



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 22ND APRIL 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 16TH APRIL 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 18th February 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
7. Town Guide – update and consideration of future additional print run
8. Town Newsletter, update and consideration of future publications

9. Update on advertising in Coach Monthly including: ratification of additional costs of producing 6,000 flyers for insertion in the May magazine
10. Consideration of policy on whether to charge for Town Force hours when preparing and/or delivering event equipment to other groups/local events not allocated Town Force hours, including 3 requests received
11. Report on Website Workshop, including any recommendations, and consideration of the way forward. Report to be tabled at meeting
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. 87 refers
13. Update on WiFi in the town centre and seafront – Chairman to report
14. Consideration of issues relating to the use of the town name by the media and advertising companies – Chairman to report
15. To note correspondence
16. Date of next Meeting Monday 17th June 2013

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