

LUTTERWORTH TOWN COUNCIL
AGENDA

**EVENTS COMMITTEE MEETING
15 OCTOBER 2018 – 7.00PM**

1. Apologies

2. Declaration of Pecuniary Interest and Dispensation Requests

3. Minutes of Previous Meeting

To note that the minutes of the Events Committee meeting held on 17 September 2018 will be ratified by Council on Tuesday 9 October 2018.

4. End of World War 1 Centenary

(i) **Budget.** Members are asked to note the budget to date.

Item	Price	Budget
Beacon Hire	£150	
Lighting Tower	£490	
Swift Flash Advert	£65	
250 A4 Posters	£50	
250 Bookmarks	£30	
TOTAL	£785	
Budget		£2,000
Remaining		£1,215

(ii) **Publicity.** An example of the poster will be available at the meeting for members to view. **Members are asked to discuss if a set of corex boards to be attached to the Town Council van are to be purchased at a cost of £72.00.**

5. Christmas Lights Switch On 2018

(i) **Fireworks.** A sponsor is still needed for this element of the event however the fireworks have been booked.

(ii) **Mulled Wine.** Lidl have agreed to supply the mulled wine for the event which has now been collected.

As previously approved, 200 porcelain mugs have been ordered through Lutterworth Sports Supplies. Artwork can be found in **appendix A**.

(iii) **Christmas Market.** Booking forms have been sent out to vendors (non-catering). Members are asked to note the complaint made by a local trader who wished to bring a German Sausage van to the event but has been turned down due to the previous decision by the committee to not allow catering vendors to book. This will be available to view at the meeting.

An update on the number of pitches booked to date will be made available at the meeting.

(iv) Publicity. Members are asked to discuss if they would like to purchase the following banners:

- 1000m x 1000m corex boards for LTC van - £72
- 4x vinyl banners for Lutterworth signs - £190
- 1x vinyl banner "Mulled Wine" - £76

(v) Christmas Tree. The Christmas tree is being delivered on Sunday 25 November.

(vi) Van Hire. As the old Fords Discount Store is now unavailable to use for the event, a solution to the problem of storage needs to be considered. A quotation to hire a van has been received of £60 per day £20 for fuel. This would be needed for 2 days so it can be loaded the day before the event and parked next to the Events Tent during. **Members are asked to agree this price.**

(vii) TEN. Members are asked to agree the fee of £21 for the license.

(viii) Snow Machine. Members requested a hire quotation for a snow machine. Two quotations have been received, one for £445 and one for £460. **Members have been asked to discuss these quotations.**

6. Date of next meeting

The next meeting is due to be held on Monday 15 October 2018 – 7.00pm.