

## LINBY PARISH COUNCIL

### HR Committee Meeting Minutes held Monday 11<sup>th</sup> March 2024 at Brooke Farm

The meeting commenced at 21:18

**Present:** Cllrs D Ireland, E Tunstall and the Clerk, L Gretton

#### **1.0 Apologies for Absence**

None

#### **2.0 Declarations of Interest**

None

#### **3.0 Agree Clerk's Contract**

The Clerk's contract has been updated and approved by the Parish Council. The document was signed by the Chair, Denise Ireland and the Clerk.

#### **4.0 Clerk's Annual Pay Review**

The Clerk received the NALC Pay award in November which was backdated to April 2023. The HR Committee agreed for the Clerk to remain on the NALC pay scales. The HR Committee agreed the Clerk will remain on her current pay scale, SCP 18. They agree that if NALC doesn't issue a pay increase later in the year, then they will review the Clerk's pay for 2024/2025.

#### **5.0 Clerk's hours**

Hours to remain at 9 per week.

#### **6.0 Confirmation of compliance of PAYE/RTI filing**

The Clerk confirmed to the Committee that she continues to report her earnings to HMRC on a monthly basis.

#### **7.0 Plan for Year End Returns**

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.

#### **8.0 Pension Update**

The Clerk was enrolled into the Local Government Pension Scheme on 1<sup>st</sup> October 2023, as agreed by Full Council.

#### **9.0 Staff Appraisal**

The HR Committee and the Clerk agree that a staff appraisal is not required at this time.

#### **10.0 Date of next meeting**

Monday 10th March 2025 following the APA/Full Council meeting.

**The meeting ended at 21:39**

Signed .....  
Chair of the Parish Council

Signed .....  
Vice-Chair of the Parish Council