



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 25th NOVEMBER 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 16th NOVEMBER 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 28th October 2009
4. Matters Arising from the Minutes which are not separate Agenda Items
5. To approve Risk Assessments for Christmas lights, Christmas trees and banners previously circulated following amendments proposed at last meeting following review of documents - Min. 44.5 refers
6. Update on bauble sponsorship including consideration of possible Town Council bauble or Season's Greetings board
7. Switch-on Entertainment including
 - (i) Report from Events Officer
 - (ii) Update on electricity for Switch-on event - Min. 47.2 refers
8. Consideration of date for Switch-on event in 2010
9. Correspondence
10. Date of next meeting