

**Minutes of the HR Committee meeting held at
Papplewick & Linby Village Hall on Wednesday 11th March 2026**

Present: Cllr's C Hesketh, S Bennett, A Sherwin and the Clerk, L Gretton

The meeting commenced at 21:16

Minute No.	
62/26	<u>APPOINTMENT OF CHAIR AND VICE CHAIR</u> It was agreed Cllr Hesketh be appointed Chair It was agreed Cllr Bennett be appointed Vice-Chair
63/26	<u>APOLOGIES FOR ABSENCE</u> None
64/26	<u>APPROVAL OF JANUARY 2025 HR COMMITTEE MEETING MINUTES</u> The minutes of the January 2025 HR Committee Meeting were approved and signed by Cllr C Hesketh
65/26	<u>CLERK'S ANNUAL PAY REVIEW – Confidential Item</u> The HR Committee agreed to continue to adopt the NALC Salary recommendations. The HR Committee were satisfied that the Clerk meets the criteria for LC2 which is a structured pay scale that determines salary for local council workers. It was agreed the Clerk moves up a point to SCP 22 with effect from 1 st April 2026. The Committee agreed the Clerk's homeworking expenses to remain at £26.00 per month.
66/26	<u>CLERK'S HOURS – Confidential Item</u> Cllr Hesketh and Cllr Bennett commented it was evident that the Clerk is working above her paid 12 hours per week. The Clerk confirmed this is due to her involvement in the playground refurbishment and an increase in the general day-to-day duties and workload. The HR Committee agreed for the Clerk's hours to be increased by 2 hours per week to 14 hours with effect from 1 st April 2026. It was agreed to continue to monitor the hours to ensure they remain sufficient. It was advised that the Clerk include a footer in her emails with the days/hours she works so that it is clear when to expect a response from her.
67/26	<u>APPRAISAL & DEVELOPMENT REVIEW – Confidential Item</u> The Clerk submitted an Appraisal Form prior to the meeting. Cllr Hesketh agreed to review and comment on the form. The Committee thanked the Clerk for her continued support.
68/26	<u>CONFIRMATION OF COMPLIANCE OF PAYE / RTI FILING</u> 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.
69/26	<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 2026/27, produce year-end reports and issue a P60.
70/26	<u>PENSION PROVISION – Confidential Item</u> The Clerk produced a copy of the Employer and Employee pension contributions for 2025/26. She advised at year-end she will submit the pay and contribution details to the Local Government Pension Scheme.
71/26	<u>DATE OF NEXT MEETING</u> The next HR Committee Meeting is 10 th March 2027.

The meeting ended at 21.45

Signed Chair _____