



# BOGNOR REGIS TOWN COUNCIL

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Dear Sir/Madam

## **MEETING OF THE EVENTS, PROMOTION & PUBLICITY COMMITTEE**

I hereby give you Notice that a Meeting of the Events, Promotion & Publicity Committee of the Bognor Regis Town Council will be held at The Town Hall, Clarence Road, Bognor Regis at approximately **6.30pm** on **MONDAY 30<sup>TH</sup> APRIL 2012**

All Members of the Events, Promotion & Publicity Committee are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted, as set out hereunder. An opportunity will be afforded to **Members of the Public** to put **Questions** to the Committee during an adjournment shortly after the meeting has commenced. (NOTE: Members of the public will be asked to provide their names and addresses and are encouraged to put questions in advance, in writing. Priority will be given to written questions. Questions should be restricted to the functions of this Committee.)

Refreshments will be available and any donations to the Mayor's Charity will be gratefully received.

**CLERK TO THE COUNCIL**

**DATED THIS 24<sup>TH</sup> DAY OF APRIL 2012**

## **AGENDA AND BUSINESS**

1. Chairman's Announcements and Apologies for Absence
2. Declarations of Interest
3. To approve the Minutes of the Meeting held on Monday 27<sup>th</sup> February 2012
4. Adjournment for public question time
5. Matters Arising from the Minutes which are not separate Agenda Items
6. Update on Events Programme 2012, including request from Italian market operator
7. Further consideration of proposal for a Folk Festival in 2013, including update on S106 funding, Min. 71 February 2012 refers
8. Consideration of suggestions for possible events in 2013 – report attached
9. Update on Olympic torch relay – consideration of Report from Head of Street Scene and Leisure Services
10. Marketing logo update, including:
  - (a) Ratification of purchase of 500 window stickers at a cost of £314 plus VAT

from 2011/2012 funding previously earmarked for purchase of flags to sell to the public – Min. 75 February 2012 refers

- (b) Ratification of the purchase of two A 2 posters to advertise new logo at a cost of £20 plus VAT from 2011/2012 funding previously earmarked for purchase of flags to sell to the public – Min. 75 February 2012 refers

11. Consideration of Promotion and Publicity Budget, including:
  - (a) Proposal for Earmarked balance of £1,800 from 2010/2011 funding for tourism initiative – Min. 55 March 2011 refers
  - (b) Update on balance of 2011/2012 funding
  - (c) 2012/2013 budget
12. Town Guide update
13. Consideration of draft 2012 Newsletter
14. Consideration of promotion activities for the town, including:
  - (a) Bognor Regis in Britannica
  - (b) A Town Guide App
  - (c) Events on Facebook
  - (d) Advert in Coach monthly
15. To note correspondence
16. Items for inclusion on JWAAC Agenda
17. Date of next Meeting Monday 25<sup>th</sup> June 2012

**THERE IS A LIFT AVAILABLE AT THE TOWN HALL FOR ACCESS TO THE COUNCIL CHAMBER IF REQUIRED**