



BOGNOR REGIS TOWN COUNCIL

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Dear Sir/Madam

MEETING OF THE PUBLICITY & PROMOTION COMMITTEE

I hereby give you Notice that a Meeting of the Publicity & Promotion Committee of the Bognor Regis Town Council will be held at The Town Hall, Clarence Road, Bognor Regis at **6.30pm** on **THURSDAY 15th NOVEMBER 2007.**

All Members of the Publicity & Promotion 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 7th DAY OF NOVEMBER 2007

AGENDA AND BUSINESS

1. To ratify the election of Chairman and Vice-Chairman as agreed at the Council Meeting held on 29th October 2007
2. Chairman's Announcements and Apologies for Absence
3. Declarations of Interest
4. Adjournment for public question time
5. To consider Terms of Reference suggested by the Full Council (Draft copy attached)
6. To note the budget recommendation for 2008-09
7. Town Publicity & Promotion
 - a) Review of literature available for visitors including
 - Need for a Town/Visitor/Civic/Resort Guide
 - Which companies can produce a guide at no cost to the council, incl. how many copies
 - Who will provide text/artwork etc.
 - b) Marketing logos and/ or strap-line
 - c) Town Boundary Signs – design of
 - d) Map boards in town centre- updates
8. Council Publicity & Promotion
 - a) Town Council website – to review
 - b) Newsletters – to consider future style, mast head etc.
9. Future Agenda items
10. Date of next meeting

Membership: Cllrs: P. Wells (Chairman), S. Kerrigan (Vice-Chairman), G. Burt, J. Passingham, A. Cunard, S. Fyfe and J. Brooks.