



Polegate Town Council, Council Office, 49 High Street, Polegate BN26 6AL

Telephone: 01323 488114 Fax: 01323 487517

Town Clerk Jo Ognjanovic - e-mail [townclerk@polegate-tc.co.uk](mailto:townclerk@polegate-tc.co.uk)

Town Mayor - Cllr M Clewett - e-mail [clewettmichael@gmail.com](mailto:clewettmichael@gmail.com)

6<sup>th</sup> November 2014

Notice is hereby given of a meeting of the Internal Audit Review and Internal Control Committee to be held on **Friday 14<sup>th</sup> November 2014** in Council Chambers, 49 High Street, Polegate East Sussex BN26 6AL at **9.00 am**

*J. Ognjanovic*

Town Clerk

---

*The press and public have a right to and are welcome to attend but are reminded that they must remain silent when the meeting is in progress in accordance with the Public Bodies (Admissions to Meetings) Act 1960. Comments or questions from members of the public on matters on the agenda will be received at the beginning of the meeting. The time allowed is a maximum of 2 minutes per speaker (this can be extended, if appropriate, and at the Chairman's discretion). The press and public are advised to wait until the resolution to exclude the press and public has been proposed and voted upon before withdrawing.*

***The Council Chambers are on the first floor with a stair lift, should you have any access issues please let the Town Clerk know prior to the meeting***

---

## **A G E N D A**

- 1. Election of Chair**
- 2. Election of vice chair**
- 3. Apologies for absence.**
- 4. Declarations of interest in any items on the agenda.**
- 5. Opportunity for public comment**
- 6. Review the effectiveness of Internal Audit and Internal Control and to prepare a report for full council review**