

# PAPPLEWICK PARISH COUNCIL

## Minutes of the HR Committee meeting held at Papplewick & Linby Village Hall on Wednesday 13<sup>th</sup> January 2021

Present:

Cllr Carolyn Hesketh (Chair), Cllr Stephen Walker (Vice-Chair), Cllr Nigel Penlington and Liz Gretton (Clerk)

The meeting commenced at 21:05

Minute No.	
23/21	<p><u>RE-APPOINTMENT OF CHAIR AND VICE CHAIR</u></p> <p>It was agreed Cllr Hesketh be reappointed Chair</p> <p>It was agreed Cllr Walker be reappointed Vice-Chair</p>
24/21	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>None</p>
25/21	<p><u>DECLARATIONS OF INTEREST</u></p> <p>None</p>
26/21	<p><u>APPROVAL OF MINUTES FROM PREVIOUS HR COMMITTEE MEETING</u></p> <p>The minutes of the HR Committee Meeting held on 8<sup>th</sup> January 2020 were accepted as a true record.</p>
27/21	<p><u>CLERK'S ANNUAL PAY REVIEW</u></p> <p>Cllr Hesketh thanked the Clerk for her performance over the year. The Committee agreed to increase the Clerk's pay from April 2021, to £12.00 per hour, an increase of 0.24p per hour. The increase is in line with the Pay scales for Clerks as recommended by NALC.</p>
28/21	<p><u>CLERK'S HOURS</u></p> <p>The Committee agreed the Clerk's hours will remain at 8 per week.</p> <p>Cllr Walker advised of additional duties for the Clerk which will involve transferring data from the existing website to the new site, and the day to day maintenance required once the new site is live. The Committee agreed to pay for any additional hours initially on an ad-hoc basis. The Clerk agreed to monitor her hours and update the Committee should her standard hours need to be increased.</p>
29/21	<p><u>CONFIRMATION OF COMPLIANCE OF PAYE / RTI FILING</u></p> <p>The Clerk confirmed to the Committee that she continues to report her earnings to HMRC on a monthly basis. The Clerk circulated copies of the 2019/2020 payroll year-end reports and P60 to the Committee prior to the meeting.</p>
30/21	<p><u>PLAN / DEADLINE FOR YEAR END RETURNS</u></p> <p>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 2021/2022, produce year-end reports and file and issue a P60.</p>
31/21	<p><u>PENSION PROVISION REQUIREMENTS UPDATE</u></p> <p>The Clerk advised she carried out the re-declaration duties in September 2020. The next review and declaration will be in around 3 years.</p>
32/21	<p><u>ANY OTHER BUSINESS</u></p> <p>None</p>
33/21	<p><u>DATE OF NEXT MEETING</u></p> <p>12<sup>th</sup> January 2022 and will follow the Full Council Meeting</p>

The meeting ended at 21:15

Signed Chair \_\_\_\_\_