

**MINUTES OF THE EVENTS COMMITTEE MEETING
HELD ON 17 SEPTEMBER 2018 AT THE COUNCIL OFFICES
AT 7.00PM**

Attendance:

Cllr R Coleman (RC), Cllr D Jones (DJ), Cllr M Perks (MP), Cllr B Piper (BP), DH Boulter (DHB), J Chandler (JC), M Hancock (MH), C Morris (CM), M Utting (MU)

Also in attendance:

D Stilgoe (DS) and J Smith (JS) from the Royal British Legion.

1. Apologies

Apologies were received from Cllr J Gardner (JG), B Duesbury (BD), V Thornton (VT) and A Wade (AW). It was agreed that Cllr M Perks would Chair the meeting.

2. Declaration of Pecuniary Interest and Dispensation Requests

DHB declared a pecuniary interest in the Staging and Hosting section of the Christmas Lights Switch On as a representative of Cross Counties Radio.

3. Minutes of the previous meetings

It was noted that the minutes of the Events Committee meeting held on 20 August 2018 was ratified by Council on Tuesday 11 September 2018.

4. End of World War 1 Centenary

(i) **Beacon Lighting.** Members discussed the schedule of the event and decided on the following format:

- 6.00pm – Event opens to the public, refreshments served free of charge from the Room on the Park
- 6.50pm – Last post played by Lutterworth Town Band
Act of Homage read by DS
Two minute silence
Kohema Poem read by DS
- 7.00pm – Lighting of the Beacon
- 8.00pm – Event closes

Members discussed what would be needed for the event within the budget of £2000. Members **RECOMMENDED** accepting the hire quotation for the Beacon stand for £150, for first aid provision up to £100 and for Premises Officer's overtime up to £200 (allowing both Officers to be able to work the event).

(ii) **Lighting Tower.** Members **RECOMMENDED** the hire price of £490 for the lighting tower as this will be essential for set up/take down.

(iii) **Replica WW1 Trench Whistles.** Members discussed where these could be incorporated into the event and decided, along with the members from the Royal British Legion, that they would not be appropriate and therefore decided not to purchase them.

(iv) **Hog Roast.** Members discussed the possibility of having a Hog Roast at the event and it was agreed that it would not be needed. Teas and coffees served from the Room on the Park would be enough given the time and day of the event.

(v) **Publicity.** Members discussed how the event should be advertised. The following was **RECOMMENDED:**

- 2x ¼ page adverts in the Swift Flash at £65 each

- 250x A4 posters at £50
- 250x bookmark size flyers at £30

Cross Counties Radio and the Lutterworth Cloud have offered to advertise the event free of charge and will also provide a small PA system for the event.

At this point DS and JS left the meeting.

5. Christmas Lights Switch On 2018

(i) **Stage / PA / Hosting.** Members were pleased with Cross Counties Radio's proposal for the PA and hosting provision at the event and the Committee always like to support local organisations therefore **RECOMMENDED** accepting the £500 quotation. Members also **RECOMMENDED** hiring the usual stage for £695 but looking for a sponsor to cover this cost.

(ii) **Fireworks.** Members **RECOMMENDED** accepting the quotation of £695 for the fireworks display but looking for a sponsor to cover this cost.

(iii) **Mulled Wine.** Members **RECOMMENDED** purchasing the concertina card disposable cups and lids to serve the mulled wine in at £80.34 for 500. Members also **RECOMMENDED** purchasing 200 porcelain mugs from Lutterworth Sports Supplies for £460.

(iv) **Christmas Market.** Members discussed at length the possibility of hiring the Wycliffe Rooms to put on an indoor Christmas Market but decided not to go ahead with this idea and have the same 14 stalls around the Town Hall square that were at the event in 2017. Members agreed that there were to be no outside caterers permitted in 2018 and to keep stall bookings to Christmas themed crafts and gifts. Members also **RECOMMENDED** charging a price of £40 for a 3m2 stall.

(v) **Santa's Grotto.** In light of the decision to keep the Christmas Market in the outside areas discussed in the previous point, members decided to keep the Santa's Grotto in the usual spot in the Memorial Gardens.

(vi) **Olaf.** Members **RECOMMENDED** paying the price of £75 for the Olaf mascot which is hugely popular with the children attending the event. Members also asked the Events Officer to bring a price for a snow machine to the next meeting.

(vii) **Shop Window Competition.** Members **RECOMMENDED** adding a 'People's Choice' category to this year's competition so the public can vote for their favorite window.

(vi) **Publicity.** Members discussed how the event should be advertised. The following was **RECOMMENDED**:

- 2x ¼ page adverts in the Swift Flash at £65 each
- 2x line adverts in the Swift Flash at £10 each
- 250 A4 and 25 A3 posters at £50
- 500 A5 leaflets at £30

(vii) **Christmas Tree.** Members **RECOMMENDED** purchasing a Christmas Tree from Oakberry Trees for a price up to £700 with the same service and quality tree as in 2017.

6. Date of next meeting

Monday 15 October 2018 – 7.00pm

Meeting closed at 8.35pm

Signed:.....

Date:.....