

**MEETING OF MARY TAVY PARISH COUNCIL HR COMMITTEE MEETING**  
**HELD AT THE READING ROOM, MARY TAVY**  
**ON 22ND MAY 2024 AT 2PM**

**Present:**

Cllr J Dunn                      Cllr D Herbert  
Cllr J Honey

The meeting was chaired by Cllr Dave Herbert

**HR.24/17 (1) Declarations of Interest and Requests for Dispensations**  
None.

**HR.24/18 (2) To elect member to write meeting minutes**  
Cllr Jane Honey was elected to write the meeting minutes.

**HR.24/19 (3) The committee resolved** that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the public and press be excluded from the meeting for the remaining items of business as they involved the likely disclosure of confidential information.'  
**Reason:** information about staff members is confidential.

**HR.24/20 (4) Pension Scheme**  
Members discussed several different pension providers.

**Resolved:** Cllr Jane Dunn proposed Mary Tavy Parish Council should use the Nest provider. This was seconded by Cllr David Herbert. All in favour.

**HR.24/21 (5) Schedule of implementation of pension**  
Members discussed the schedule of implementation of the pension.

**Resolved:** Members agreed the council should apply the implementation of the pension for the parish clerk by the end of June 2024, to be backdated to the beginning of the clerk's employment with the council.

**HR.24/22 (6) Employer pension contribution**  
Members discussed the employer pension contribution

**Resolved:** Cllr Herbert proposed the contribution to the clerk's pension by Mary Tavy Parish Council should be set at 5.5% of the clerk's total salary, matching the clerk's own contribution. Seconded by Cllr Dunn. All in favour. Comparative figures will be provided to the next meeting of the full council in June.

**HR.24/22 (7) Employee pension contribution**  
It was noted the pension contribution to be paid by the employee, confirmed by the current payroll provider and that it is set on earnings, would be 5.5%.

**HR.24/23 (8) Deduction of employee contributions & payroll**  
i) It was noted that as the employer, the council would also be responsible for deducting the employee contributions from their actual pensionable pay and the rates for employees depends upon their salary.  
ii) It was noted the current payroll provider will make the deductions to payroll and produce a software produced pension report, some councils use this report to complete their own pension returns to the pension fund, or the payroll provider can complete this service and charges for the service.

iii) It was proposed by Cllr Herbert and seconded by Cllr Dunn that the clerk be asked if she was able to make the pension returns to the pension provided, in order to save the cost to the council of asking the payroll provider to perform this service, at a cost of £144 per annum.

**The meeting finished at 2.50pm.**