



Lutterworth Town Council

Coventry Road
Lutterworth
Leicestershire
LE17 4SH

Carol Mobbs

Town Clerk

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2nd June 2021

Councillors: Paul Beadle
Rob Coleman
Valerie Cooper
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 7th June 2021 at 7.00pm at the Lutterworth Town Council office.

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 to consider the below report:

- Election of New Chairman**
- Apologies**
- Declaration of Pecuniary Interest and Dispensation Requests**
- Lutterworth War Memorial Centenary – 27th June 2021**

i. Budget

| | | COST | REVENUE | PROFIT/(LOSS) |
|--------------|---------------------------------------|-----------|---------|---------------|
| Road Closure | | (£238.00) | | |
| | <i>Diversion Signage</i> | (£326.24) | | |
| | <i>Street Cleaner</i> | (£171.84) | | |
| | TOTAL | | | (£736.08) |
| Misc. | | | | |
| | <i>Ofcom Radio Licence 50% of Fee</i> | (£37.50) | | |

| | | | | |
|--------------------|------------------------------------|--------------------|--------------|--------------------|
| Guests | First Aid | (£149.00) | | |
| | TOTAL | | | (£186.50) |
| Entertainment | Plaque 20cm2 | (£75.00) | | |
| | Refreshments | (£855.70) | | |
| | Town Hall Hire | (£40.00) | | |
| | TOTAL | | | (£970.70) |
| Advertising | PA System | (£750.00) | | |
| | TOTAL | | | (£750.00) |
| | 3x Swift Flash Ads 1/4 page colour | (£195.00) | | |
| | 250x A4 Posters | (£27.99) | | |
| | Lutt & Dis. J. Advert 1/4 colour | (£195.00) | | |
| | TOTAL | | | (£417.99) |
| Grand Total | | (£3,061.27) | £0.00 | (£3,061.27) |

- ii. First Aid Provision
A quotation of £149 for first aid provision at the event has been received. **Members are asked to agree this price.**
- iii. Plaque
Costings for the plaque are as follows:
- | | |
|-------------|------|
| 20cm x 20cm | £72 |
| 30cm x 30cm | £98 |
| 40cm x 40cm | £160 |
- This is for holes in all four corners and gold or silver leaf inscription. Delivery lead time is 10 working days. **Members are asked to agree which size they would like to order.**
- iv. Marshalling
An update.
- v. Boards for car park closure
A price for these will be made available at the meeting.
- vi. 21st June Relaxation of Covid-19 Restrictions
Members are asked to discuss what is to happen if this is delayed.

5. Date of Next Meeting

Monday 19th July 2021 – 7.00pm

Holly Guy
Events Officer

Dated