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| Report No. 2022/03  Agenda Item No. 17 | Council  Date of Meeting: 12.01.2022 |
| **Oakham Town Council** | |
| Report Author: Cllr Adam Lowe Cllr Ade orchard | Title: Bank Reconciliation |
| Subject: Awarding Contracts with transparency | |
| Strategic Aim No. Ensure robust financial controls are in place to enable the delivery of cost effective services as required now and in the future. | |

A cleaning Contract was issued to AA Cleaning by the Town Council for Cleaning. This would have been tendered for and different companies asked to tender.

After checking the Bank Rec it appears we have engaged another Cleaning Company without having tendered. Specifically Lend a Hand.

There may also be an overdue review of other contracts, with K and K window services and

Millennium Computers.

This paper is to ensure that the Town Council are being completely Transparent in the issue of

Contracts and payments made using public money.

The Council is being asked to review the following ‘contracts’. There may be more that should be reviewed, these three do stand out as a start point.

K & K Windows

Lend a Hand

Millennium Computer Services

Proposal:

(a) The Council does nothing, it would need to consider reviewing controls.

(b) If no contract is in place then the tendering of contracts process should be applied.

Millennium Computer Services, are responsible for our computer security and back-ups, a contract or agreement would outline what we require. As this is a crucial operational need the Council may choose to engage directly and invite Millennium to enter into a contract.

(c) An overdue or expired contract is renegotiated directly and is then reviewed along with other contracts at the appropriate anniversary.

(d) The Council ask the Office to review ALL Contracts and or regular payees to clarify which are contracts, when they were agreed and when they expire, this could be presented back to Full Council in a Spreadsheet Format.