

Monday, 03 April 2023

Councillor J Moorhouse (Chairman)
Tuxford Town Council
The Beeches Community Centre
Birch Court
Tuxford
NG22 0NF



Dear Councillor Moorhouse,

REF: REPORT OF END OF YEAR INTERNAL AUDIT 2022/2023

Following the JPAG Practitioners Guide, I have completed several random paper trails from paperwork that your Clerk has made accessible to me and from the Council's website, all paperwork checked was well documented, clear and correct and your Clerk was able to answer all questions asked.

Below are my observations and recommendations:

- A List of all expenditure over £100 to be published on the council's website
- An Asset inspection record to document when Council assets are checked, this will help the council should anyone harm themselves on any council property
- Member responsibilities are difficult to find on the Council's website, the council might like to consider better transparency for these.
- A list of public land and buildings to be published on the Council's website

Thank you for asking me to conduct your Internal audit and please contact me if you have any questions.

Yours sincerely

A handwritten signature in black ink that reads "Victoria Clark".

Mrs Victoria Clark

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