



BOGNOR REGIS TOWN COUNCIL

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Dear Sir/Madam,

MEETING OF THE CHRISTMAS ILLUMINATIONS SUB-COMMITTEE

I hereby give you Notice that a Meeting of the Christmas Illuminations Sub-Committee of the Bognor Regis Town Council will be held at The Town Hall, Clarence Road, Bognor Regis at **6.30pm** on **TUESDAY 11TH MARCH 2014.**

All Members of the Sub-Committee are hereby summoned to attend for the purpose of considering and resolving upon the Business to be transacted, as set out hereunder.

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

DATED this 4TH MARCH 2014

CLERK TO THE COUNCIL

THE AGENDA and BUSINESS to be TRANSACTED is:

1. Chairman's Announcements & Apologies for Absence
2. Declarations of Interest
3. To approve the Minutes of the Meeting held on 12th November 2013
4. Matters Arising from the Minutes which are not separate agenda items
5. Review of Switch-on event 2013 – including report from Head of Street Scene & Leisure Services
6. Consideration of the lighting displays including the report from the Electrical Contractor
7. Review of Income and Expenditure for 2013/2014
8. Review of Risk Assessments for Christmas Lights, Christmas trees and banners
9. Correspondence
10. Date of next meeting

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