



# **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 MAY 7<sup>TH</sup> 2013**

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 30<sup>TH</sup> APRIL 2013**

**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 31<sup>st</sup> October 2012
4. Matters Arising from the Minutes which are not separate agenda Items
5. Consideration of date for the 2013 Switch-on Event
6. Review of 2012 Switch-on event and consideration of content for 2013
7. To consider Report from the Electrical Contractor - attached
8. Consideration of a One Year Extension to Contract for Electrical Contractor
9. To note removal of catenary wire and fixings from Station Road premises and to consider if alternative location can be found
10. Review of Risk Assessments for Christmas Lights, Christmas Trees and Banners
11. Correspondence

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