

**MINUTES OF THE EVENTS COMMITTEE MEETING  
HELD ON 17 DECEMBER 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), DH Boulter (DHB), J Chandler (JC), B Duesbury (BD), M Utting (MU)

**Also in attendance:**

Cllr R Nunn (RN), Cllr G Robinson (GR) and SH Boulter of Cross Counties Radio

**1. Apologies**

Apologies were received from C Morris (CM) and V Thornton (VT).

Members were asked to note that M Sarfas has resigned from the Events Committee with immediate effect.

Members **RECOMMENDED** changing the standing orders so that there is a maximum of 8 Councilors on the Events Committee.

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

None were received.

**3. Minutes of the previous meetings**

It was noted that there were no minutes from the Events Committee meeting held on 12 November 2018 as the meeting did not reach quorum.

**4. Christmas Lights Switch On 2018 - Debrief**

**(i) Christmas Market.** Members agreed that anyone based in Lutterworth with a business that wanted a stall would be allowed to book in 2019, including catering stalls.

Members also asked that the Events Officer check with the Town Hall to see if they would allow the Town Council to book the venue on the night of the event to run a craft fair as part of the event.

**(ii) Fireworks.** Members noted the complaints received from 2 members of the public regarding the noise created by the fireworks on the night. Members agreed that the overwhelming feeling from the public is that the fireworks are well received but would investigate either a laser show or silent firework display as a possibility for next years event.

**(iii) Santa's Grotto Lights.** Members agreed to defer this item until the next meeting.

**(iv) Christmas Tree Stand.** The Christmas tree socket will be repaired in January 2019.

**(v) Metal Barriers around the Christmas Tree.** Members agreed to look into the price of purchasing some picket fencing for the main Christmas tree and the cone tree in the Memorial Gardens. Prices will be made available at the next meeting.

**(vi) Town Hall Craft Fair.** Members agreed to look again at the timings to allow stall holders into the car park at next year's event.

Members also agreed that it would be beneficial to have the stage arrive an hour earlier at 2.30pm instead of 3.30pm to allow more set up time.

Members asked that an item be added to the January agenda to discuss the logistics of the entire event.

**(vii) Litter.** Members noted the feedback received regarding the permanent litter bins in the Town center overflowing after the event and agreed that the extra bins that are put out should be placed next to the permanent bins so the public can locate them more easily.

**(viii) Health and Safety.** Members **RECOMMENDED** looking into the possibility of hiring a security team for the event. Research needs to be done into how much security is recommended for an event of this size.

Members asked the Events Officer to speak to the Inspector at Harborough Police about more Police support at the event and if Police Officers are not available then what is the possibility of having some Special Officers attend.

**(ix) Thank you Advert.** Members **RECOMMENDED** booking the ¼ page thank you advert in the Swift Flash at a price of £65.

**(x) Sponsorship.** Members briefly discussed other sponsorship opportunities that could be looked into at the event. Advertising screens in the town and sponsorship boards on the Town Council van were discussed but would be looked at again in 2019.

**(xi) Budget.** As the budget met target, it is **RECOMMENDED** that additional donations received from the public are transferred to the Events Fund.

**(xii) Income breakdown.** Noted.

**(xiii) Any other feedback or comments.** Members agreed that the event was again a great success and the Chair, JG, would like to thank all the Committee members, staff and volunteers that helped.

## **5. Picnic in the Park 2019 – Update from Councillors**

JG informed members that there had been 3 expressions of interest from outside organisations in taking on the Picnic in the Park. JG will be meeting with these organisations in the New Year and the results will be taken to the next Town Council meeting in January. An update will be made at the next Events Committee meeting.

## **6. Date of next meeting**

Monday 21 January 2019 – 7.00pm

**Meeting closed at 8.55pm**

Signed:.....

Date:.....