



# 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 **6.30pm** on **MONDAY 18<sup>TH</sup> FEBRUARY 2013**

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 12<sup>TH</sup> FEBRUARY 2013**

### **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 17<sup>th</sup> December 2012 and the Extraordinary Meeting held on 21<sup>st</sup> January 2013
4. Adjournment for public question time
5. Matters Arising from the Minutes which are not separate Agenda Items
6. Update on proposed events for 2013, including revised route for the Town Carnival – Min. 74 refers and ratification of change of date for A Drive Through Time – Min. 61.2 refers
7. Update on Town Guide / Events leaflet & agreement of content
8. Town Newsletter, publishing date and content

9. Consideration of advertising in Coach Monthly including:
  - Free insertion of 6,000 flyers in April magazine and costs implications of producing and delivering leaflet
  - Offer to extend existing advertising deal for next year at cost of £599
10. Consideration of uses for Promotion & Publicity budget 2012/2013, including the suggestion that the outstanding balance should be earmarked for the development of a new Town Council website
11. Consideration of 'Strategy & Priorities 2011 – 2015' – Policy & Resources Min. 47 refers:
  - 'To continue to support tourism as we have already and where possible to find new ways of keeping the town on the map'
12. Review of Events, Promotion and Publicity Committee Terms of Reference, TR6, in particular relating to the wider promotion of town activities and events by the Town Council – Min. 65 refers
13. Update on Bognor Regis Public Realm Project Group Branding exercise for the Town
14. Update on proposals for the management of BRTC Events Facebook pages, including:
  - A decision on number of Facebook pages
  - Town Council Facebook Policy
15. Report from Head of Street Scene & Leisure Services on meeting attended – Local Partners Emergency Planning Liaison Meeting - particularly in relation to Safety Advisory Groups
16. Update on WiFi hotspot on seafront and consideration of possible Town App – referred from Policy & Resources Committee meeting of 11<sup>th</sup> February 2013
17. To note correspondence
18. Date of next Meeting Monday 22<sup>nd</sup> April 2013

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