

MINUTES OF AN EXTRAORDINARY MEETING OF BELSAY PARISH COUNCIL

Held on Wednesday, 11th July, 2012 at 7.30 p.m. at Higham Dykes, Belsay

PRESENT: Councillors R.E. Batchelor (Chair); K. Storey; E.B. McDonnell; K. Metclafe.

IN ATTENDANCE: Mr. K. Murray-Hetherington.

APOLOGIES: Councillors F. Neilson; D. Holmes.

CHAIRMAN'S OPENING REMARKS: The Chair welcomed everyone present and reported that she believed it necessary for the proper discharge of the Parish Council's functions to call an extraordinary meeting of the Parish Council with a view to appointing a new parish clerk following the resignation of Mr. D. Feeney. She had informed all members of the date, time, venue and nature of the emergency business to be discussed, making sure to keep the process as open, fair and quick as possible.

PARISH CLERK: The Chair reported that she had approached the Parish Clerk at Bavington Parish Council, Mr. K. Murray-Hetherington, asking him whether he would consider taking on another parish. He had indicated his willingness to do so. The Chair had invited Mr. Murray-Hetherington to meet the members of Belsay Parish Council to discuss the matter further. **RESOLVED:** To endorse the Chair's actions in identifying a suitable candidate and to prepare a shortlist of one candidate for members to interview and, if suitable to appoint as the Clerk to the Council. The formal interview was designed to affirm the main criteria for the role and look into personality fit, expectations, and other checks to evaluate the applicant's compatibility. The candidate was invited to address members and outline his suitability for the role. There was an opportunity for members to ask supplementary questions and for the candidate to ask questions. He was asked to leave the meeting room and took no part in the discussion or decision. **RESOLVED:** To appoint Mr. K. Murray-Hetherington as Clerk and Responsible Financial Officer to Belsay Parish Council commencing on 1st August 2012 subject to a satisfactory contract.

PAY-AS-YOU-EARN (PAYE): New rules issued by H.M. Revenue & Customs (HMRC) on the tax treatment of payments made by parish councils to their clerk mean the Parish Clerk could spend longer on Pay-As-You_Earn (PAYE) paperwork than on council business. The Parish Council must register as an employer with HMRC and operate PAYE so that HMRC can collect the tax due. CI Accountancy Limited, professional accountants based in Warden near Hexham, can help the Council comply with the new regulations and manage the operation of PAYE without using the Clerk's limited resources. The quote for the provision of independent payroll services is: Initial set up = £25.00. Monthly fee per run (production of monthly pay slips - emailed or posted to recipient; and advice on PAYE liability due to HMRC and deadlines) = £10.00. The yearend compliance (filing of employer's end of year returns P35, P14 and employer's P60; ensuring the filing deadline is met) = £35.00. Alternatively, if the Clerk's salary is paid annually (just one payment per annum), then the £10.00 fee per run is only required once, reducing the total cost from £180.00 to £70.00 per year. **RESOLVED:** To pay the Parish Clerk's annual salary as one lump sum; and to agree to meet the cost of CI Accountancy's PAYE payroll services.

CONCLUSION OF MEETING: The meeting closed at 9.45 p.m.

Chairman..... *R Batchelor*.....

Date.....01.08.12.....