

Lawford Parish Council



Lawford Parish Council – changes to payroll with effect from 6th April 2018

As previously agreed by full council, after discussion in Personnel Committee, Lawford Parish Council have appointed the following company to deal with payroll :-

Ladywell Accountancy Services
Ladywell Farm
Westhorpe
Suffolk
IP14 4TQ

An internet only service ladywellpay@btinternet.com

Ladywell Accountancy Services will bill LPC in May/June each year for a complete years' charge.
Payable by BACS or cheque

- Salary is paid according to the NALC/SLCC National Salary Award
- Pay is set in the LC2 scale 26-29. Pro- rata for 22 hours working
- Current scale point – 28, with movement to 29 on completing CILCA qualification. For Mrs Pat Peachey.
- Generally pay scale changes are advised in May by NALC, any changes will be adjusted then.
- Overtime payments are paid one month in arrears.
- Overtime payments must be cleared for approval with full council, before the work is carried out.
- All overtime payments to be notified to Ladywell by the 5th of the month in which payment is to be made.

Working with Ladywell

- Payment to the clerk is by cheque and the cheque is drawn at the full council meeting each month.
- Payment to HMRC will no longer be paid monthly, but quarterly.

Procedure

- **By the 5th of each month chair/vice chair of personnel to email Ladywell ladywellpay@btinternet.com informing them of any overtime payments, or stating no overtime payments this month. The office (Clerk) must be copied into the email clerk@lawfordpc.org.uk**
- The payslip will then be emailed to Lawford Parish Council. Two copies are needed. The clerk prints off the first copy to go with cheque book for signing, and then this copy is put with accounts paid file for audit. The second payslip is emailed to chair/vice chair for overtime

payment reconciliation checking against the previous month's full council minutes and then put in an envelope to give to clerk at full council meeting.

- HMRC; this is also paid by cheque & there is a payment book for this. Looking at the payment slip in the reference box the last two digits are the payment numbers. Reference number starts 245PK001.....1 and changes each month. Slips 3, 6, 9 & 12 are the only payment slips to be used. Otherwise HMRC will allocate payment incorrectly resulting in possible penalty payments to the council.
- HMRC payment booklet and envelopes are held at the office.

Julie Langstone (Personnel Chair) 27th March 2018

Approved at meeting of 16 April 2018 – minute ref: 129/1718 b)