



# **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 **7pm** on **13<sup>th</sup> November 2007.**

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 7<sup>th</sup> DAY OF NOVEMBER 2007**

## **AGENDA AND BUSINESS**

1. To ratify the appointment of Chairman and Vice-Chairman
2. Chairman's Announcements and Apologies for Absence
3. Declarations of Interest
4. Adjournment for public question time
5. Consideration of Terms of Reference (Draft copy attached)
6. To approve Events Officer Report giving outline of Events for 2008 and proposed budgets (copy attached)
7. To consider Events Budget for 2008 (paperwork attached)  
It is the custom of this Council to decide individual Event Sponsorship Awards in January, after the budget has been approved by Full Council. This meeting will decide total amounts under following headings:
  - a) Events Sponsorship Budget
  - b) Cultural Budget
8. To agree format for reporting to Events Committee  
As the Events Committee will oversee most of the Town Council Events, it is proposed that the Events Officer provides a written report giving outline of proposals for each event, together with budgets, for approval by Committee. It is further proposed that the Events Officer be given delegated powers to undertake the detailed planning of said events.
9. To determine frequency and proposed dates of meetings