

**MINUTES OF THE EVENTS COMMITTEE MEETING
HELD ON 11 APRIL 2022 AT 7.30PM
AT THE TOWN COUNCIL OFFICE**

Attendance:

Cllr P Beadle (PB), Cllr V Cooper (VC), Cllr R Coleman (RC), Cllr D Jones (DJ), Cllr R Nunn (RN) and Cllr B Zilberts (BZ) and B Duesbury (BD)

Also in attendance: A Jones (AJ) from St Mary's Church, S Robinson (SR) and R Barsby (RB) from Aerosparx.

1. Apologies

Cllr N Green (NG), Cllr S Jamieson (SJ) and Cllr G Robinson (GR)

2. Declaration of Pecuniary Interest and Dispensation Requests

None were received.

3. HM The Queen's Platinum Jubilee 2022

i. Budget.

HM The Queen's Platinum Jubilee 2022				
ITEM	DESCRIPTION	2022		
		BUDGET	Proposed	VARIANCE
EXPENDITURE				
<i>17005 Beacon Lighting</i>				
	Production of Beacon		(£1,200.00)	
	Refreshments		(£400.00)	
	Aerosparx		(£1,500.00)	
	Fuel		(£100.00)	
	First Aid		(£198.00)	
	Lutterworth Town Band		(£170.00)	
	<i>Sub Total</i>	<i>(£2,500.00)</i>	<i>(£3,568.00)</i>	<i>(£1,068.00)</i>
<i>17003 Picnic in the Park</i>				
Attractions				
	Punch & Judy	(£1,000.00)	(£595.00)	
	Donkey Hire		(£500.00)	
	<i>Sub Total</i>	<i>(£1,000.00)</i>	<i>(£1,095.00)</i>	<i>(£95.00)</i>
Stage Entertainment				
	Stage Hire	(£2,500.00)	(£850.00)	
	PA/Hosting		(£1,500.00)	
	<i>Sub Total</i>	<i>(£2,500.00)</i>	<i>(£2,350.00)</i>	£150.00
Publicity				
	Swift Flash Adverts x4 1/4 Page	(£1,000.00)	(£280.00)	
	250 A4 Posters Beacon		(£35.00)	
	250 A4 Posters PITP		(£35.00)	

	Lutterworth D J Advert Vinyl Banners for Lutt. Signs x4 <i>Sub Total</i>		(£250.00) (£250.00) (£850.00)	£150.00
Health & Safety	Toilet Hire First Aid <i>Sub Total</i>	(£1,000.00) (£1,000.00)	(£400.00) (£330.00) (£730.00)	£270.00
Licensing/HDC/LCC	TEN <i>Sub Total</i>	(£200.00) (£200.00)	£0.00	£200.00
Misc.	Commemorative Mugs Hats, Flags, Bunting <i>Sub Total</i>	(£1,400.00) (£1,400.00)	(£801.00) (£176.00) (£977.00)	£423.00
TOTAL EXPENDITURE	GRAND TOTAL	(£9,600.00)	(£9,570.00)	£30.00
INCOME				
<i>New code to be created</i>	Grants Funfair (20% of takings) Donkey Hire (takings) Stall Bookings Mug Sales (300 at £2.50 each)		£750.00 £250.00 £0.00 £422.50 £750.00	£750.00 £250.00 £0.00 £422.50 £750.00
TOTAL INCOME	GRAND TOTAL	£0.00	£2,172.50	£2,172.50
TOTAL BUDGET	OVERALL	(£9,600.00)	(£7,397.50)	£2,202.50

Members agreed to sell the Jubilee Mugs at £2.50 par piece.

ii. Costings

Members **RECOMMENDED** buying 1000 purple glowsticks at £89.50 to give away at the Beacon Lighting.

iii. Layout

Members are happy with the suggested layout for the event.

4. Date of Next Meeting

Members agreed to move the next meeting forward a week to Monday 9th May 2022 – 7.30pm

Meeting closed at 7.45pm

Signed:.....

Date:.....