

# LINBY PARISH COUNCIL

## Minutes of the HR Committee Meeting held Monday 12<sup>th</sup> January 2026, 7pm at Brooke Farm

Present: Cllr's J Brothwell, E Tunstall and C Harrison

### 1.0 Appointment of Chair

Cllr Brothwell was nominated and appointed Chair.

### 2.0 Appointment of Vice-Chair

Cllr Tunstall was nominated and appointed Vice-Chair.

### 3.0 Apologies for absence

None

### 4.0 Declarations of interest

None

### 5.0 Clerk's Annual Pay Review

The Committee agreed to adopt the NALC recommendations for 2026/27 and implement any changes.

### 6.0 Clerk's hours / Annual Leave Review

#### 6.1 Clerk's Hours

The Clerk advised she has been monitoring her hours since May 25, due to working above her contracted hours, particularly during busy periods in the year such as year-end. Cllr Brothwell advised the Clerk to continue monitoring her hours and forward average hours worked to the Committee, who agree to submit a recommendation to Full Council to increase the Clerk's hours if necessary.

#### 6.2 Annual Leave

Cllr Brothwell commented the Clerk should include bank holidays into her annual leave entitlement. The Clerk's annual leave should be 59.5 hours. The Clerk agreed to calculate annual leave taken in 25/26 and report back to the Committee.

### 7.0 Confirmation of compliance of PAYE/RTI filing

The Clerk confirmed she continues to report her earnings to HMRC monthly.

### 8.0 Plan for year-end return

The Clerk confirmed on the final payroll submission of the financial year, she will send a full payment submission to HMRC. She will set up the payroll for 2026/27, produce the year-end reports and issue a P60.

### 9.0 Pension Update

The Clerk advised she has received notification from the Local Government Pension Scheme that from 1<sup>st</sup> April 2026, the employers pension contribution will reduce to 20.1%.

The Clerk advised she has received notification from The Pensions Regulator that the re-declaration date to auto-enrol staff is 2<sup>nd</sup> September 2026. The Clerk will ensure she is re-enrolled and will notify the PC upon completion.

The Committee agreed to continue with auto-enrolment and the Clerk's admission into the Local Government Pension Scheme.

**10.0 Staff Appraisal**

The Chair and Clerk to arrange an appraisal with an agreed format and report back to the HR Committee.

**11.0 Clerk’s Employment Contract**

Cllr Brothwell commented that having reviewed the Clerk’s employment contract, there are areas which need to be updated, including the disciplinary and grievance sections which conflicts with the PC’s recently adopted policies. Cllr Brothwell agreed to pursue and forward updated contract to the Clerk.

**12.0 Date of next meeting**

To be held before the Finance Meeting in October/November 2026 – date to be confirmed.

**The meeting ended at 19:37**

Signed .....  
Chair of HR Committee

Signed .....  
Vice-Chair of HR Committee