

To review the 2025 Christmas payroll date and consider any actions and associated expenditure

Report to: Personnel Committee

Date of Report: 27 May 2025

Officer Writing the Report: Finance Officer

Officers Recommendations

It's recommended that the members approve the adjustment of the final 2025 payroll date to Friday 19 December in recognition of the statutory holidays and in the interest of employee financial well-being during the Christmas period.

Report Summary

Under normal conditions, Saltash Town Council's payroll is processed on a monthly basis, with payday falling on the last Friday of the month. For December 2025 the regular payday would occur on Friday 26 December 2025 which coincides with Boxing Day, a statutory holiday, and would therefore need to be adjusted.

To ensure employees receive their final December salary prior to the bank holiday, it is proposed that the final payroll of the year be processed and issued on Friday 19 December 2025

This adjusted date would:

- Ensure all staff are paid before Christmas Day
- Avoid conflicts with bank holidays and closures
- Allow for administrative processing and direct deposit timing

Financial and Administrative Implications

- Payroll Processing: Finance staff will require adjusted internal deadlines to process payroll early and to ensure bank payments are scheduled accurately for December 25.

- Employee Communication: Clear communication will be required to inform all staff of the early pay date and any related procedural changes.

Signature of Officer:

Finance Officer