

# PAPPLEWICK PARISH COUNCIL

## Minutes of the HR Committee meeting held at Papplewick & Linby Village Hall on Wednesday 12<sup>th</sup> January 2022

Present:

Cllr C Hesketh (Chair), Cllr S Walker (Vice-Chair), Cllr N Penlington and L Gretton (Clerk) (joined remotely)

The meeting commenced at 21:15

Minute No.	
28/22	<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
29/22	<u>APOLOGIES FOR ABSENCE</u> None
30/22	<u>DECLARATIONS OF INTEREST</u> None
31/22	<u>APPROVAL OF MINUTES FROM PREVIOUS HR COMMITTEE MEETING</u> The minutes of the HR Committee Meeting held on 13 <sup>th</sup> January 2021 were accepted as a true record.
32/22	<u>CLERK'S ANNUAL PAY REVIEW</u> Cllr Hesketh thanked the Clerk for her performance over the year. The Committee agreed to increase the Clerk's pay from April 2022, to £12.48 per hour (SCP 16 on the NALC pay scales for Clerks).  The HR Committee agreed to increase the Clerk's homeworking expenses to £26.00 per month; the maximum tax-free allowance allowed by HMRC.
33/22	<u>CLERK'S HOURS</u> The Committee agreed to increase the Clerk's hours from 8 to 9 hours per week. This will ensure the Clerk has enough to time to carry out her duties which now includes updating the website.
34/22	<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.
35/22	<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 2022/23, produce year-end reports and issue a P60.
36/22	<u>PENSION PROVISION REQUIREMENTS UPDATE</u> No action required. The Clerk advised she carried out the re-declaration duties in September 2020.
37/22	<u>ANY OTHER BUSINESS</u> Cllr Penlington advised the rules towards VAT are changing. Cllr Hesketh agreed to investigate.
38/22	<u>DATE OF NEXT MEETING</u> Wednesday 11th January 2023 following the Full Council Meeting

The meeting ended at 21:25

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