

**MINUTES OF THE EVENTS COMMITTEE MEETING
HELD ON 9 SEPTEMBER 2019 AT THE COUNCIL OFFICES
AT 7.00PM**

Attendance:

Cllr R Coleman (RC), Cllr D Jones (DJ), Cllr B Zilberts, B Duesbury (BD), C Morris (CM), M Perks (MP), V Thornton (VT), M Utting (MU) and A Wade (AW).

1. Apologies

Apologies were received from Cllr P Beadle (PB), Cllr S Jamieson (SJ), Cllr R Nunn (RN), Cllr B Piper (BP), Cllr M Sarfas (MS), DH Boulter (DHB), J Chandler (JC) and J Gardner (JG).

2. Declaration of Pecuniary Interest and Dispensation Requests

RC and DJ declared a pecuniary interest in item number 4.

3. Minutes of the previous meetings

It was noted that the minutes from the Events Committee meeting held on 17 July 2019 and the 19 August 2019 will be considered by Council on 10 September 2019.

4. Sale of Old Radios

Members agreed to offer the old radios to the Lutterworth Community Events Group to purchase. RC and DJ will take this information to their next meeting and come back to the Events Committee meeting in October with a decision.

5. Christmas Lights Switch On 2019

(i) **Budget.** Noted.

(ii) **Olaf.** Members **RECOMMENDED** accepting the price of £75 for Olaf to attend the event.

(iii) **Fireworks.** Members **RECOMMENDED** accepting the price of £650 from Jonathan's Fireworks for the fireworks at the event.

(iv) **Licensing.** Members **RECOMMENDED** the price of £21 for the TEN and £75 for the Street Trading License for the mulled wine stall at the event.

(v) **Publicity.** Members **RECOMMENDED** going ahead with the following quotations for publicity:

4no. vinyl banners for Lutterworth signs - £210
Posters (250 A4 and 25 A3) - £31.33
500no. A5 double sided flyers - £22
3x Swift Flash Adverts (1/4 page) - £65 each

(vi) **Cone Tree Boards.** Members **RECOMMENDED** getting the boards for the cone tree printed for £160 but asked the Events Officer to speak to the Lutterworth Retail Forum about sponsorship.

(vii) **First Aid.** Members **RECOMMENDED** booking the First Aid provision at a price of £120 with JL King Medical.

(viii) Christmas Tree. Members **RECOMMENDED** that the quotation of £670 to supply, fit and remove the Christmas tree from Oakberry Trees be accepted for 2019 but this item be moved to the Christmas Lights Cost Centre for future years.

(ix) Entertainment – Acts. Members thought that it was very important that the local schools be asked to participate on stage at the event, as they do every year. As it is a community event, members felt that asking the schools to perform is essential. Members agreed that the Events Officer will make initial contact with the schools in Lutterworth to see if they would like a slot, and then pass their details onto Cross Counties Radio to liaise with after that.

(x) Competitions. Members agreed to run the shop window competition in the same format as 2018 but to also launch a domestic lighting competition at the Christmas Lights Switch On. Details TBC.

6. Date of next meeting

Monday 21 October 2019

Meeting closed at 7.32pm

Signed:.....

Date:.....