

PAPPLEWICK PARISH COUNCIL

Minutes of the HR Committee meeting held at Papplewick & Linby Village Hall on Wednesday 8th January 2020

Present:

Cllr Carolyn Hesketh, Chairman
Cllr Stephen Walker, Vice Chair
Liz Gretton (Clerk)

The meeting commenced at 21:10

Minute No.	
1/20	<u>RE-APPOINTMENT OF CHAIR AND VICE CHAIR</u> It was agreed Cllr Hesketh be reappointed Chair It was agreed Cllr Walker be reappointed Vice-Chair
2/20	<u>APOLOGIES FOR ABSENCE</u> Cllr Nigel Penlington
3/20	<u>DECLARATIONS OF INTEREST</u> None
4/20	<u>APPROVAL OF MINUTES FROM PREVIOUS HR COMMITTEE MEETING</u> The minutes of the HR Committee Meeting held on 7 th March 2019 were accepted as a true record of the meeting and signed by Cllr Hesketh.
5/20	<u>CLERK'S ANNUAL PAY REVIEW</u> The Committee agreed to increase the Clerk's salary from April 2020, to £22,021.00 pro-rata per annum, an increase of 0.23p per hour. This increase is in line with the Pay scales for Clerks as recommended by NALC. The Pay scale levels are determined by the size of the Parish Council. The Clerk's salary has moved up to the next level, which is the beginning of the "above substantive" range, due to the quality of her work over the past year. It was agreed that future salary increases will be performance based, rather than an automatic increase.
6/20	<u>CLERK'S HOURS</u> The Committee agreed the Clerk's hours will remain at 8 per week.
7/20	<u>CONFIRMATION OF COMPLIANCE OF PAYE / RTI FILING</u> The Clerk confirmed to the Committee that she continues to report her earnings to HMRC on a monthly basis. The Clerk produced copies of the 2018/19 payroll year-end reports and P60.
8/20	<u>PLAN / DEADLINE FOR YEAR END RETURNS</u> The Clerk advised on her final payroll submission of the financial year, she will submit a full payment submission to HMRC, set up the payroll for 2020/21, produce year-end reports and file and issue a P60.
9/20	<u>PENSION PROVISION REQUIREMENTS UPDATE</u> The Clerk advised the re-enrolment date is between 1 st July and 31 st December 2020. The re-declaration date is 1 st March 2021.
10/20	<u>ANY OTHER BUSINESS</u> None
11/20	<u>DATE OF NEXT MEETING</u> 13 th January 2021, following the Full Council Meeting

The meeting ended at 21:25

Signed Chair _____