

**Milly Southworth**

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**From:** Sue Couch-Pollard <Sue.Couch-Pollard@cornwall.gov.uk>  
**Sent:** 17 December 2025 10:43  
**To:** Milly Southworth  
**Subject:** Payroll Services  
**Importance:** High

Information Classification: CONTROLLED

Good morning Milly,

Thank you for your time yesterday afternoon.

As discussed, following a recent audit here at the Council, it was identified that employees of Torpoint Town Council do not fall under the Cornwall Council employment umbrella. In line with our governance and compliance obligations, we must ensure that we remove non-Cornwall Council employees from the payroll.

Naturally you may wish to make alternative payroll provider arrangements, but we are happy to offer to continue providing our payroll services to you, but we would need to move you to your own payroll wef 1<sup>st</sup> April 2026.

Moving to your own payroll, would bring new benefits to you, a new yearly timetable, requirement to check and sign off your payroll each month, more visibility of your employee information and your payroll figures that you previously wouldn't have seen.

Regardless of your choice of payroll provider you will need to apply to HMRC for an employer PAYE number, which in our experience can sometimes take a while. (Please see the link below)

[Register as an employer - GOV.UK](#)

With respect to the cost of this, as explained there would be a slight increase in price (please see below).

- Current price £120 a month, (15 employees, £8.00 per payslip)
- 1 year offer - £10.90 per payslip
- 3-year offer - £10.25 per payslip
- Optional BACS charge – A charge applied by our BACS providers for a new payroll, so we can pay your employees and 3<sup>rd</sup> party payments (HMRC Pensions etc) on your behalf - £1200 a year.  
Should you not wish us to do this, then there would be no charge, and you would be responsible to pay your employees and 3<sup>rd</sup> party payments yourselves (we would provide you with the amounts).

I'll send over a teams meeting for early January so we can discuss further and answer any questions you may have and go from there.

Hope you manage to have a good break over the festive season,

With kind regards  
Sue

Sue Couch-Pollard | Team Leader (External Customer Relations)

## Milly Southworth

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**From:** Sue Couch-Pollard <Sue.Couch-Pollard@cornwall.gov.uk>  
**Sent:** 13 January 2026 11:13  
**To:** Milly Southworth  
**Subject:** Employment & Payroll Services - further information

Information Classification: CONTROLLED

Good morning Milly, hope all is well especially after the Storm.

Following our meeting last week (apologies for the delay) I spoke with a colleague to ask if there was any change to the Pensions procedure that Julie raised, (i.e. would you have to now do anything more once on your own payroll as the employer) and the answer is good news - no you don't do anything extra! It will continue as it does now in relation to us and LG Pensions.

Apart from paying your employees for payday, we always make sure we have paid HMRC by the 19th of each month.

I hope this information helps, as always please don't hesitate to contact me should you have any further questions.

With kind regards  
Sue

Sue Couch-Pollard | Team Leader (External Customer Relations)  
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