

Agenda item 240d

To approve the Clerk's recommendation to use the payroll service provider, One Less Worry

Quoted Payroll fees = £25.00 x 12 = £300.00

A new budget line could be created for professional services but if the Council agrees £300 could be vired from the £2,000 allocated to admin costs in 2021/22.

Amount spent on admin costs up to 31st January 2021 = **£1821**
This includes a new laptop costing £512.

Admin costs for 2019-20 = £2316

Recommendations for using the payroll package

- Save's on Clerk's time
- It could be incorporated within the Council's Risk Management Scheme - if the Clerk is unwell / unavailable there would be the contingency that staff will still get paid. (the Chair of the Council or Staffing Committee could act as an additional point of contact.
- Many internal auditors do not recommend that Clerks process their own payroll.

<https://www.onelessworrypayroll.co.uk/>

----- Forwarded message -----

From: **James Toulson**

Date: Mon, 8 Feb 2021 at 09:55

Subject: RE: payroll quote

To: Karenza Heald <theclerk@millbrook-pc.gov.uk>

Good morning Karenza,

We would need the following information please: -

Paye and accounts office reference number, the full name and address the scheme is registered to, if we can have as soon as possible so the we can get the contract and GDPR forms out to you.

Employees details I have attached a form so this can be captured in full, month 12 payslips (March). Pension scheme details, once we have these we will explain how to register us as a authorised user, usual paydate. We will need the employee details and payslips after the 6th April.

Our terms are 15 days after the end of the month, i.e. April invoices to be paid by 15th May.

Kind regards

James

James Toulson ACIPP, Director

1 Less Worry Payroll Services Ltd

Unit 4 Zone E Vision

Chapel Street

Devonport, PL1 4GH

www.onelessworrypayroll.co.uk

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From: **James Toulson** <James@onelessworrypayroll.co.uk>

Date: Tue, 3 Nov 2020 at 17:21

Subject: RE: payroll quote

To: Karenza Heald <theclerk@millbrook-pc.gov.uk>

Cc: Cara <Cara@onelessworrypayroll.co.uk>

Good afternoon Karenza,

Thank you for your email.

Our minimum charge for processing a monthly payroll is £25.00 per month + vat for up to three people, this includes both an employer and employee login to our payroll portal BrightPay.

The employee portal allows the employee to view their payslips, pension letters if applicable, year end P60's, the employer portal in addition viewing the employee's information gives access to reporting functions.

Included in our charge is submissions to the HMRC, pension provider.

If you require any further information, please do not hesitate to contact me.

Kind regards

James

James Toulson ACIPP
Director
1 Less Worry Payroll Services Ltd