



ANNUAL REVIEW OF INTERNAL CONTROLS FOR THE YEAR ENDED 31 MARCH 2024

REVIEW SIGNED OFF BY PARISH COUNCIL: March 2025

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

Greentouch Landscaping & Agricultural Services. Annual value £24,733

This contract was tendered in November 2022.

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 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 to the clerk.

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.

Contract to start April 2023.

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 £1300

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 £300

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 £408.00

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.

Onecom contract Value approx. £2400.

This contract started August 2024. 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 £300

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 £1600 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.

Cookham Waste & Recycling. 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 deter 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. For internet banking see regulation 6.15 of the Financial Regulations.

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 monthly Schedule of Payments 5 days before the monthly Council 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

On a monthly basis, and at each financial year end, a member other than the chairman or a cheque signatory or internet banking approver shall be appointed to verify bank reconciliations for all accounts produced by the RFO. The member shall sign the reconciliations in total, sign against every internet banking transaction, and sign the original bank statements as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council.

