



HAYWARDS HEATH TOWN COUNCIL

Town Hall, 40 Boltro Road, Haywards Heath, West Sussex, RH16 1BA

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9th March 2021

Dear Resident

Haywards Heath Town Council will be hosting the Annual Meeting of the Town of Haywards on **Monday 19th April 2021 commencing at 7.30pm**. This year the meeting will be very different as it will be held via a Zoom meeting.

As a result, the Town Council will be asking that **those wishing to attend register before the meeting** and that **any questions be sent to the Town Council in advance of the meeting**.

Please complete your registration by phone on 07384289668 or by email to town.clerk@haywardsheath.gov.uk. The log on details, agenda and papers for the meeting will be sent to you directly in advance of the meeting. **All registrations to attend and questions must be submitted by 12pm on the 19th April 2021.** Arrangements for the presentation of any questions will also be sent to the individual directly.

Owing to the complexities of admitting people within the timescales for a 7.30pm start of the meeting, if you do not register to attend then you may not be admitted. **Strictly no admission will be made after 7.30pm even if you are registered.**

Please be assured that the Town Council is looking at how it can accommodate those who do not have access to the internet, but during these challenging times we are trying work with the law and legislation that will allow us to hold this meeting.

Steven Trice
Town Clerk

Cllr A. McPherson
Cllr Alastair McPherson
Town Mayor
Haywards Heath Town Council