It is a statutory requirement that all Councils publish and report annually to the Independent Remuneration Panel for Wales on allowances and expenses payable to community and town councillors by 30 September each year. In the interests of transparency the Panel also requires councils to publish NIL returns on their websites/noticeboards and submit NIL returns to the Panel and this can be done in a simple e-mail to the Panel (IRPMailbox@wales.gsi.gov.uk).

The pro-forma that you can use to comply with this requirement is attached although you are free to report your data in another format provided it complies with the requirements at Annex 4 of the Panel's Annual Report <http://gov.wales/docs/dsjlg/publications/160217-irp-annual-report-16-17-en.pdf>. Some councils have already supplied their information in an alternative format which is acceptable.