

EFFECTIVENESS OF INTERNAL CONTROL TERMS OF REFERENCE FOR WORKING PARTY

Membership

- Membership shall comprise of 5 Town Councillors excluding cheque signatories and internal scrutineer.
- The quorum shall be three members.

Meetings

- Meetings will be held in the Council Chamber or the Clerk's Office, Aylsham Town Hall.
- Meetings shall occur twice yearly in November and May following receipt of the Internal Audit report.
- The meeting is not chaired nor is an agenda produced. Discussions are led by the Internal Auditors report.
- Notes to be taken by the Responsible Finance Officer.

Aims

- To look at the effectiveness of the Council's systems of internal controls.
- To make recommendations to the Town Council as appropriate.