

PAPPLEWICK PARISH COUNCIL

Minutes of the HR Committee meeting held at Brooke Farm, Linby on 7th March 2019 at 7:30 pm

Present:

Cllr Carolyn Hesketh, Chairman

Cllr Nigel Penlington

Cllr Stephen Walker, Vice Chair

Liz Gretton (Clerk)

Minute No.	
1/19	<p>1. <u>RE-APPOINTMENT OF CHAIR AND VICE CHAIR</u></p> <p>It was agreed Cllr Hesketh be reappointed Chair</p> <p>The position of Vice-Chair to be agreed at the Annual Meeting of the Parish Council in May 2019</p>
2/19	<p>2. <u>APOLOGIES FOR ABSENCE</u></p> <p>None</p>
3/19	<p>3. <u>DECLARATIONS OF INTEREST</u></p> <p>None</p>
4/19	<p><u>APPROVAL OF MINUTES FROM PREVIOUS HR COMMITTEE MEETING</u></p> <p>The minutes of the HR Committee Meeting held on 7th March 2018 were accepted as a true record of the meeting. Proposed by Cllr Hesketh and seconded by Cllr Walker and signed by the Chairman Cllr Hesketh.</p>
5/19	<p><u>CLERK'S ANNUAL PAY REVIEW</u></p> <p>The Committee agreed to increase the Clerk's salary to £21,589.00 pro-rata per annum in line with the pay scales for clerks as recommended by NALC.</p> <p>It was agreed the Clerk's Home Office expenses will remain at £19.00 per month. The Clerk to monitor this and advise the Council if this is not sufficient.</p>
6/19	<p><u>CLERK'S HOURS</u></p> <p>The Committee agreed the Clerk's hours will remain at 8 per week.</p>
7/19	<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 produced an Employee Pay and Deduction record confirming monthly pay, national insurance and PAYE income tax to date.</p> <p>The Clerk also produced copies of the 2017/18 payroll year-end reports and P60.</p>
8/19	<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 2019/20, produce year-end reports and file and issue a P60.</p>
9/19	<p><u>PENSION PROVISION REQUIREMENTS UPDATE</u></p> <p>The Clerk advised the re-enrolment date is between 1st July and 31st December 2020.</p> <p>The re-declaration date is 1st March 2021.</p>
10/19	<p><u>ANY OTHER BUSINESS</u></p> <p>The Committee agreed to put to the Full Council a recommendation for future HR Committee meetings to be held after the January Full Council meeting each year.</p>

The meeting ended at 19:40

Signed Chair _____