



QC-11-08-00660

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Town Mayor – Cllr M Cunningham – e-mail cllr.mcunningham@polegate-tc.co.uk

5th June 2013

Notice is hereby given of the Special Full Council meeting of the Town Council to be held on **Monday 17th June 2013** in the United Reform Church Hall, Victoria Road, Polegate at **7.00 p.m.**

Town Mayor

*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. To receive any apologies for absence**
- 2. Declarations of interest in any items on the agenda**
- 3. Opportunity for public comment**
- 4. Approval of year end accounts, annual governance statement and internal audit for submission of annual return.**
 - Resolution required to approve annual accounts
 - Resolution required to approve/agree the completed annual governance statement
 - Resolution required to approve the internal audit
- 5. Risk Assessment Review**

In order to comply with the Data Protection Act 1998, all persons attending this meeting are hereby notified that the meeting will be recorded. The purpose of this is that recordings act as an aide-memoire to assist the Clerk in the compilation of the minutes. The recordings are held in a secure location and deleted once it has been resolved that the minutes are a true and correct record.