



BOGNOR REGIS TOWN COUNCIL

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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 Events Office**, The Town Hall, Clarence Road, Bognor Regis at **6.30pm** on **WEDNESDAY 20th JANUARY 2010**

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.

There will be an adjournment at Agenda item 6 to allow Mr. James Tyson from Merlin Lighting (Installations) Ltd. to address the meeting (if available)

DATED this 12th JANUARY 2010

CLERK TO THE COUNCIL

PLEASE NOTE START TIME

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 25th November 2009
4. Matters Arising from the Minutes which are not separate Agenda Items
5. Consideration of letter from Festive Lighting regarding expiring 2007 Hire Agreement
6. Report from Electrical Contractor including:
 - (a) Christmas Illuminations 2009
 - (b) Update on way forward for 2010 including proposals for new displays (if further information available)
7. Review of Switch-on Entertainment 2009 - including report from Events Officer
8. Review of Risk Assessments for Christmas lights, Christmas trees and banners
9. Review of Income and Expenditure to date
10. Correspondence
11. Date of next meeting