



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

12<sup>th</sup> November 20145

Notice is hereby given of a meeting of the Internal Audit Review and Internal Control Committee to be held on **Friday 4<sup>th</sup> December 2015** in Council Chambers, 49 High Street, Polegate East Sussex BN26 6AL at **9.30 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. Apologies for absence.
2. Declarations of interest in any items on the agenda.
3. Opportunity for public comment
4. Minutes of the Internal Audit Review and Internal Control Committee held on 5<sup>th</sup> December 2015 (already adopted)
5. Annual review the effectiveness of Internal Audit and Internal Control and further preparation for a report to full council for review
6. Review of the audit report and decision on spot checks to compliment the audit recommendations to full council/delegate to committee to carry out spot checks