



## Supporting Local Councils in Leicestershire & Rutland

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Benjamin Tassell  
Oakham Town Council  
Rol House  
Long Row  
Oakham  
Rutland  
LE15 6LN

23rd January 2023

Dear member council,

### **LRALC Internal Audit Service**

Please find enclosed your Internal Audit Service (IAS) invoice for the **2022-23 financial year**. As we have made you aware in previous years, we work on the basis of automatic renewal. If you wish to withdraw from LRALC Internal Audit Service, we need to know by 31<sup>st</sup> March 2023 for the financial year 2023-2024. Any changes made to your internal audit provision is a decision for your council and should be supported by a reference in your minutes.

This invoice covers internal audit services provided to your council by LRALC for the period 1st April 2022 to 31st March 2023, including provision of the Annual Internal Audit Report (AIAR) which enables proper completion of the council's Annual Governance Statement as part of the forthcoming AGAR process following year end.

We invoice at this stage as we are approaching the end of the financial year for which we are providing your council IAS services, i.e. we have provided your council with IAS services for 9 months (unless you joined mid-year) and there are only 3 months remaining. We know that it can be confusing as internal audit is sometimes seen as a once-a-year activity that takes place in May/June. However, the report we provide in May/June completes the process for the service we have provided over the preceding financial year. As such we are invoicing three quarters of the way through the year the service is provided for, not "in advance" as a couple of councils queried last year. As such our usual payment terms apply and we would appreciate payment within a month wherever possible.

A few parishes have moved into a higher band this year because, as you know, the scale of fees is based on electorate and the growth in these numbers has passed the threshold for the next band. In addition, as communicated to you in our "Budget Setting Information" email of 8<sup>th</sup> December 2022, for the next year of the service (2023-24) we have had to apply an increase to the fees we charge; £15 per annum for the smallest councils, £40 per annum for the largest). We believe the rates continue to offer excellent value for money as the quality of our IAS service surpasses most other provision out there. We have never aimed to be the cheapest, rather we aim to provide our member councils with a quality benchmarked service which they can rely on to be accurate and thorough.

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0116 235 3800 | [admin@leicestershireandrutlandalc.gov.uk](mailto:admin@leicestershireandrutlandalc.gov.uk) | [www.leicestershireandrutlandalc.gov.uk](http://www.leicestershireandrutlandalc.gov.uk)  
Registered office as above. Registered in England No. 11323405

The fees for the 2023-24 financial year (which will end with the issuing of our internal audit reports in May/June 2024) are copied in the third column of the grid below:

Electorate banding (number of electors)	Annual Fee for Internal Audit Service 2022-23 (current)	Annual Fee for Internal Audit Service (from 1 <sup>st</sup> April 2023 – payable January 2024)
0-150	£100	£115
150-500	£180	£200
500-1000	£220	£245
1000-3000	£260	£290
3000-5000	£335	£370
5000-10000	£415	£450
>10000	£455	£495

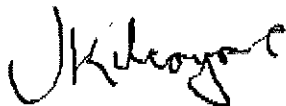
The fees above assume your internal audit will be carried out remotely which is now the preferred option for many of our councils and internal auditors.

You may choose to have a face-to-face audit by agreement with your internal auditor. If this is the case, we will need to issue you with an additional invoice for mileage charged at 45 pence per mile following the conclusion of the audit. This will be sent to you when we receive this information from the relevant internal auditor.

Your internal auditor will contact you towards the end of this financial year to make arrangements to view your documents and complete the internal audit report for your council. Terms of reference for the internal audit are included with this letter for your reference.

Thank you for continuing to choose LRALC for your internal audit.

Regards,



John Kilcoyne  
Deputy Chief Executive  
LRALC

FC - FINANCE  
March 23  
obtain council!

**Karen Bell**

**From:** Claire Snodin <CSnodin@rutland.gov.uk>  
**Sent:** 06 March 2023 14:08  
**Subject:** Commercial bin collections 2023/24

agreed  
KB  
21/3/23

Good afternoon,

I am in the process of updating our commercial waste collection service for April 2023-March 2024. I am sorry to say that there has been a slight increase in charges for the coming financial year – these are as follows:

All size Recycling (grey) – from £9.00 to £10.00 per bin

Black 240 litre – from £13.00 to £14.00 per bin

Black 660 litre – from £18.00 to £20.00 per bin

Black 1100 litre – from £24 to £26.00 per bin

I would be grateful if you could let me know whether you wish to continue with this service.

Kind regards

Claire

**Claire Snodin/Places Support Administrator**  
Rutland County Council  
Catmose, Oakham, Rutland LE15 6HP  
T: 01572 758457 (x8457) / e: [csnodin@rutland.gov.uk](mailto:csnodin@rutland.gov.uk)  
[www.rutland.gov.uk](http://www.rutland.gov.uk)

Details regarding your data protection rights and how the Council processes your data can be found at [www.rutland.gov.uk/my-council/data-protection](http://www.rutland.gov.uk/my-council/data-protection)

If my e mail finds you outside of your normal working hours, please feel free to read, act on or respond at a time that works for you.

**\*\* Please note that I do not work on Wednesdays and Fridays\*\***

Rutland County Council  
Customer Service Centre: 01572 722 577

Visitor Parking Information & Map: <https://www.rutland.gov.uk/my-community/parking/council-car-parks/>  
Email Enquiries: [enquiries@rutland.gov.uk](mailto:enquiries@rutland.gov.uk)  
Council Website: <http://www.rutland.gov.uk>  
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**Disclaimer**

PC  
March 2023

Agenda item  
Payment  
due

**Karen Bell**

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**From:** Emma Ellis <EEllis@rutland.gov.uk>  
**Sent:** 20 March 2023 15:35  
**To:** TownClerk  
**Cc:** Sam Soutar  
**Subject:** FW: Community Street Lighting - RC001020 - Oakham Town Council  
**Attachments:** Letter re Community Street Lighting.doc; 9142458.pdf  
**Importance:** High

Balance . £9270.12

Good Afternoon Karen

RC001020 – Invoice 9142458 – Balance Outstanding £ 9270.12

Further to my previous Email acknowledging your confirmation that you are the new Town Clerk at Oakham Town Council.

Below is the response that My Team Leader, Sam Soutar, sent to Kathy Geraghty on 10<sup>th</sup> March following on from receiving the letter and tender schedule information as attached.

If you could please keep us updated once you have looked into this, it would be appreciated?

Many thanks  
Kind regards

Emma Ellis (Exchequer Assistant)  
Rutland County Council  
Catmose, Oakham, Rutland LE15 6HP  
t: 01572 75 8218 | e: [eellis@rutland.gov.uk](mailto:eellis@rutland.gov.uk)  
[www.rutland.gov.uk](http://www.rutland.gov.uk)

**From:** Sam Soutar <SSoutar@rutland.gov.uk>  
**Sent:** Friday, March 10, 2023 11:25 AM  
**To:** 'kgeraghty@oakhamtowncouncil.gov.uk' <kgeraghty@oakhamtowncouncil.gov.uk>  
**Cc:** Emma Ellis <EEllis@rutland.gov.uk>; Stuart Crook <SCrook@rutland.gov.uk>  
**Subject:** FW: Community Street Lighting  
**Importance:** High

Hello Kathy

Thank you for your e-mail.

On reading the attached letter and attached schedule I believe there may be some confusion over the Street Lighting recharge invoices.

Our annual recharges are nothing to do with the Christmas lights and are in respect of the street lights in all public/residential areas across Oakham Town. All town and parish councils are recharged at the rate charged by the utility companies based on the lights in their area.

The last 5 years have been as follows:

2018/19 - £11,499.97  
2019/20 - £12,819.46  
2020/21 - £12,764.70  
2021/22 - £14,931.96  
2022/23 - £23,920.12

The significant increase this year is obviously due to the energy price increases we have all been faced with.

I trust this answers your query however if you have any further questions please do not hesitate to contact me

Yours sincerely

Samantha Soutar FMAAT | Exchequer Team Leader  
Rutland County Council  
Catmose, Oakham, Rutland, LE15 6HP  
Rutland County Council  
t: 01572 758120 | f: 01572 758 429  
e: [ssoutar@rutland.gov.uk](mailto:ssoutar@rutland.gov.uk)  
[www.rutland.gov.uk](http://www.rutland.gov.uk)

**From:** Kathy Geraghty <[kgeraghty@oakhamtowncouncil.gov.uk](mailto:kgeraghty@oakhamtowncouncil.gov.uk)>  
**Sent:** Thursday, March 9, 2023 3:48 PM  
**Cc:** Emma Ellis <[EEllis@rutland.gov.uk](mailto:EEllis@rutland.gov.uk)>  
**Subject:** [EXTERNAL] Community Street Lighting  
**Importance:** High

**Warning:** This email originates outside of Rutland County Council.  
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Please report any issues or concerns to the IT Service Desk.

Dear Emma,

Thank you for the catch up today, this was an agenda item at our full council meeting last night.

The Councillors voted they wanted a letter sending as attached to your department.

Kind regards,

Kathy

Deputy Clerk

## Karen Bell

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**From:** Emma Odabas <EOdabas@rutland.gov.uk>  
**Sent:** 30 March 2023 08:41  
**To:** Karen Bell  
**Subject:** Re: Oakham Hopper - 07.05.23

Hi Karen. Our usual driver Jim would be happy to work extra non contracted hours that day should this be approved. At Sunday hrs rates it would be £255 for the extra day service. Just let me know the outcome of the meeting. The vehicle stickers are now done and I will send photos once they applied and bus is off route.

Sent from [Outlook for Android](#)

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**From:** Karen Bell <kbell@oakhamtowncouncil.gov.uk>  
**Sent:** Wednesday, March 29, 2023 10:39:14 PM  
**To:** Emma Odabas <EOdabas@rutland.gov.uk>  
**Subject:** [EXTERNAL] Oakham Hopper - 07.05.23

APRIL  
DC

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Dear Emma

Earlier this evening, Oakham Town Council agreed in principle that it would like the Oakham Hopper to run on 07 May 2023.

Would it be possible to let me have some accurate costing information for the service to run on that day.

The council next meets on 12 April 2023, if you are able to let me have the information in time for that meeting it would be appreciated as the Coronation bank holiday is fast approaching.

I look forward to hearing from you

Kind regards

**Karen Bell**  
**Locum Town Clerk**  
Oakham Town Council, Rol House, Long Row, Oakham, Rutland, LE15 6LN  
01572 723627 | [townclerk@oakhamtowncouncil.gov.uk](mailto:townclerk@oakhamtowncouncil.gov.uk)  
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## Karen Bell

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**From:** Emma Ellis <EEllis@rutland.gov.uk>  
**Sent:** 30 March 2023 09:30  
**To:** Karen Bell  
**Subject:** RE: Community Streetlighting - RC001020

Good Morning Karen

Thank you for your Email.

Please are you able to provide evidence of this contract as we have no record of a contract between RCC and OTC?

This is the extract from our 2016 street lighting policy when RCC took over the payment of the community street lights. Before this town and parish councils paid the energy suppliers directly

units to the Councils current specification.

2.8 All lighting will be categorised as either Highway Lighting or Community Lighting, defined as follows:

- **Highway Lighting**

- All lighting on A and B roads
- Lighting at specific safety schemes
- All signs requiring illumination in accordance with the Traffic Signs Regulations and General Directions 2002.
- Commercial centres of Oakham and Uppingham as defined within our Highway Inspection and Winter Maintenance policies.

- **Community Lighting**

- All other lighting on carriageways and footways

2.9 Town and Parish Councils will contribute 100% of the energy costs attributed to their community lighting stock as identified on the Council's Unmetered Supply Inventory.

As previously advised all Town and Parish Councils are recharged at the rate charged by the utility companies based on the lights in their area.

Kind regards

Emma Ellis (Exchequer Assistant)  
Rutland County Council  
Catmose, Oakham, Rutland LE15 6HP