

# PAPPLEWICK PARISH COUNCIL

## Minutes of the HR Committee meeting held at Papplewick & Linby Village Hall on Wednesday 11<sup>th</sup> January 2023

Present:

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

The meeting commenced at 21:15

Minute No.	
23/23	<p><u>RE-APPOINTMENT OF CHAIR AND VICE CHAIR</u></p> <p>It was agreed Cllr Hesketh be reappointed Chair It was agreed Cllr Walker be reappointed Vice-Chair</p>
24/23	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>None</p>
25/23	<p><u>DECLARATIONS OF INTEREST</u></p> <p>None</p>
26/23	<p><u>APPROVAL OF MINUTES FROM PREVIOUS HR COMMITTEE MEETING</u></p> <p>The minutes of the HR Committee Meeting held on 12<sup>th</sup> January 2022 were accepted as a true record and signed by Cllr Hesketh</p>
27/23	<p><u>APPRAISAL FORM</u></p> <p>The Clerk circulated a draft appraisal form prior to the meeting. The Committee advised the form is a working progress. The Clerk to complete the form and circulate it to the Committee. The Clerk to produce a job description to include with the appraisal form.</p>
28/23	<p><u>CLERK'S ANNUAL PAY REVIEW</u></p> <p>The Committee agreed to increase the Clerk's pay from 1<sup>st</sup> April 2023, to £13.95 per hour (SCP 17 on the NALC pay scales).</p> <p>The HR Committee agreed the Clerk's homeworking expenses to remain at £26.00 per month; which is the maximum tax-free allowance allowed by HMRC.</p>
29/23	<p><u>CLERK'S HOURS</u></p> <p>The Clerk's hours to remain at 9 hours per week.</p>
30/23	<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.</p>
31/23	<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 2023/24, produce year-end reports and issue a P60.</p>
32/23	<p><u>PENSION PROVISION REQUIREMENTS UPDATE</u></p> <p>No action required. The Clerk advised the re-declaration date is March 2024.</p>
33/23	<p><u>ANY OTHER BUSINESS</u></p> <p>The Clerk advised the rules for VAT which were discussed at the previous HR meeting do not apply to the Parish Council.</p>
34/23	<p><u>DATE OF NEXT MEETING</u></p> <p>Wednesday 10<sup>th</sup> January 2024 following the Full Council Meeting</p>

The meeting ended at 21:31

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