



Lutterworth Town Council

Coventry Road
Lutterworth
Leicestershire
LE17 4SH

Carol Mobbs

Town Clerk

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15th September 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 20th September 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

		PREDICTED	ACTUAL	REVENUE	PROFIT/(LOSS)
Road Closure			(£418.00)		
	<i>Diversion Signage</i>		(£550.53)		
	<i>Street Cleaner</i>	(£171.84)			
	<i>2x A1 boards for car park closure</i>		(£80.00)		
	TOTAL				(£1,220.37)
Misc.					
	<i>Ofcom Radio Licence 50% of Fee</i>		(£37.50)		
	<i>First Aid</i>		(£149.00)		
	TOTAL				(£186.50)
Guests					

Entertainment	Plaque 20cm2		(£75.00)		
	Refreshments	(£855.70)			
	Town Hall Hire		(£80.00)		(£1,010.70)
	TOTAL				
Advertising	PA System		(£750.00)		
	Lutterworth Town Band		(£160.00)		
		TOTAL			(£910.00)
	5x Swift Flash Ads 1/4 page colour		(£325.00)		
	250x A4 Posters		(£55.98)		
	Lutt & Dis. J. Advert 1/4 colour		(£195.00)		
	TOTAL				(£575.98)
Grand Total		(£1,027.54)	(£2,876.01)	£0.00	(£3,903.55)

ii. Marshalling.

Road closure positions have been covered by both of the Lutterworth, Rotary Clubs. Members are asked who will be available on the day to help with general marshalling.

Members are asked to agree a voucher system to feed the Marshals on the day.

- iii. Road Closure notifications. Members are asked for volunteers to help with the distribution of road closure notices the week before the event.
- iv. Ceremony. Members are asked to discuss who is to carry out the ceremony now that the RBL Padre is unavailable.
- v. Town Crier. An update on the role of the Town Crier to be given at the meeting.

4. Windowrama

Beth Piggott will be attending the meeting so members can discuss the previously mentioned date of October half term for this event.

5. Remembrance Sunday 2021

A run through of the event and what needs to be done.

6. Christmas Lights Switch On 2021

Members are asked to discuss the event for 2021 after a year off.

7. Date of Next Meeting

Monday 18th October 2021 – 7.00pm

Carol Mobbs
Town Clerk

Dated