Polegate Town Council

INTERNAL AUDIT REVIEW AND INTERNAL CONTROL WORKING GROUP TERMS OF REFERENCE

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Issue No.	**Date completed**	**Details of amendments**
1	20.05.24	Adopted at Annual Stat Meeting
2	31.05.25	Adopted at Full Council Meeting
3	11.05.26	Adopted at Annual Stat Meeting

1. **Working Group Structure**
    1.1 The Working Group will be constituted at the Annual Council Meeting in May each year.
    1.2 The Working Group will meet as often as required. The Working Group has no delegated authority and will make recommendations to council for resolution.
    1.3 The Working Group will consist of 2 councillors plus the Chair and Vice-Chair of the Finance and Policy Committee.
2. **Specific Responsibilities**
    2.1 The Working Group will discuss, review and make recommendations to Full Council review on the Internal Audit and Internal systems of control and to carry out reviews as and when required.

Statement prepared for adoption by Polegate Town Council at its meeting on 11.05.26

Signed by

Mayor of Polegate **Town Clerk/Proper Office/RFO**