



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 at The Town Hall, Clarence Road, Bognor Regis at **6.30pm** on **WEDNESDAY 21st JANUARY 2009**.

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 12th JANUARY 2009

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 21st October 2008
4. Matters Arising from the Minutes which are not separate Agenda Items
5. Report from Electrical Contractor on Christmas Illuminations 2008
6. Review of Switch-on Entertainment 2008 - including report from Events Officer and to ratify date for Switch-on in 2009
7. Consideration of contribution towards weatherproof plugs and sockets on LED displays
8. Review of Income and Expenditure to date
9. Review of Risk Assessments for Christmas lights and Christmas trees
10. Consideration of correspondence from local retailer regarding electrical boxes - copied to Sub-Committee
11. Pea Lights in High Street trees - to consider requirement for maintenance work/bulb replacement - referred from E & L Meeting 15th December 2008
12. Consideration of way forward for 2009 including
 - (a) Correspondence from Leaderboard Sports (UK) Ltd. - consideration of how to proceed
 - (b) Cessation of first three year Hire Agreement - consideration of options
13. Correspondence
14. Date of next meeting