

PAPPLEWICK PARISH COUNCIL

Minutes of the HR Committee meeting held at Papplewick & Linby Village Hall on Wednesday 8th January 2025

Present: Cllr's R Smart, C Hesketh and the Clerk, L Gretton

The meeting commenced at 21:30

Minute No.	
16/25	<p><u>APPOINTMENT OF CHAIR AND VICE CHAIR</u></p> <p>It was agreed Cllr Hesketh be appointed Chair It was agreed Cllr Smart be appointed Vice-Chair</p>
17/25	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>Cllr S Bennett</p>
18/25	<p><u>APPROVAL OF MINUTES FROM PREVIOUS HR COMMITTEE MEETING</u></p> <p>The minutes of the HR Committee Meeting held on 10th January 2024 were signed by Cllr Walker at the March 2024 meeting.</p>
19/25	<p><u>CLERK'S ANNUAL PAY REVIEW</u></p> <p>The HR Committee confirmed the Clerk remains on the NALC pay scales. The Committee noted the Clerk's pay is above the LC1 recommendation by 1 point which was approved by full council at the March 2024 meeting. The Committee agreed the Clerk moves up a further point to SCP 19 as of 1st April 2025. This is due to the Clerk taking on further responsibilities which include managing the website and the anticipated work involved in developing the new website and grant applications.</p> <p>The Committee agreed the Clerk's homeworking expenses to remain at £26.00 per month.</p>
20/25	<p><u>CLERK'S HOURS</u></p> <p>The HR Committee agreed for the Clerk's hours to be increased to 12 hours per week with effect from 1st January (a recommendation to be sent to Full Council). This is due to additional work being undertaken. It was agreed to continue to review the hours throughout the year to ensure they are sufficient.</p>
21/25	<p><u>APPRAISAL & DEVELOPMENT REVIEW</u></p> <p>The Clerk submitted an Appraisal Form. Cllr Hesketh agreed to review and comment on the form. The Committee thanked the Clerk for her support. It was agreed the Clerk should have the opportunity to attend relevant training to develop her skills and knowledge further.</p>
22/25	<p><u>CONFIRMATION OF COMPLIANCE OF PAYE / RTI FILING</u></p> <p>The Clerk produced a copy of the year-to-date summary and confirmed she continues to report her earnings to HMRC on a monthly basis.</p>
23/25	<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 2025/26, produce year-end reports and issue a P60.</p>
24/25	<p><u>PENSION UPDATE</u></p> <p>The Clerk produced a copy of the Employer and Employee pension contributions for 24/25. She confirmed at year-end she will submit the pay and contribution details to the Local Government Pension Scheme.</p>
25/25	<p><u>DATE OF NEXT MEETING</u></p> <p>The next HR Committee Meeting is Monday 14th January 2026.</p>

The meeting ended at 22:10

Signed Chair _____