

South Luffenham Parish Council

Clerk & RFO Report – 3 September 2026

Community Infrastructure Levy (CIL)

The revised 2025/26 CIL Annual Report has been submitted to Rutland County Council. RCC has confirmed that the CIL allocation towards the community defibrillator will be recorded as expenditure in 2025/26. The revised report is included with the meeting papers.

Internal Audit 2026/27

Auditing Solutions Ltd has asked the Council to confirm its reappointment for 2026/27 and approve an updated Letter of Engagement. Council is also required to formally consider the Internal Auditor's independence. The agreement will continue in future years unless cancelled by either party.

A decision is sought under the relevant agenda item.

Local Government Pension Scheme (LGPS)

Leicestershire Pension Fund has advised that joining the LGPS will incur a setup fee of £1,000–£1,750 plus VAT. I have queried the basis and level of this charge, as equivalent fees were not charged by the other LGPS funds through which I am employed. The query has been referred to Leicestershire's actuary and a response is awaited.

Cemetery Records

Work has commenced to digitise and update the Council's historic cemetery and Exclusive Rights of Burial records. This will provide a clearer central record and help establish remaining cemetery capacity. Cemetery management training has also been booked.

Great Crested Newt Survey

The survey took place on 17 July and water samples have been sent for laboratory testing. Results are expected in autumn and will be shared with the Council when received.

Governance Documents

A new Reserves Policy has been prepared for Council consideration, together with updated Financial Regulations based on the current NALC model. Both are included with the meeting papers under the Governance agenda item.

The Events on Parish Council Land Policy and accompanying permit form have also been completed following the July meeting and are included for consideration.

Council Website

I have designed and built a new South Luffenham Parish Council website, which is now ready for Council review. The new site will provide an updated and more accessible platform for publishing Council information, governance documents, news and statutory information.

As part of the migration, I recommend that the Council moves to a .gov.uk domain and .gov.uk email addresses, in line with current sector guidance and the requirements associated with Assertion 10 of the Annual Governance and Accountability Return (AGAR) regarding the use of a secure and appropriate email system and website.

Indicative ongoing costs are approximately £10 per year for the .gov.uk domain, from £2.40 per month per email user, and approximately £5–£6 per month for website hosting.

The website can be viewed at slpc.robsclients.co.uk

Proposed Meeting Dates 2027

7th January

4th March

6th May

1st July

2nd September

4th November

Amie Fenech

Clerk & Responsible Financial Officer