

**MINUTES OF THE EVENTS COMMITTEE MEETING
HELD ON 26 APRIL 2021 VIA ZOOM
AT 7.00PM**

Attendance:

Cllr R Coleman (RC), Cllr D Jones (DJ), Cllr R Nunn (RN), Cllr B Zilberts (BZ) and B Duesbury (BD).

Also in attendance was A Richardson (AR) from the Veterans Breakfast Club, a Robinson (AR) from the Royal British Legion and M Avill (MA) from LITE.

1. Apologies

Apologies were received from Cllr P Beadle (PB), Cllr S Jamieson (SJ), Cllr G Robinson (GR), V Thornton (VT).

2. Declaration of Pecuniary Interest and Dispensation Requests

None were received.

3. Christmas Lighting Scheme

Members reviews the presentation from MA and agreed on the following options:

Bell Street trees – White twinkling lights
Main Christmas Tree – Multicoloured twinkling lights
Town Hall – Gold twinkling lights with red presents
Church Street – Multicoloured twinkling icicles with white/gold stars
Memorial Garden trees – Gold twinkling lights
Memorial Garden Curtain - Gold twinkling with snowflake
Columns – Multicoloured twinkling
High Street – Multicoloured Santa and Snowman design, twinkling

When discussing the lighting display to go on top of the Town Council office, MA brought to light some additional costings on top of the previously agreed £600 p/a.

- Fabrication of frame - £700, one off payment
- Installation/removal - £250 year 1, £300 year 2 and 3

In total the cost will be £1550 for year one and £900 for year 3 and 3. Members referred this back to Full Council to discuss.

19.37 MA left the meeting.

4. Lutterworth War Memorial Centenary 2021

i. Budget

Members reviewed the budget and agreed to remove 4x PVC Banners from the Advertising section to allow for a memorial plaque to be produced for the event.

ii. Publicity

Members **RECOMMENDED** the cost of £27.99 for 250 A4 posters be accepted but to hold off on production until after the last meeting. Members also made a few amendments to the poster:

- Change name of event to - Commemoration 100 Years of Lutterworth's War Memorial"
- Event to begin from 10.00am

- Advertise the Act of Remembrance at 11am
- Change to Period Vehicle display
- Add details of the road closures

Members **RECOMMENDED** advertising a ¼ page full colour advert in the June issue of the Lutterworth and District Journal to go along with a full article on the event.

iii. Plaque

Members requested more information so this point has been deferred to the next meeting.

20.34 AR and AR left the meeting.

iv. TTRO

Noted

v. PA System

Members agreed to discuss this point at the next meeting and agree exactly what is needed.

vi. Lutterworth Town Band

RC to go back and speak to members of Lutterworth Town Band.

Members asked the Events Officer to do the following for the next meeting:

- Get a quotation for First Aid provision at the event
- Get a quotation for providing refreshments for invitees
- Come up with a more detailed schedule of the event
- Start inviting dignitaries on Wednesday 5th May, invites to come from Lutterworth Town Mayor
- Start looking into marshalling
- Ask the Town Crier to attend

5. Date of next meeting

Monday 10th May 2021 at 7pm – Meeting brought forward a week to allow more time.

Meeting closed at 20.50pm

Signed:.....

Date:.....