



# 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 EVENTS, PROMOTION & PUBLICITY COMMITTEE**

I hereby give you Notice that a Meeting of the Events, Promotions & Publicity Committee of the Bognor Regis Town Council will be held at The Town Hall, Clarence Road, Bognor Regis at **6.30pm** on **MONDAY 27<sup>th</sup> JUNE 2011**.

All Members of the Events 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.)

**CLERK TO THE COUNCIL**

**DATED THIS 9<sup>th</sup> DAY OF JUNE 2011**

## **AGENDA AND BUSINESS**

1. To note the appointment of Chairman and Vice-Chairman as agreed at the Annual Meeting
2. Chairman's Announcements and Apologies for Absence
3. Declarations of Interest
4. To consider Terms of Reference for Events, Promotion & Publicity Committee, including proposal to make amendments – report attached
5. To approve Minutes of Events Committee Meeting held on 20<sup>th</sup> April 2011, attached
6. Adjournment for public question time
7. Matters Arising from the Minutes which are not separate Agenda Items
8. To approve Head of Street Scene and Leisure Services Report on Events, attached
9. To consider report from Head of Street Scene and Leisure Services on damage to marquee at Sands of Time event – confidential report attached
10. To note correspondence
11. To approve Minutes of Promotion & Publicity Committee Meeting held on 22<sup>nd</sup> March 2011, attached
12. Matters Arising from the Minutes which are not separate Agenda Items

13. To approve Head of Street Scene and Leisure Services Report on Promotion & Publicity, Update on ongoing projects to date, attached
14. To determine policy for allowing external links to BRTC website, report attached
15. To consider Report from Head of Street Scene and Leisure Services on proposals to develop strategy to encourage coach travel to Bognor Regis
16. To note correspondence
17. Date of next Meeting Monday 22<sup>nd</sup> August 2011

Agenda item 9 may contain confidential items and require a resolution to exclude the public and press.