



Date: 7th March 2025

Dear Councillors,

You are hereby summoned to attend the meeting of the Events Committee on Monday 17th March 2025 at 7:00 PM to be held at the Lutterworth Town Council office

Members are reminded that apologies for absence for all Council meetings should be sent to the Town Clerk prior to the start of the meeting. They will only be recorded as accepted by the Council if the member has sent in their apologies and by giving reason.

Members of the press and public are welcome to attend.

Councillors: P Hollinshead, N Green, S Lonsdale, D Jones, G Robinson, R Nunn, S Simms, V Cooper

25/EV/31 Apologies for Absence

To receive and approve apologies for absence.

25/EV/32 Declarations of Interest

To receive and approve declarations of interest and to consider requests for dispensations from members of matters in which they have a disclosable pecuniary interest.

25/EV/33 Beacon Lighting

i. Budget

Members are asked to review and approve the attached budget (Appendix A).

ii. The Boswell Project

Members are asked to note the change of act from the previous meeting. The original act ended up unavailable so The Boswell Project has been booked in their place. A video will be available to view at the meeting.

25/EV/34 Film & Food Festival

i. Budget

Members are asked to note the attached budget (Appendix B). There are no spend changes to approve however the income has been updated in line with the stall bookings taken.

ii. Stall Bookings

An update on stalls booked so far can be found in Appendix C.

25/EV/35 Next Meeting

7pm - Monday 19th May 2025

A handwritten signature in blue ink, appearing to read 'Carol Mobbs', with a long horizontal flourish extending to the right.

**Carol Mobbs,
Town Clerk**

A

Beacon Lighting 2025			
7045	DESCRIPTION	EXPENDITURE	TOTAL
EXPENDITURE			
Entertainment	Lutterworth Town Band The Boswell Project <i>Sub Total</i>	£175.00 £1,350.00 £1,525.00	£1,525.00
Merchandise	Decorations (bunting etc) Games Party Bags <i>Sub Total</i>	£252.12 £58.14 £129.26 £439.52	£439.52
Beacon	Paint Fuel Gas <i>Sub Total</i>	 £0.00	£0.00
Misc	Flag Glowsticks <i>Sub Total</i>	£67.00 £21.23 £88.23	£88.23
First Aid	Cover <i>Sub Total</i>	£175.00 £175.00	£175.00
Publicity	Swift Flash Advert Full Page x1 Swift Flash Advert 1/4 Page x1 Lutt. Dist. Journal Advert 100 A4 Posters <i>Sub Total</i>	£290.00 £75.00 £195.00 £50.00 £610.00	£610.00
TOTAL EXPENDITURE	GRAND TOTAL		£2,837.75
PROPOSED BUDGET	TOTAL EXPENDITURE	REMAINING TOTAL	
£3,000.00	£2,837.75	£162.25	

B

Film and Food Festival 2025			
7005	DESCRIPTION	EXPENDITURE	TOTAL
EXPENDITURE			
Entertainment	Football Games Magician Face Painter x2 for 5 hrs Caricaturist Travel for above DBS checks <i>Sub Total</i>	£1,450.00 £420.00 £610.00 £540.00 £130.00 £3,150.00	£3,150.00
Merchandise	Street Decorations <i>Sub Total</i>	£0.00	£0.00
Misc	Wycliffe Rooms Wet Weather Hire Holding Fee Staffed <i>Sub Total</i>	£118.75 £200.00 £318.75	£318.75
Furniture	Deck Chair Hire x100 <i>Sub Total</i>	£550.00 £550.00	£550.00
Outdoor Cinema	Starlight Mobile Outdoor Cinema License Admin License (£139 per film) TEN Popcorn (108x 100g buckets) <i>Sub Total</i>	£3,295.00 £50.00 £140.00 £21.00 £170.00 £3,676.00	£3,676.00
First Aid	Cover <i>Sub Total</i>	£500.00 £500.00	£500.00
Publicity	Swift Flash Adverts 1x Full Page Swift Flash Adverts 1x 1/4 Page Lutt. Dist. Journal Ad 50 A4 Posters Vinyl Banners for Lutt. Signs x4 <i>Sub Total</i>	£290.00 £75.00 £195.00 £50.00 £300.00 £910.00	£910.00
TOTAL EXPENDITURE	GRAND TOTAL		£9,104.75
INCOME			
Stalls Popcorn sales (£2.50 each) Grants/Sponsorship <i>Sub Total</i>		£600.00 £600.00	£600.00
TOTAL INCOME	GRAND TOTAL		£600.00
PROPOSED BUDGET	TOTAL EXPENDITURE	TOTAL INCOME	REMAINING TOTAL
£8,500.00	£9,104.75	£600.00	(£4.75)

ROAD CLOSURES			
7020	DESCRIPTION	EXPENDITURE	TOTAL
EXPENDITURE			
Road Closures	TTRO (50% of cost) Signage Marshals Street Cleaner <i>Sub Total</i>	£300.00 £1,500.00 £1,800.00	£1,800.00
TOTAL EXPENDITURE	GRAND TOTAL		£1,800.00
PROPOSED BUDGET	TOTAL EXPENDITURE	TOTAL INCOME	REMAINING TOTAL
£2,000.00	£1,800.00	£0.00	£200.00

Stall Number	Size	Location	Name	Company	Type of stall	Paid?
1	6m x 3m	Mobile Bar	Smita Stone	On the Rocks	Mobile Bar	£75
2	8m x 3m	Church Street	Zoe Woolman	The Shake Hut	Milkshakes	£75
3	3m2	Church Street	Martyn Ladkin	I Love Crepes	Crepes and Waffles	£50
4	6m x 3m	Church Street	Ewa Lisowska Chanakis	La Pitta/The Greeks	Greek food	£75
5	6m x 3m	Church Street	Shareen Ingram	Box Food	Caribbean Food	£75
6	3m2	Church Street	Neil Green	Neil Green Catering	Hog Roast	n/a
7	3m2	Church Street	Adam Mulla	Chilli Guys	Indian Steet Food	£75
8	3m2	Church Street				
KARTERS	KARTERS	KARTERS	KARTERS	KARTERS	KARTERS	KARTERS
KARTERS	KARTERS	KARTERS	KARTERS	KARTERS	KARTERS	KARTERS
9	6m x 3m	Church Street	Charley Cummings	The Flavour Trailer	Gormet Burgers	£75
CROSSING						
10	3m2	Church Street	Phoebe Dax	Butter Queens	Cakes and buttery treats	£50
11	3m2	Church Street	Kamila Karas	MKS Food	Turkish Delight and Olives	£50
12	3m2	Church Street				
13	3m2	Church Street				
14	3m2	Church Street				
****	****	****	****	****	****	****
15	6m x 3m	Costa corner				
16	6m x 3m	George St	Glyn Iliffe	Iliffe Ices	Whippy Ice Cream	

£600