

LUTTERWORTH TOWN COUNCIL
AGENDA

EVENTS COMMITTEE MEETING
12 NOVEMBER 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 15 October 2018 will be ratified by Council on Tuesday 7 November 2018.

4. End of World War 1 Centenary

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

**WW1 Centenary Budget
2018**

Item	Price	
Staff Overtime	£200	
Beacon Hire	£150	
Lighting Tower	£490	
Swift Flash Advert	£65	
250 A4 Posters	£50	
250 Bookmarks	£30	
Tea/Coffee/Cups	£195	
Lamppost Poppies	£120	
TOTAL	£1,300	
Budget		£2,000
Remaining		£700

5. Christmas Lights Switch On 2018

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

CHRISTMAS LIGHTS SWITCH ON 2018					
Reference	Description	2018			
		Budget	Projected Expenditure	Budgeted Income	Projected Income
1450 Market Expenses	Town Estates Charity Charges (£5 per	70	70.00		

	stall)					
		<i>Remaining</i>	0.00			
1480 Traders Income					700.00	
1430 Entertainment & Fireworks			1200			
	Fireworks			695.00		
	Olaf			75.00		
	Novelty Mugs			460.00		
		<i>Remaining</i>	-30.00			
1424 Miscellaneous			600			
	Misc. Expenses					
	Ofcom Radio Licence Fee (50% of cost)			37.50		
	TEN (plus STL)			81.00		
	Christmas Tree			630.00		
		<i>Remaining</i>	-148.50			
1483 Sponsorship	Advertising Boards, Stage, Fireworks				700.00	695
1482 Novelty Mug Income	Mulled Wine Sales				500.00	
1477 Fair Income	John Smart				700.00	350
1452 Car Park Closure Fee			700			
	HDC					
		<i>Remaining</i>	700.00			
1438 Road Closure			1800			
	Road Closure LCC			600.00		
	Diversion Signage			846.36		
	Street Cleaner			160.00		
		<i>Remaining</i>	193.64			
1431 Staging / PA			2325			
	Stage Hire			695.00		
	PA System (including hosting)			500.00		
		<i>Remaining</i>	1,130.00			
1434 First Aid			160			
	JL King Medical			160.00		
		<i>Remaining</i>	0.00			
1435 Publicity			700			
	Swift Flash Adverts			130.00		
	A5 Leaflets			30.00		
	Posters (Printing)			50.00		
	Banners			338.00		
		<i>Remaining</i>	152.00			
NEW Staff Overtime			240			
	Mark 13 hrs (+2 for Sunday), Aaron 7 hrs			340.12		
		<i>Remaining</i>	-100.12			
	SUB TOTAL		7,795.00	5,897.98	2,600.00	1045
	DIFFERENCE			1,897.02		-1,555.00
	TOTAL EXPENDATURE		5,195.00			4,852.98
	DIFFERENCE					342.02

(ii) Fireworks. A sponsor is still needed for this element of the event and an update will be made available at the meeting.

(iii) Christmas Market. An update on the number of pitches booked to date will be made available at the meeting.

Members are asked to view the layout map (appendix A) and discuss if any changes are to be made.

(iv) Marshals. Members are asked to discuss marshal positions.

(v) Shop Window Competition. Members are asked to discuss the logistics of the “Lutterworth’s Choice” category.

(vi) Entertainment Schedule. This can be found on appendix B.

(vii) Christmas Tree. Oakberry Trees have been out to look at the socket that the Christmas Tree stand in and have agreed that for this year it will suffice however it will need assessing after the festive season.

6. Date of next meeting

The next meeting is due to be held on Monday 17 December 2018 – 7.00pm.