



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 **TUESDAY 21st OCTOBER 2008**

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.

CLERK TO THE COUNCIL

DATED this 13th OCTOBER 2008

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 20th August 2008
4. Matters Arising from the Minutes which are not separate Agenda Items
5. Consideration of Risk Assessment for Christmas trees - Events Officer to report
6. To note Income and Expenditure breakdown
7. Consideration of Budget recommendation for 2009
8. Switch-on Entertainment - report from Events Officer
9. Correspondence
10. Date of next meeting