



# Lutterworth Town Council

Coventry Road  
Lutterworth  
Leicestershire  
LE17 4SH

**Carol Mobbs**

Town Clerk

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11<sup>th</sup> August 2021

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

Dear Councillors,

You are hereby **Summoned** to attend the Events Committee Meeting of Lutterworth Town Council on Monday 16<sup>th</sup> August 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:

- 1. Apologies**
- 2. Declaration of Pecuniary Interest and Dispensation Requests**
- 3. Lutterworth War Memorial Centenary**

i. Budget

		<b>COST</b>	<b>REVENUE</b>	<b>PROFIT/(LOSS)</b>
Road Closure		(£418.00)		
	<i>Diversion Signage</i>	(£326.24)		
	<i>Street Cleaner</i>	(£171.84)		
	<b>TOTAL</b>			(£916.08)
Misc.				
	<i>Ofcom Radio Licence 50% of Fee</i>	(£37.50)		
	<i>First Aid</i>	(£149.00)		
	<b>TOTAL</b>			(£186.50)
Guests				

Entertainment	Plaque 20cm2	(£75.00)	
	Refreshments	(£855.70)	
	Town Hall Hire	(£40.00)	
	<b>TOTAL</b>		(£970.70)
Advertising	PA System	(£750.00)	
		<b>TOTAL</b>	(£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)	
	<b>TOTAL</b>		(£417.99)
<b>Grand Total</b>		<b>(£3,241.27)</b>	<b>£0.00</b>
			<b>(£3,241.27)</b>

ii. Discussion of plans to be reinstated including:

- Town Hall refreshments
- Invitees
- Vehicle displays
- Advertising
- PA system
- Lutterworth Town Band
- Marshalling

#### 4. Date of Next Meeting

Monday 20<sup>th</sup> September 2021 – 7.00pm

Holly Guy  
Events Officer

Dated