

PAPPLEWICK PARISH COUNCIL

Minutes of the HR Committee meeting held at Papplewick & Linby Village Hall on Wednesday 10th January 2024

Present: Cllr S Walker, Cllr S Bennett and the Clerk

The meeting commenced at 21:35

Minute No.	
24/24	<p><u>APPOINTMENT OF CHAIR AND VICE CHAIR</u></p> <p>It was agreed Cllr Walker be appointed Chair It was agreed Cllr Bennett be appointed Vice-Chair</p>
25/24	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>Cllr R Smart</p>
26/24	<p><u>DECLARATIONS OF INTEREST</u></p> <p>None</p>
27/24	<p><u>APPROVAL OF MINUTES FROM PREVIOUS HR COMMITTEE MEETING</u></p> <p>The minutes of the HR Committee Meeting held on 11th January 2023 were accepted as a true record. It was noted after the meeting that the minutes had not been signed. Cllr Walker agreed to sign the minutes at the next meeting.</p>
28/24	<p><u>COMMITTEE TO AGREE CLERKS CONTRACT AND PRESENT TO THE CLERK</u></p> <p>The Committee agreed the contract. Cllr Walker and the Clerk signed the contract.</p>
29/24	<p><u>CLERK'S ANNUAL PAY REVIEW</u></p> <p>Cllr Walker advised the next pay scale, SCP 18, is within a new range of the Local Government Pay scales. He commented he would like to have a clearer understanding of the pay scales and agreed to seek guidance from NALC. Cllr Bennett commented she was pleased with the Clerks performance and would be happy to allow the Clerk to progress to the next pay scale. Cllr Walker commented that last year the Clerk took on the extra responsibility of managing the website. He agreed to pursue further and report back to the Committee.</p> <p>The Committee agreed the Clerk's homeworking expenses to remain at £26.00 per month.</p>
30/24	<p><u>CLERK'S HOURS</u></p> <p>The Clerk's hours to remain at 9 hours per week. The Clerk to notify the Committee of any changes.</p>
31/24	<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>
32/24	<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 2024/25, produce year-end reports and issue a P60.</p>
33/24	<p><u>PENSION UPDATE</u></p> <p>The Clerk advised she was enrolled into the Local Government Pension Scheme on 1st October 2023, as agreed by Full Council. Cllr Walker and the Clerk to join an induction meeting in February.</p>
34/24	<p><u>STAFF APPRAISAL</u></p> <p>The Clerk advised she will circulate an updated staff appraisal form to the Committee for review.</p>
35/24	<p><u>DATE OF NEXT MEETING</u></p> <p>The Committee advised the next HR Committee Meeting will be 8th January 2025, however, they may agree to meet sooner to discuss the Clerk's salary and appraisal or at the request of the Clerk.</p>

The meeting ended at 22:00

Signed Chair _____