

To review Rosevale Accountants Payroll Services and consider any actions and associated expenditure

Rosevale Accountants were appointed to undertake the Town Council payroll to assist the Finance Officer with their initial finance training.

The Personnel Committee agreed to:

39/23/24 TO REVIEW ROSEVALE ACCOUNTANTS PAYROLL SERVICES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Miller, seconded by Councillor Stoyel and **RESOLVED** to continue with the temporary appointment of Rosevale Accountants to outsource processing payroll and to further review at the Personnel Committee meeting to be held on 29th February 2024 at a cost of £8.50 + VAT per employee per month.

It was proposed by Councillor Miller, seconded by Councillor Stoyel and resolved to **RECOMMEND** to Policy and Finance to vire £1,034 from Staff Contingency to 6305 Finance Software to cover the above associated cost.

The Finance Officer is responsible within the role to manage and oversee the calculation of salary payments to Town Council employees, including calculation of various deductions, pay increases, arrears of pay etc and the processing of data for computer input and payment.

A takeover plan is in place, ready for the Finance Officer to undertake the Town Council payroll liabilities from 1st April 2024. Notice has been given to Rosevale Accountants to terminate their payroll service from 31st March 2024.

This update is for noting.

**End of Report
Town Clerk/RFO**