



# DM PAYROLL SERVICES LTD

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7<sup>th</sup> November 2025

Moretonhampstead Parish Council  
Green Hill  
Fore Street  
Moretonhampstead  
TQ13 8LL

Dear Samantha,

## **Payroll Services Contract**

This engagement letter sets out the terms and conditions forming the contract to provide payroll services with effect from 1<sup>st</sup> April 2026.

For the purpose of this contract 'we' is DM Payroll Services Ltd and 'you' is your organisation.

The payroll will be processed in time for the payment date as advised on your PAYE information form. We will create a payslip and payroll reports which will be accessible via your own secure log in. We will complete and submit the required online RTI reports to HMRC, including the monthly nil returns if no payments are made to employees.

For organisations with regular changes to their payroll, a payroll template will be issued to a nominated person from your organisation. The nominated person should ensure any changes made are accurate before submitting the payroll template for processing.

For organisations without regular changes, you will be responsible for ensuring we are advised of any changes, e.g. tax code, hours worked, rate paid before the payroll is processed, to ensure the payroll is accurate. We will automatically run the payroll during the agreed time period, i.e. week 1, week 2, week 3 or week 4 and therefore any changes should be advised before this agreed week. A £10 + VAT charge will be made for any requests for a re-run through no fault of DM Payroll Services Ltd. You can ask to change the week your payroll is processed to a different week to meet your own requirements. We count week 1 as the week containing the 1<sup>st</sup> of the month, if you think there may need to be a change but do not have final details then email us to request a delay in processing the payroll.

Any pension contributions will be calculated as part of the payroll and is included within the payroll service cost. A software generated pension report will be provided as per the service. You will be responsible for completing pension returns/uploading pension data to the pension provider.

You will be responsible for making payments to employees, HMRC, pension and any other organisations e.g. attachment of earnings or saving schemes.



Licensed and regulated by the Association of Accounting Technicians to provide services in accordance with licence number 3239 details of which are displayed at the address shown.

Registered company number 10880898

## **Fee**

The offer of payroll services is based on 1 employee(s) paid monthly and the fee is £132 + VAT a year plus a one off set up fee of £30 + VAT. New starters added within contract are charged at £10 + VAT per set up and any year end P11D submissions are charged at £10 + VAT per employee submission.

Submissions of the declaration of compliance to the pension regulator will be charged at £10 per submission.

From April 2028 the fee will automatically be increased annually based on the CPI issued in July of the preceding year.

Payment for the payroll services will be made on receipt of an invoice and will be payable within 30 days of the invoice date. I reserve the right to charge an administration fee of £10.00 + VAT for unreasonably late payment.

Invoices will either be issues annually at the start of the year, twice yearly around July/August and November/January time or quarterly. Please indicate you preference for receiving invoices with your acceptance signature on the last page. For organisations who constantly make late payments without contact I reserve the right to move the organisation onto an annual invoicing basis.

## **Termination of contract**

The contract can be terminated by either party with one calendar months' notice.

## **File destruction**

We are registered with the Information Commissioner's Office for handling of data.

Whilst certain documents may legally belong to you, unless you tell us not to, we intend to destroy correspondence and other papers that we store which are more than seven years old, other than documents which we think may be of continuing significance. If you require the retention of any document, you must notify us of that fact in writing.

If this contract ends, information relating to the payroll will be destroyed at the end of the financial year of when the contract ends.

## **Ethical guidelines**

We will observe the ethical guidelines of the Association of Accounting Technicians and accept instructions to act for you on the basis that we will act in accordance with those guidelines. A copy of these guidelines will be supplied to you on request. My AAT licence does not allow for the undertaking of investment work or giving pensions advice.

## **Customer service**

We are committed to providing a high standard of customer service. If you have any ideas as to how the service to you could be improved, or if you are dissatisfied with the service you are receiving, please let us know. In the event that you have a complaint, we will look into this carefully and promptly and do all we can to explain the position to you or address your concerns. If you are still not satisfied you may of course make a complaint to the Association of Accounting Technicians. Arrangements are in place for continuity in practice.

## **Third parties**

All accounts, statements and reports prepared by me are for your exclusive use within your business or to meet specific statutory responsibilities. They should not be shown to any other party without our prior consent.

No third party shall acquire any rights pursuant to our agreement to provide professional services.

### **Applicable law**

This engagement letter is governed by, and construed in accordance with, English law. The Courts of England will have exclusive jurisdiction in relation to any claim, dispute or difference concerning this engagement letter and any matter arising from it. Each party irrevocably waives any right it may have to object to any action being brought in those courts, to claim that the action has been brought in an inappropriate forum, or to claim that those courts do not have jurisdiction.

### **Disclaimer**

We will not be liable for any loss suffered by you or any third party as a result of our compliance with the Anti Money Laundering Legislation or any UK law or at all.

Please note the responsibility for the detection of irregularities and fraud rests with you and that this would normally be outside the scope of the engagement.

### **Agreement of terms**

Once agreed, this letter will remain effective from the date of signature until it is replaced. Either party may vary or terminate our authority to act on your behalf at any time without penalty. Notice of termination must be given in writing.

### **Privacy Policy**

Your personal information is being processed by DM Payroll Services Ltd. We are devoted to managing personal information in line with current legislation and best practice, this includes the General Data Protection Regulation (GDPR) which was active from May 25<sup>th</sup>, 2018. Whenever you provide personal information, we will treat information in accordance with our privacy policy.

### **Description of processing**

The following is a broad description of the way this organisation processes personal information:

#### **Reasons/purposes for processing information**

We process personal information to enable us to provide accounting, auditing and related services, to maintain our own accounts and records.

#### **Type/classes of information processed.**

We process information relating to the above reasons/purposes. This information may include:

- Personal details
- Financial details
- Employment details

We also process sensitive classes of information that may include:

- Date of birth
- National Insurance Number

#### **Who the information is processed about**

We process personal information about customers and employees.

### Who the information may be shared with

We sometimes need to share the personal information we process with the individual themselves and other organisations. Where this is necessary, we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons. Where necessary or required we share information with:

- central government- HMRC
- financial organisations- Pension providers
- ombudsmen and regulatory authorities- if necessary
- credit reference and debt collection agencies- Courts or department of work and pensions.

### Personal information security

We have in place security measures, rules and technical measures to specifically protect your personal data from unauthorised or improper use, and from accidental loss. We are only responsible for the security of your data once it has been received, i.e. we are not responsible if it is lost in the post.

### Access to Personal Information

If you wish, you can obtain a copy of any personal information we have about you by sending your request to [daine@dmpayrollservices.co.uk](mailto:daine@dmpayrollservices.co.uk). We will provide you, at no charge, an electronic copy of all the personal data that we have regarding you within 30 days; although we shall require proof of your identity.

### Retention Policy

Retention Period		
Existing clients	Electronic and paper copy	Employee pay history: Review 3 years from the end of the financial year to which they relate. Payroll sheets: Review 3 years from the end of the financial year to which they relate.
Previous clients		Destroyed after the end of the current financial year.
Authority:	DM Payroll Services	
Information Asset Owner:	Director	
Location Held:	Laptops and safe	
Permanent Preservation:	No	
References:	Information Commissioners Office: Retention Schedule.	
Sensitive Personal Data:	Yes	

### Rights of Data Subjects

<b>The right to be informed</b>	Data subjects should be clear about what, why and in what way, Personal Identifiable Information (PII) will be processed.
<b>The right of access</b>	Data subjects have the right to learn what PII is held on them by whom and why
<b>The right of rectification</b>	Data subjects can request corrections to their PII
<b>The right to erase</b>	Data subjects can request to be forgotten
<b>The right to restrict processing</b>	Data subjects can ask organisation to stop processing their PII

<b>The right to data portability</b>	Data subjects can ask for their PII in machine readable format or to have it sent to another organisation
<b>The right to object</b>	Data subjects can object to organisation processing their PII
<b>Automated decision making and profiling</b>	Protection against targeted marketing and decision making

If you wish to require more information regarding rights, you can do this by consulting the Information Commissioners Office (ICO) website or contact our Data Protection Officer for more specific enquires at peter@dmpayrollservices.co.uk.

Would you please confirm your agreement to the terms set out in this letter by signing and returning the enclosed copy? If anything is unclear to you or you require any further information please let me know.

I confirm I am a qualified Accounting Technician and Payroll Administrator, licenced and regulated by the Association of Accounting Technicians. We hold Professional Indemnity insurance with Trafalgar Insurance.

Please confirm acceptance of this contract by signing and returning the slip below.

Yours sincerely

*Diane Malley*

Diane Malley

I/We\* confirm that I/we\* have read and understood the contents of this letter and agree that it accurately reflects the services that I/we\* have instructed you to provide.

Signed ..... Print Name .....

on behalf of ..... ( Name of Employer )

Dated .....

I/We\* would prefer to be invoiced on an annual / twice yearly / quarterly\* basis.

I/We\* confirm that I/we\* have read, understood the Privacy Policy and agree to DM Payroll Services Ltd using personal data for the purpose of processing payroll and associated responsibilities.

Signed ..... Dated .....