

LUTTERWORTH TOWN COUNCIL  
AGENDA

**EVENTS COMMITTEE MEETING  
MONDAY 21 SEPTEMBER 2020 – 7.00PM**

1. Apologies
2. Election of Chair
3. Declaration of Pecuniary Interest and Dispensation Requests
4. Christmas Lights Switch On 2020
  - i. Budget

**CHRISTMAS LIGHTS SWITCH ON 2020**

Reference	Description	2020			
		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>			
1480 <b>Traders Income</b>				<i>400.00</i>	
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 (Town Hall hire)	<b>700</b>			
	Ofcom Radio Licence Fee (50% of cost)				
	TEN & STL				
	Christmas Tree				
	<i>Remaining</i>	<i>700.00</i>			
1483 <b>Sponsorship</b>	Advertising Boards, Stage, Fireworks			<i>700.00</i>	
1482 <b>Novelty Mug Income</b>	Mulled Wine Sales			<i>500.00</i>	
1477 <b>Fair Income</b>	John Smart			<i>950.00</i>	
1452 <b>Car Park Closure Fee</b>	HDC	<b>700</b>			
	<i>Remaining</i>	<i>700.00</i>			
1432 <b>Lamp Post Testing</b>		<b>1000</b>			
	<i>Remaining</i>	<i>1000</i>			
1438 <b>Road Closure</b>	Road Closure LCC	<b>1850</b>			
	Diversion Signage				

1431 <b>Staging / PA</b>	Street Cleaner	<i>Remaining</i>	1,850.00		
			<b>2400</b>		
1434 <b>First Aid</b>	Stage Hire				
	PA System (including hosting)	<i>Remaining</i>	2,400.00		
1435 <b>Publicity</b>			<b>170</b>		
	JL King Medical	<i>Remaining</i>	170.00		
17002 <b>Staff Overtime</b>			<b>1000</b>		
	Swift Flash Adverts				
	A5 Leaflets				
	Posters (Printing)				
	Banners	<i>Remaining</i>	1,000.00		
			<b>450</b>		
		<i>Remaining</i>	450.00		
<b>SUB TOTAL</b>			<b>9,540.00</b>	<b>0.00</b>	<b>2,550.00</b>
<b>DIFFERENCE</b>				<b>9,540.00</b>	<b>-2,550.00</b>
<b>TOTAL EXPENDATURE</b>			<b>6,990.00</b>		<b>0.00</b>
<b>DIFFERENCE</b>					<b>6,990.00</b>

- ii. **Christmas Tree.** A quotation for the installation and removal of the real Christmas Tree in the town centre will be available at the meeting. **Members are asked to agree this price.**
- iii. **Mugs.** The cost to print a design onto 200 ceramic mugs is £3.25 per mug.
- iv. **Christmas Cards.** The cost to print a design onto 500 Christmas cards is £75.
- v. **Publicity.** The cost for a full page colour advert in the Oct/Nov issue of the Lutterworth and District Journal is £100. **Members are asked to agree this price and also discuss content.**
- vi. **Turning on of Lights.** Members are asked to agree a date and time for the lights to go on.

## 5. Christmas Lights Tender 2020

Members are asked to discuss the process which is due to begin in October and nominate 3 Councillors to deal with it.

## 6. Date of Next Meeting

Monday 19<sup>th</sup> October 2020 – 7.00pm