



# **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 **6.00pm** on **MONDAY 23<sup>RD</sup> SEPTEMBER 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 17<sup>TH</sup> SEPTEMBER 2013**

**CLERK TO THE COUNCIL**

### **THE AGENDA and BUSINESS to be TRANSACTED is:**

1. To appoint Chairman and Vice-Chairman
2. Chairman's Announcements & Apologies for Absence
3. Declarations of Interest
4. To note Terms of Reference
5. To note recommendations from E&L Committee to Council of appointment to Sub-Committee of co-opted non-voting member - Mr. I. Harding, representative from the Chamber of Commerce
6. To approve the Minutes of the Meeting held on 7<sup>th</sup> May 2013
7. To endorse the Recommendations made to the Environment and Leisure Committee in the Notes of the non-quorate meeting held on 9<sup>th</sup> July 2013
8. Matters Arising from the Minutes which are not separate agenda items
9. To ratify decision to book reindeer and Santa's Grotto for 2013 Switch-on event at a cost of £2,000 plus £600 for gifts
10. To consider the report from the Electrical Contractor
11. Update on proposals for the 2013 Switch-on event – verbal report from Head of Street Scene and Leisure Services
12. Update on meeting with WSCC regarding sponsorship Christmas cards on the catenary wires

13. Consideration of purchase of Christmas trees
14. Review of Risk Assessments for Christmas Lights, Christmas trees and banners
15. Correspondence

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