



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
Bognor Regis, West Sussex PO21 1LD
Telephone: 01243 867744 Fax: 01243 865744
E-mail: bognortc@bognorregis.gov.uk

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 in the Council Chamber, The Town Hall, Clarence Road, Bognor Regis at **6.30pm** on **WEDNESDAY 19th JANUARY 2011**

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.

DATED this 10th JANUARY 2011

CLERK TO THE COUNCIL

PLEASE NOTE START TIME AND VENUE

THE AGENDA and BUSINESS to be TRANSACTED is:

1. Chairman's Announcements and Apologies for Absence
2. Declarations of Interest
3. To approve the Minutes of the Meeting held on 2nd November 2010
4. Matters Arising from the Minutes which are not separate Agenda Items
5. Report from Electrical Contractor including:
 - (a) Christmas Illuminations 2010
 - (b) Update on way forward for 2011 and new displays
6. Review of Switch-on Entertainment 2010 - including report from Events Officer
7. Review of Risk Assessments for Christmas lights, Christmas trees and banners
8. Review of Income and Expenditure to date
9. Correspondence
10. Date of next meeting