



# Lutterworth Town Council

Coventry Road  
Lutterworth  
Leicestershire  
LE17 4SH

**Carol Mobbs**

*Acting Town Clerk*

e-mail: [townclerk@lutterworth.org.uk](mailto:townclerk@lutterworth.org.uk)



Telephone: (01455) 550225  
[www.lutterworth.org.uk](http://www.lutterworth.org.uk)

21<sup>st</sup> April 2021

Councillors: Paul Beadle  
Rob Coleman  
Sue Jamieson  
David Jones  
Richard Nunn  
Geraldine Robinson  
Bill Zilberts

Dear Councillors,

You are hereby **Summoned** to attend the Events Committee Meeting of Lutterworth Town Council on Monday 26<sup>th</sup> April 2021 at 7.00pm to be conducted solely by Zoom.

Join Zoom Meeting

<https://zoom.us/j/97898558033?pwd=aDEyaDNvd2lFWW0vWnBITGlrYlp6dz09>

Meeting ID: 978 9855 8033

Passcode: Events

**Members are reminded that apologies for absence for all council meetings should be reported to the Town Council office to ensure they are correctly recorded.**

The purpose of the Events Committee meeting is do consider the below report:

- 1. Apologies**
- 2. Declaration of Pecuniary Interest and Dispensation Requests**
- 3. Christmas Lighting Scheme**

Members are asked to go through the lighting scheme and decide exactly which lights they want for Christmas 2021.

#### 4. Lutterworth War Memorial Centenary – May 2021

##### i. Budget

		COST	REVENUE	PROFIT/(LOSS)
Road Closure		(£238.00)		
	<i>Diversion Signage</i>	(£500.00)		
	<i>Street Cleaner</i>	(£300.00)		
	<i>Car Park Closure Fee (HDC)</i>	(£600.00)		
	<b>TOTAL</b>			(£1,638.00)
Misc.				
	<i>Ofcom Radio Licence 50% of Fee</i>	(£37.50)		
	<i>First Aid</i>	(£180.00)		
	<b>TOTAL</b>			(£217.50)
Merchandise				
	<i>Bunting</i>	£0.00		
	<b>TOTAL</b>			£0.00
Entertainment				
	<i>Lutterworth Town Band</i>	(£160.00)		
	<i>PA System</i>	(£750.00)		
	<b>TOTAL</b>			(£910.00)
Advertising				
	<i>3x Swift Flash Ads 1/4 page colour</i>	(£195.00)		
	<i>250x A4 Posters</i>	(£27.99)		
	<i>Lutt &amp; Dis. J. Advert 1/4 colour</i>	(£195.00)		
	<i>4x PVC Banners</i>	(£71.67)		
	<b>TOTAL</b>			(£489.66)
<b>Grand Total</b>		<b>(£3,255.16)</b>	<b>£0.00</b>	<b>(£3,255.16)</b>

##### ii. Publicity

**Members are asked to review the poster (Appendix A) and agree a cost of £27.99 for 250 to be printed.**

The Lutterworth and District Journal have offered a ¼ page colour advert in the 21<sup>st</sup> June issue and will also do a full article on the War Memorial Centenary (including photographs) in the same issue. **Members are asked to agree this price.**

Members are also asked to discuss when the event can be placed onto social media and the Town Council website.

##### iii. Plaque

A price of £72 has been quoted for a 20cm<sup>2</sup> granite plaque with gold leaf inscription. **Members are asked if they would like to go ahead with this and if so, decide what wording they would like on it.**

##### iv. TTRO

As the event had originally been planned for May and the road closure had already been applied for, a cost totalling £238 will be charged to move the event to the June date.

##### v. PA System

An update will be made available at the meeting.

- vi. Lutterworth Town Band  
Lutterworth Town Band have responded to the offer to play at the event but again turned it down as they would not have sufficient time to rehearse. **Members are asked to discuss alternative options.**

## 5. Date of Next Meeting

Monday 17<sup>th</sup> May 2021 – 7.00pm

Holly Guy  
Events Officer

Dated