

Wednesday, 13 December 2023

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



Dear Councillor Moorhouse,

**REF: REPORT OF MIDYEAR INTERNAL AUDIT 2023/2024**

Thank you for asking me to conduct your 2023/2024 Internal Audit (IA), I have completed several random paper trails from paperwork requested, the councils accounting package and the Council's website.

All paperwork checked was well documented, clear and correct and your RFO was able to answer all questions asked.

From what I have seen, I have no concerns regarding your RFOs ability, I found Clare prompt and well organized and the councils accounting package is up to date.

Below are my observations and recommendations:

- Standing orders should be personalized, for instance page 5 t, the number of minutes should be filled in.
- The website Privacy notice was last updated in 2018, this is due for a review
- As a safety measure the Clerk/RFO should list all passwords and keep them in a sealed envelope, which should be updated regularly and only opened in an emergency by the Chairman in the presence of a fellow councillor. The council should assess other significant risks.
- The website Accessibility Statement was last reviewed 14 August 2020, this is due for a further review
- The district council has out of date data for Tuxford members interests, I realize this is out of the control of the Town Council however I would advise that they are given the correct information and asked to update it on their website.  
<https://data.bassetlaw.gov.uk/parish-councillors-register-of-interests/>

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

Yours sincerely

Mrs Victoria Clark

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