



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 **WEDNESDAY 28TH AUGUST 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 20TH AUGUST 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 17th June 2013
4. Adjournment for public question time
5. Matters Arising from the Minutes which are not separate Agenda Items
6. Update on events for 2013 - verbal report from Head of Street Scene & Leisure Services
7. Consideration of proposal to have a half day workshop for Members to consider quotes received for new Town Council website - verbal report - Min. 10 refers
8. Update on WiFi in the town centre, seafront and Hotham Park - verbal report - Min. 11 refers
9. Consideration of 2014 Town Guide, including quote from Take One Media for a distribution campaign - verbal report - Min. 99 April 2013 refers

10. Further consideration of improvements to Town Newsletter - verbal report - Min. 100 April 2013 refers
11. Promotion & Publicity budget 2013 - 2014, including ratification of payment of £270 for replacement postcard print in Bon Marche window
12. Consideration of Reward Scheme for local businesses / groups / individuals - verbal report from Chairman
13. Electronic displays at key points at entrances to town - verbal report from Chairman
14. Automatic on-line distribution of 'Whats On' information for Bognor Regis - verbal report from Chairman
15. To note correspondence
16. Date of next Meeting Monday 21st October 2013

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