

Friday, 02 December 2022

Councillor Moorhouse
Chairman to Tuxford Town Council
The Beeches Community Centre
Birch Court
Tuxford
NG22 0NF



Dear Councillor Moorhouse,

REF: REPORT FOR MID YEAR INTERNAL AUDIT 2022/23

Thank you for asking me to conduct your Internal Audit for 2022/2023, I have followed the JPAG practitioners' Guide 2022.

Your Clerk has promptly provided me with all paperwork requested and a link to your Scribe accounts, all other documents to complete paper trails and checks were found on the council's well organised, easy to use, website.

Listed are my recommendations and observations, please contact me if you, the Council or your Clerk have any questions.

1. Councillor Outram is missing from the Town Councillor list on the Councils website [List](#)
2. On the District Council website there is a Councillor Carl Longmore's register of interest listed and only 2 vacancies [Register of interest](#)
3. Annual meeting of the Parish Council, must start with the election of the Chairman and then the signing and witnessing of the Acceptance of Office, this would be followed by the election of the Vice Chairman if a council has one. It can then be resolved to close the meeting for the Public Forum and outside bodies to speak and reopened when they have spoken. Times can be recorded in case needed at a later time.

4. On the councils Scribe Accounts there are expenditure entries noted to be Section 137 however the S137 box has not been ticked/checked so a S137 report is not available. Please see Local Government Act [S137 \(7\)](#)

5. The Annual Town Meeting, records the total number of residents attending, in this meeting a councillor is a resident so names of individual councillors are not recorded, only the names of the Chairman and Clerk.

Yours sincerely

V Clark

Mrs Victoria Clark