

**EVENTS COMMITTEE MEETING  
MONDAY 19 AUGUST 2019 – 7.00PM**

1. **Apologies**
2. **Declaration of Pecuniary Interest and Dispensation Requests**
3. **Minutes of the Previous Meeting**

To note that the minutes from the Events Committee meeting held on 17 July 2019 will be approved by Full Council on Tuesday 10 September 2019.

4. **Armed Forces Day 2020**
5. **VE Day 2020**
6. **Christmas Lights Switch On 2019**

- i. **Budget**  
Members are asked to review the budget for the event.:

<b>CHRISTMAS LIGHTS SWITCH ON 2019</b>					
Reference	Description	2019			
		Budget	Projected Expenditure	Budgeted Income	Projected Income
1450 <b>Market Expenses</b>	Town Estates Charity Charges	<b>70</b>			
	<i>Remaining</i>	<i>70.00</i>		<i>400.00</i>	
1480 <b>Traders Income</b>					
1430 <b>Entertainment &amp; Fireworks</b>	Fireworks	<b>1200</b>			
	Olaf				
	Novelty Mugs				
	<i>Remaining</i>	<i>1,200.00</i>			
1424 <b>Miscellaneous</b>	Misc. Expenses	<b>700</b>			
	Ofcom Radio Licence Fee (50% of cost)				
	TEN (plus STL)				
	Christmas Tree				

		<i>Remaining</i>	700.00		
1483 Sponsorship	Advertising Boards, Stage, Fireworks			700.00	
1482 Novelty Mug Income				500.00	
1477 Fair Income	Mulled Wine Sales				
1452 Car Park Closure Fee	John Smart			750.00	
			700		
	HDC				
		<i>Remaining</i>	700.00		
1438 Road Closure			1850		
	Road Closure LCC				
	Diversion Signage				
	Street Cleaner				
		<i>Remaining</i>	1,850.00		
1431 Staging / PA			2400		
	Stage Hire				
	PA System (including hosting)				
		<i>Remaining</i>	2,400.00		
1434 First Aid			170		
	JL King Medical				
		<i>Remaining</i>	170.00		
1435 Publicity			900		
	Swift Flash Adverts				
	A5 Leaflets				
	Posters (Printing)				
	Banners				
		<i>Remaining</i>	900.00		
17002 Staff Overtime			250		
	Mark & Aaron				
		<i>Remaining</i>	250.00		
<b>SUB TOTAL</b>			<b>8,240.00</b>	<b>0.00</b>	<b>2,350.00</b>
<b>DIFFERENCE</b>				<b>8,240.00</b>	<b>-2,350.00</b>
<b>TOTAL EXPENDATURE</b>			<b>5,890.00</b>		<b>0.00</b>
<b>DIFFERENCE</b>					<b>5,890.00</b>

ii. **Christmas Tree Fencing**

Palmers Garden Centres have agreed to produce some picket fencing to go around the Christmas trees in return for advertising on them. The Events Officer is to meet with Palmers on Tuesday 20 August to discuss.

iii. **Memorial Shed Lighting**

An update for hire will be made available at the meeting.

iv. **Stage Hire**

A quotation of £706 has been received for stage hire. **Members are asked to discuss agree this price.**

v. **Olaf**

vi. **Security**

**7. Date of Next Meeting**

Monday 16 September 2019 at 7.00pm.