



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 28th OCTOBER 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.

There will be an adjournment at Agenda item 5 to allow Mr. James Tyson from Merlin Lighting (Installations) Ltd. to address the meeting (if available)

DATED this 19th OCTOBER 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 September 2009
4. Matters Arising from the Minutes which are not separate Agenda Items
5. Consideration of quotations for new lighting displays for High Street, London Road and York Road for Christmas 2010 - Report from Mr. Tyson, Merlin Lighting (Installations) Ltd.
6. Approval of expenditure to fix FOC Bespoke Motif to balcony of Town Hall
7. Review of Risk Assessments for Christmas lights, Christmas trees and banners
8. To note Income and Expenditure breakdown
9. Consideration of Budget recommendation for 2010
10. Switch-on Entertainment including
 - (i) Report from Events Officer
 - (ii) Update on spotlights and electricity for Switch-on event - Cllr. Dillon to report
11. Correspondence
12. Date of next meeting