

**MINUTES OF THE EVENTS COMMITTEE MEETING  
HELD ON 15 OCTOBER 2018 AT THE COUNCIL OFFICES  
AT 7.00PM**

**Attendance:**

Cllr J Gardner (JG), Cllr D Jones (DJ), Cllr M Perks (MP), Cllr B Piper (BP), J Chandler (JC), B Duesbury (BD), M Sarfas (MS), V Thornton (VT), M Utting (MU)

**1. Apologies**

Apologies were received from DH Boulter (DHB), C Morris (CM) and A Wade (AW).

**2. Declaration of Pecuniary Interest and Dispensation Requests**

None were received.

**3. Minutes of the previous meetings**

It was noted that the minutes of the Events Committee meeting held on 17 September 2018 was ratified by Council on Tuesday 9 October 2018.

**4. End of World War 1 Centenary**

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

| Item               | Price       | Budget |
|--------------------|-------------|--------|
| Beacon Hire        | £150        |        |
| Lighting Tower     | £490        |        |
| Swift Flash Advert | £65         |        |
| 250 A4 Posters     | £50         |        |
| 250 Bookmarks      | £30         |        |
| <b>TOTAL</b>       | <b>£785</b> |        |
| Budget             |             | £2,000 |
| Remaining          |             | £1,215 |

(ii) **Publicity.** Members **RECOMMENDED** Purchasing 2x 1000 x1000mm boards to advertise the event that will fix onto the side of the Town Council van.

Members also **RECOMMENDED** budgeting £100 for tea and coffee to serve at the event.

Members who volunteered to help on the day: VT, MS, JG, MU and JC

**5. Christmas Lights Switch On 2018**

(i) **Fireworks.** Members agreed to work with the Events Officer to find a sponsor.

(ii) **Mulled Wine.** Members were happy with the mug design.

(iii) **Christmas Market.** Members noted the email from Mr Ellis and agreed to look at the Christmas Market again next year.

(iv) **Publicity.** Members **RECOMMENDED** purchasing the following items:

- 1000m x 1000m corex boards for LTC van - £72

- 4x vinyl banners for Lutterworth signs - £190
- 1x vinyl banner "Mulled Wine" - £76

(v) **Christmas Tree.** Members **RECOMMENDED** looking at the socket that the tree sits in ASAP to see if any repairs need completing before the tree is delivered.

(vi) **Van Hire.** Members **RECOMMENDED** hiring a van for 2 days at a cost of £140.

(vii) **TEN.** Members **RECOMMENDED** applying for a TEN for £21 and a Street Trading License for £72.

(viii) **Snow Machine.** Members agreed that the cost of hire was too much for the short time the machine is needed so decided not to go ahead.

## 6. Date of next meeting

Members **RECOMMENDED** bring the next meeting forward a week to Monday 12 November 2018 – 7.00pm

**Meeting closed at 8.05pm**

Signed:.....

Date:.....