

## **St Luke & St John Ecclesiastical Charity Cheltenham**

### **St Luke's Church Hall – Policy on Paying Staff**

The Hon Treasurer, a Trustee, is responsible for paying monthly all staff employed by the Charity. Payment is normally made by bank transfer after deduction of income tax, where appropriate. The process is managed using the HMRC system “Basic PAYE Tools”. Data is uploaded monthly to HMRC systems. Staff are sent monthly payslips by email in advance of the monthly payday, also annual P60 End of Year Certificates.

The Charity provides a workplace pension scheme. No member of staff currently meets the criteria for enrolment.

Pay is determined by the Trustees as an hourly rate. As a minimum, it will be tied to the Living Wage as set out by the Living Wage Foundation, which is updated annually in the first week of November.