

PO Box 343 RUNCORN WA7 9EG

www.thepensionsregulator.gov.uk

Mr Donald Hill
Clerk to the Council
PUXTON PARISH COUNCIL
18 MITFORD SLADE COURT
MENDIP ROAD
YATTON
BRISTOL
SOMERSET
BS49 4JG



00041 000380\396

5 February 2022

Dear Mr Hill

Automatic enrolment duties: Acknowledgement of re-declaration of compliance

This letter confirms PUXTON PARISH COUNCIL has completed a re-declaration of compliance with The Pensions Regulator under the Pensions Act 2008 (or for employers in Northern Ireland the Pensions Order 2008). The Pensions Regulator has recorded the following information as being submitted.

Date of re-declaration	04/02/2022	
Date of re-enrolment	04/02/2022	

Details of the person who completed the re-declaration

Title	Mr
First name	Donald
Last name	Hill
Main telephone number	01934 835578
Alternative telephone number	07774125578
Email address	clerk@puxtonparishcouncil.org.uk
Your contact address	18 MITFORD SLADE COURT
	MENDIP ROAD
Ś	YATTON
	BRISTOL
	SOMERSET
Postcode	BS49 4JG
Country	United Kingdom

Employer details

Name of employer	PUXTON PARISH COUNCIL	
Alternative identifier	N/A	



Employer contact details

Title	Mr		
First name	Donald		
Last name	Hill		
Job title	Clerk to the Council		
Email address	clerk@puxtonparishcouncil.org.uk		
Employer address	18 MITFORD SLADE COURT		
	MENDIP ROAD		
	YATTON		
	BRISTOL		
	SOMERSET		
Postcode	BS49 4JG		

PAYE schemes

PAYE scheme reference 1	034/UA09624	

Pension scheme used for automatic enrolment

Did you have any staff on your duties start date or	No
at the end of the postponement period(s) that you	
automatically enrolled into a pension scheme	

Staff details

Total number of staff in employment on the re-enrolment date	1	
Number of staff who were already members of a pension scheme on your re-enrolment date	1	
Number of staff who did not fall into any of the above categories	0	

Important note

As the employer, it is your responsibility to check these details are correct. If someone else has completed the re-declaration on your behalf, this includes checking that the person who submitted the re-declaration is authorised by you to do so.

You should make sure that any incorrect details are amended within the next 14 days. You can do this by visiting www.autoenrol.tpr.gov.uk

If your re-declaration was done by telephone, please call The Pensions Regulator's customer support on 0345 600 1011.

You will be required to re-enrol certain staff into a pension scheme and re-declare with The Pensions Regulator in approximately three years' time. In the meantime, you will have ongoing responsibilities to:

- continue to assess and put any staff who meet the requirements into your scheme
- · pay contributions on behalf of the staff you have put into, or have asked to join, your scheme
- · process anyone that has asked to join the scheme or asked to leave the scheme
- · keep records of the above.

This list is not exhaustive. For more information please go to: www.tpr.gov.uk/next

You should be aware that there may be consequences if you do not comply or if you provide false or misleading information to The Pensions Regulator, including fines, civil penalties and/or prosecution.

Yours sincerely,

Mel Charles

Director, The Pensions Regulator

From: ThePensionsRegulator@autoenrol.tpr.gov.uk **@**Subject: Your legal duties: workplace pensions re-enrolment

Date: 5 November 2021 at 13:08 **To:** clerk@puxtonparishcouncil.org.uk





Are you still our key contact for re-enrolment?

Your details:

Employer name: PUXTON PARISH COUNCIL

PAYE reference number: 034/UA09624

Letter code: You will need this to complete your duties.

You can find your letter code on our website or on letters from us.

Your key dates:

Previous re-enrolment date: 3 April 2019

Next re-enrolment window opens: 3 January 2022
 Next re-enrolment window opens: 3 January 2022

Next re-enrolment window closes: 2 July 2022
Next re-declaration deadline: 2 September 2022

We're writing to you because you managed re-enrolment for PUXTON PARISH COUNCIL or helped them with their duties. If you are no longer the correct person to contact regarding re-enrolment duties, use the link below to tell us who we should contact instead. This is important as we will send further emails with useful

information to help PUXTON PARISH COUNCIL with their re-enrolment.

Tell us who to contact >

What is re-enrolment?

Every three years an employer must put certain staff back into a pension scheme. This is known as 're-enrolment'. This is an employer's legal duty and you must let us know you have done it by completing and submitting a re-declaration of compliance.

PUXTON PARISH COUNCIL last carried out re-enrolment duties on 3 April 2019 and you will once again need to check your specific duties in the same way you did then.

Further information

For further information and tools to help you carry out your re-enrolment duties, visit our website. Act now to make sure you meet your duties on time.

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Useful links

Use our <u>online tool</u> to help you choose a re-enrolment date. You'll need your letter code and PAYE reference number to hand.

Watch our video

If you have any questions regarding your duties, go to our online <u>Frequently Asked</u> <u>Questions</u>.

Tell us who to contact >



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Read <u>how we use cookies</u> to monitor and improve our online services.

If you do not wish to receive automatic enrolment employer support emails you can <u>unsubscribe</u> here.

There are a number of ways you can get in touch, please contact us here.

To help ensure that you receive our emails you may want to add donotreply@autoenrol.tpr.gov.uk to your list of 'safe' email addresses. If you can't do that you may want to talk to your internet service provider and ask them to do it for you.

This email and the information contained in it are for the intended addressee(s) only. If you have received this email in error, please delete it and any copies of it.

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From: ThePensionsRegulator@autoenrol.tpr.gov.uk
Subject: Choose your date now: workplace pensions re-enrolment

Date: 4 February 2022 at 12:40
To: clerk@puxtonparishcouncil.org.uk





Your re-enrolment window is open – select your date now

Your details:

Employer name: PUXTON PARISH COUNCIL

PAYE reference number: 034/UA09624

Letter code: You will need this to complete your duties.

You can find your letter code on our website or on letters from us.

Your key dates:

Re-enrolment window opened: 3 January 2022

Re-enrolment window closes: 2 July 2022

• Re-declaration deadline: 2 September 2022

Your re-enrolment window is now open, so select a re-enrolment date between 3 January 2022 and 2 July 2022.

We recommend you choose a date as early as possible to get your duties completed and save yourself time. Use our online tool to help you with this. You'll need your letter code and PAYE reference number to hand.

Use the online tool >

What to do once you've chosen your date

On your re-enrolment date you'll need to assess certain staff, just as you did for your previous re-enrolment three years ago.

Find out what you need to do >

Complete a re-declaration of compliance

Whether you have staff to put back into your pension scheme or not, you must complete and submit your re-declaration of compliance by 2 September 2022.

Useful links

If you aren't setting up re-enrolment for PUXTON PARISH COUNCIL, <u>let us know</u> who to contact instead.

If you have any questions regarding your duties, go to our online <u>Frequently Asked</u> Questions.

Use our online tool to help you choose a re-enrolment date >



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PO Box 332 Darlington DL19PS

www.tpr.gov.uk/re-enrol-info

Mr Donald Hill Clerk, Puxton Parish Council PUXTON PARISH COUNCIL 18 Mitford Slade Court Mendip Road Yatton **BRISTOL** BS49 4JG



Your PAYE reference	034/UA09624
Your Letter code	1151230619

Keep this information safe to complete your duties.

December 2021

2

Dear Mr Hill

Re-enrolment: your legal duties as an employer

Every three years you have a legal duty as an employer to assess and re-enrol eligible staff who have left your workplace pension scheme. This is known as 're-enrolment'. You must then submit a re-declaration of compliance to tell us how you have met your legal duties, even if you have no staff to re-enrol.

PUXTON PARISH COUNCIL last carried out re-enrolment duties on 3 April 2019 and you will once again need to check your specific duties in the same way as you did then.

What do I need to do?

We have outlined the key steps you need to take to complete your duties:



Step 1: Choose a re-enrolment date

You will need to choose a re-enrolment date between 3 January 2022 and 2 July 2022. This is the date on which you need to assess and re-enrol your eligible staff.

Step 2: Work out who you need to re-enrol

On your chosen re-enrolment date, you'll need to assess certain staff to work out if you need to put them back into your pension scheme.

Step 3: Write to staff you need to re-enrol

Within 6 weeks of your chosen re-enrolment date you'll need to write to the staff you have put back into your pension scheme and let them know what you have done.

Step 4: Complete your re-declaration of compliance

Whether you have staff to re-enrol or not you must complete a re-declaration of compliance to tell us how you have met your legal duties.

Your re-declaration deadline is 2 September 2022.

More information

For more detailed information on your duties please go to: www.tpr.gov.uk/re-enrol-info



Keeping you up to date with your duties

According to our records, you are the person responsible for re-enrolment. We will continue to write to you about your duties as it is your legal responsibility to ensure that your duties are completed on time.

We'll also send more regular information by email to the contact listed below to help you comply with workplace pensions law.

Nominated contact for further information:

Name: Not known

Email address: Not known

Make sure your contact details are correct

If your nominated contact's details are incorrect, or if you are no longer the person responsible for automatic enrolment, please provide us with new details at: **www.tpr.gov.uk/nominate**. You'll need both the letter code and PAYE reference shown at the top of this letter to do this.

I will write to you again, but you should start preparing now and allow plenty of time to ensure you meet your legal duties on time.

Yours sincerely

Mel Charles

Director, The Pensions Regulator



Making workplace pensions work

English Cymraeg

Re-declaration

Summary and check

Please check all of the details below that will be in this re-declaration to The Pensions Regulator.

When you submit your declaration this will be an official record of what has been done to meet the employer's legal duties for re-enrolment, so you must make sure that all information is correct and complete.

If you are acting on behalf of the employer, you should check with the employer that this information is correct before you submit it.

To submit your declaration you must click on submit on the next page.

Your details

Your name

Donald Hill

Your main telephone number

01934 835578

Additional telephone number (optional)

07774125578

Your email address

clerk@puxtonparishcouncil.org.uk

Your relationship to the employer

Other

Your contact address

Address

18 MITFORD SLADE COURT MENDIP ROAD YATTON BRISTOL SOMERSET BS49 4JG United Kingdom

Employer details

Name of the employer

PUXTON PARISH COUNCIL

Companies House number

Not provided

Industrial and provident society number

Not provided

Registered charity number

Not provided

VAT registration number

Not provided

Employer contact details

Owner or most senior person at the employer

Mr Donald Hill

Job title

Clerk to the Council

Email address (optional)

clerk@puxtonparishcouncil.org.uk

Employer's address

Address

18 MITFORD SLADE COURT MENDIP ROAD YATTON BRISTOL SOMERSET

Emplover's F	PAYE reference(s)		
	711 2 1010101100(<u> </u>		
)34/UA09624				
Pension sch	eme details			
There were no	employees to be aut	tomatically re-en	rolled	

Employer's re-enrolment date

04 Feb 2022

Staff details

Total number of staff in employment on 04 February 2022 (the re-enrolment date)

1

Number of staff already members of a scheme on 04 February 2022

1

Number of staff to whom the defined benefit transitional period has been applied

0

Number of staff who do not fall into the above categories

0

Please make sure all the information above is correct



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Making workplace pensions work

Re-declaration confirmation

English Cymraeg

Employer details

Name of the employer

PUXTON PARISH COUNCIL

Companies House number

Not provided

Industrial and provident society number

Not provided

Registered charity number

Not provided

VAT registration number

Not provided

Employer contact details

Owner or most senior person at the employer

Mr Donald Hill

Job title

Clerk to the Council

Email address (optional)

clerk@puxtonparishcouncil.org.uk

Employer's address

Address

18 MITFORD SLADE COURT MENDIP ROAD YATTON BRISTOL SOMERSET BS49 4JG United Kingdom

Empl	over's	PAYE	reference	(2)
шпр	UYCI 3			01

034/UA09624

Pension scheme details

There were no employees to be automatically re-enrolled

Employer's re-enrolment date

04 Feb 2022

Staff details

Total number of staff in employment on 04 February 2022 (the re-enrolment date)

1

Number of staff already members of a scheme on 04 February 2022

1

Number of staff to whom the defined benefit transitional period has been applied

0

Number of staff who do not fall into the above categories

0

Please make sure all the information above is correct



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×

From: DoNotReply@autoenrol.tpr.gov.uk @

Subject: Automatic enrolment duties: Acknowledgement of re-declaration

Date: 5 February 2022 at 00:48 **To:** clerk@puxtonparishcouncil.org.uk





Dear Mr Hill

This email confirms you have completed the re-declaration of compliance for PUXTON PARISH COUNCIL with The Pensions Regulator under the Pensions Act 2008 (or, for employers in Northern Ireland, the Pensions Order 2008) on 04/02/2022.

You can view the information you submitted by logging on to the re-declaration of compliance online form.

You should make sure that any incorrect details are amended within the next 14 days.

We will also send a copy of this information by post to the senior contact you provided at re-declaration.

The Pensions Regulator

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