



BOGNOR REGIS TOWN COUNCIL

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Dear Sir/Madam

MEETING OF THE EVENTS COMMITTEE

I hereby give you Notice that a Meeting of the Events Committee of the Bognor Regis Town Council will be held at The Town Hall, Clarence Road, Bognor Regis at **7.00pm** on **MONDAY 18th FEBRUARY 2008.**

All Members of the Events Committee are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted, as set out hereunder. An opportunity will be afforded to **Members of the Public** to put **Questions** to the Committee during an adjournment shortly after the meeting has commenced. (NOTE: Members of the public will be asked to provide their names and addresses and are encouraged to put questions in advance, in writing. Priority will be given to written questions. Questions should be restricted to the functions of this Committee.)

CLERK TO THE COUNCIL

DATED THIS 11th DAY OF FEBRUARY 2008

AGENDA AND BUSINESS

1. Chairman's Announcements and Apologies for Absence
2. Declarations of Interest
3. To approve Minutes of Meeting held on 7th January 2008, previously circulated
4. Adjournment for public question time
5. Matters Arising from the Minutes which are not separate Agenda Items
6. To approve Events Officer's Report and proposed budgets for 2008 Events
7. To approve allocation of Town Force hours for Events 2008
8. To consider purchase of chairs and trailer (P&R Minute no. 77 23rd October 2007 refers)
9. Consideration of presentation of cheques to various organisations
10. To note correspondence
11. Date of next meeting – 2nd April 2008