

**MINUTES OF THE EVENTS COMMITTEE MEETING
HELD ON 19 MARCH 2018 AT THE COUNCIL OFFICES
AT 7.00PM**

Attendance:

Cllr M Perks (MP), Cllr M Sarfas (MS), J Chandler (JC), B Duesbury (BD), M Hancock (MH), C Morris (CM), M Utting (MU) and A Wade (AW)

Cllr B Poulter (BP) kindly attended so the meeting would meet quorum and could go ahead.

1. Apologies

Apologies were received from Cllr R Coleman (RC), Cllr J Gardner (JG), Cllr D Jones (DJ), J Redmond (JR), V Thornton (VT)

2. Declaration of Pecuniary Interest and Dispensation Requests

None were received.

3. Minutes of the previous meetings

It was noted the recommendations of the minutes from the 19 February 2018 will be ratified by Council in the April meeting.

4. Events Committee

Declaration of Interest. All co-opted members returned their forms.

5. Christmas Lights Tender 2018

Members would like to thank JG for reading through all the documents associated with the tender and updating them.

Members agreed the following dates:

Issue of Tender Documents –	Friday 27 April 2018
Return of Tenders –	Friday 25 May 2018
Award Decision –	Tuesday 10 July 2018 (approved by Full Council)
Award of Contract –	Monday 16 July 2018
Contract Commences –	Monday 5 November 2018

6. Picnic in the Park 2018

(i) **Budget.** Members noted the following budget:

Reference	Title	Description	Expenditure	Income
1610	General	<i>Toilets, TEN, Radio Licence</i>	-300.00	
1620	Publicity	<i>Adverts, Flyers, Posters etc</i>	-855.00	

1622	Entertainment	<i>Hosting Fee, Giveaways, Punch & Judy, Reach the Core etc</i>	-1,460.00	
1623	Stage Hire/PA	<i>PA, stage hire</i>	-2,000.00	
1624	First Aid		-150.00	
	Staff Overtime		-260.00	
1677	Income	<i>Stalls</i>		1,700.00
SUB TOTAL			-5,025.00	1,700.00

(ii) **Stalls.** Members **RECOMMENDED** the following stall prices:

FOOD VENDORS 3x3m £35
 6x3m £50
 6x6m £70

GENERAL STALLS 3x3m £25
 6x3m £40
 6x6m £60

CHARITY 3x3m £12.50
 6x3m £25
 6x6m £40

CM will be speaking to the Lutterworth retailers regarding their participation at the event and will report back at the next meeting.

Members agreed to allow stall holders to park one standard sized car next to each stall. Engines must be switched off for the duration of the event.

(iii) **Sponsorship.** An update will be made at the next meeting.

(iv) **Hosting.** Members **RECOMMENDED** accepting the quotation from Harborough FM to provide the stage management, PA system, hosting and entertainment of £1200. An allocation must be made for local schools and groups to be able to perform as usual.

Members also suggested looking for sponsorship of the stage again this year to recoup some of the cost. Events Officer to action this.

7. Events Reserve Fund

Members **RECOMMENDED** purchasing the 10 Litre urn from ESPO for £65.00.

8. WW1 Centenary

(i) **Beacon Lighting.** Members **RECOMMENDED** holding the Beacon Lighting on Sunday 11 November 2018 as part of the National celebrations. Further details of the event will be discussed later on in the year.

(ii) **100 Years of Votes for Women.** Members agreed to let Harborough District Council hold their stall to celebrate 100 years of votes for women, as requested.

9. Date of next meeting

Monday 16 April 2018 – 7.00pm

Meeting closed at 7.49pm