



## ANNUAL REVIEW OF INTERNAL CONTROLS FOR THE YEAR ENDED 31 MARCH 2022

REVIEW SIGNED OFF BY PARISH COUNCIL: April 2022

### **Contracts with an annual value of more than £10,000**

#### **Greentouch Landscaping & Agricultural Services. Annual value £18,500**

This contract was tendered in November 2017.

It covers grounds maintenance across the parish, grounds maintenance at the tennis courts in Greatwood Place and twice weekly rubbish bin emptying at Phipps Close & Grove Park.

**Contract management.** The Parish Clerk is currently responsible for managing the contract. Frequent contact is maintained with the contractor to ensure compliance and to request additional work to be performed when necessary. Parish Councillors assist by reporting additional works which may be required.

As much of the work is driven by seasonal requirements – grass cutting as opposed to specific performance targets - the frequency of contact is variable, according to need. This contract is to be reviewed in 2022. Contract to start April 2023 with winning tender.

### **Contracts with an annual value of less than £10,000**

#### **Gas and Electricity Contracts.**

These are negotiated by The Royal Borough of Windsor and Maidenhead Council who are landlords for both Woodlands Park Village Centre and White Waltham Parish Hall. The Parish Council has no influence over these.

**Contract monitoring.** The Parish Clerk monitors these contracts and looks at trends monthly. Parish Councillors monitor for variance against budget quarterly.

### **Contracts for which the Parish Council has direct responsibility are as follows:**

#### **Active Security. Annual value £900**

This contract commenced in 2008.

It covers annual maintenance of CCTV, intruder alarm and fire alarm systems at Woodlands Park Village Centre.

**Contract Management.** This contract is managed by the Centre Manager. Contractor responds well, in line with SLA, to call outs as required. These are usually when faults occur with the system.

#### **Active Security. Annual value £750**

This contract commenced in 2008

It covers the annual maintenance of CCTV system at Phipps Close Play Area.

**Contract Management.** The contract is managed by the Centre Manager. Contractor responds well, in line with SLA, to call outs occasioned by vandalism and assists with downloading related information when required.

#### **Chubb Fire. Contract value £264.105.**

This contract was renewed August 2017. It covers the supply and annual maintenance of fire extinguishers at both the Woodlands Park Village Centre and the Parish Hall.

**Contract Management.** The contract is managed by Centre Manager against the lease agreement.

**Clear Business. Contract Value approx. £1400.**

This contract was tendered in December 2021. It covers telephone services & broadband.

**Contract Management.** Both elements of the contracts are managed by the Parish Clerk who looks at trends and variances monthly. Parish Councillors monitor for variance against budget quarterly.

**Clarity Copiers. Contract Value varies according to printer/copier use.**

This contract commenced in 2008.

It covers cartridge replacement and the maintenance of the printer/copier, which is leased from Clarity Copiers, at a set rate 0.30p per mono copy and 3.75p per colour copy.

**Contract Management.** Contract is managed by the Assistant Clerk in line with the terms of the lease.

**Greenworks Solutions Ltd. Annual contract value £240**

Contract started April 2019

Contract covers the provision of washroom services - emptying of hygiene and nappy bins.

**Contract Management.** Contract is managed by the Assistant Clerk in line with SLA.

**Shorts Group Ltd. Annual contract value £473 for waste disposal.**

This covers the removal of rubbish from Woodlands Park Village Centre.

**Contract Management.** Contracts are managed and monitored by the Parish Clerk in line with SLAs.

**Shorts Group Ltd. Annual contract value £3,369.60 for dog waste**

This covers the removal of dog waste for the parish as a whole

**Contract Management.** Contracts are managed and monitored by the Parish Clerk in line with SLAs.

**General Financial Management**

The parish book-keeper set up the financial processes using Sage to ensure compliance and ensure the Council follows best practice. The book-keeper monitors the financial situation every 3 months before completing the vat return and the Parish Clerk takes action as required.

**Arrangements to defer fraud**

Council is ever mindful of this need. The cheque book remains in the custody of the Parish Clerk or in his/her absence in the safe. Signatures of two Parish Councillors are required for each cheque. All invoices are scrutinised by the Parish Clerk before being submitted for payment. Receipts are issued for cash receipts. Invoices are raised for Village Centre & Parish Hall lettings against a lettings schedule of rates. Banking is carried out with such frequency as the clerk considers necessary.

Parish Councillors are provided with the draft monthly Schedule of Payments 5 days before the monthly Council meeting. The final Schedule is provided at the meeting and signed off by 2 members of the Council after any discussion if required.

Parish Councillors are also provided with the Schedule of Salaries and Expenses during Part 2 of the monthly meeting for scrutiny and signed off by two council members.

**Bank Reconciliation**

Bank reconciliations are performed each month following receipt of the bank statements. These are checked by the Parish Clerk and the Chair signs on a monthly basis. Parish Councillors have access to these at any time during working hours.