advertise the vacancy in order to meet the requirements of Section 116 of the Local Government (Wales) Measure 2011 and report the outcome to a subsequent meeting.

**INFORMATION**

Further to Minute 57.iii) September 2024, Members are advised that by the 12 noon deadline on 14 October 2024, there have been no responses to a Public Notice inviting expressions of interest to fill this Casual Councillor vacancy in the Borras Park Ward.

The Community Council **must** fill by this vacancy co-option and the appropriate Public Notice has been on public display since 30 September 2024 in accordance with Section 116 of the Local (Wales) Measure 2011

## **2. ADDITIONAL COMMUNITY GOVERNOR AT BORRAS CP SCHOOL**

The Clerk to the Governing body has advised that the Additional Community Governor at Borrass CP expired in August 2024. This position was filled by former Community Councillor Tom Pierce who has indicated that he would be willing to continue in this role. The Additional Community Governors are approved by the Community Council.

It is **RECOMMENDED** that Tom Pierce be re-appointed as the additional Community Governor at Borrass CP School

## **3. , INDEPENDENT REMUNERATION PANEL WALES – DRAFT REPORT FOR 2025/26**

### **PURPOSE OF REPORT**

To consider the Independent Remuneration Panel for Wales Draft Annual Report – 2025.26 which has been circulated separately to Members on 9 October 2024.

### **DECISION REQUIRED**

To determine the Council's response, if any, to this Draft report for 2025/26 as it affects Town and Community Councils.

### **INFORMATION**

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 Independent Remuneration Panel for Wales (the Panel). 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. Members should receive monies to which they are properly entitled as a matter of course. These payments are defined each year in the Panel's annual report. Members may however choose to receive all or part of their entitlement or decline to receive all or part of these allowances. The Clerk seeks members preferences before making the payments each year.

### **DELIBERATIONS AND DETERMINATIONS FOR 2025.26.**

There have been no changes made to payments for undertaking senior roles; allowances for Travel and subsistence; Care and Personal Assistance or Attendance allowance. The details of the deliberations of the Panel are appended.

It is **RECOMMENDED** that the Council notes the content of the draft report, re-affirm its decisions previously made under Minute 140.5 March 2024 in respect of optional payments and any Member observations should be forwarded to the Panel on an individual basis.

**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 Determinations made last year.

**MANDATORY PAYMENTS: DETERMINATION 7**

**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.

**COMPENSATION FOR FINANCIAL LOSS: DETERMINATION 8.**

Compensation for financial loss is an optional payment.

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 2025 to 2026 are now proposed as: £126.74 for a full day and £63.37 for a half day.

**REPORTING REQUIREMENTS: DETERMINATION 9.**

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 returns need only show the total amounts paid in respect of the mandatory payments mentioned above.

<b>Payments to Community and Town Councils</b>	
<b>Group 2 Councils (Electorate over 10,000 to 13,999).</b>	
Senior role	Mandatory for 1 member; optional up to 5
Mayor or chair	Optional; up to a maximum of £1,500
Deputy mayor or mayor chair	Optional; up to a maximum of £500
Attendance allowance	Optional
Financial loss	Optional
Travel and subsistence	Optional
Costs of care or personal assistance	Optional
Extra costs payment	Mandatory for all

**AGENDA ITEM 7**

**4. SERVICE LEVEL AGREEMENT – ACTON PARK RANGER:**

Further to Minute 62.3 September 2024, an update report for the period July to October 2024 has now been provided by the former Park ranger. This report has been published on the Council's website as a separate document with the papers for this meeting