



Lutterworth Town Council

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Carol Mobbs

Town Clerk

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13th October 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 18th October 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. Remembrance Sunday 2021**

Members will be updated on the plans in place so far.

- 4. Christmas Lights Switch On 2021**

Members are asked to assess the proposed budget for the event:

CHRISTMAS LIGHTS SWITCH ON 2021				
ITEM	DESCRIPTION	2021		
		BUDGET	Proposed	VARIANCE
EXPENDITURE				
1450 Market Expenses	Town Estates Charity Charges	(£70.00)	(£100.00)	

		<i>Sub Total</i>	(£70.00)	(£100.00)	(£30.00)
1430 Entertainment & Fireworks	Fireworks Olaf Novelty Mugs		(£1,200.00)	(£650.00) (£75.00) £0.00	£475.00
		<i>Sub Total</i>	(£1,200.00)	(£725.00)	
1424 Miscellaneous	Misc. Expenses (Town Hall hire) Ofcom Radio Licence Fee (50% of cost) TEN & STL Christmas Tree		(£700.00)	(£200.00) (£37.50) (£81.00) (£630.00)	(£248.50)
		<i>Sub Total</i>	(£700.00)	(£948.50)	
1452 Car Park Closure Fee	HDC		(£700.00)		
		<i>Sub Total</i>	(£700.00)	£0.00	£700.00
1438 Road Closure	Road Closure LCC Diversion Signage Street Cleaner		(£1,850.00)	(£600.00) (£850.00) (£270.00)	£130.00
		<i>Sub Total</i>	(£1,850.00)	(£1,720.00)	
1431 Staging / PA	Stage Hire PA System (including hosting)		(£2,400.00)	(£700.00) (£750.00)	£950.00
		<i>Sub Total</i>	(£2,400.00)	(£1,450.00)	
1434 First Aid	JL King Medical		(£170.00)	(£150.00)	£20.00
		<i>Sub Total</i>	(£170.00)	(£150.00)	
1435 Publicity	Swift Flash Adverts A5 Leaflets Posters (Printing) Banners		(£900.00)	(£200.00) (£25.00) (£35.00) (£250.00)	£390.00
		<i>Sub Total</i>	(£900.00)	(£510.00)	
17002 Staff Overtime	Mark, Aaron, Mark		(£250.00)	(£350.00)	(£100.00)
		<i>Sub Total</i>	(£250.00)	(£350.00)	
TOTAL EXPENDITURE		GRAND TOTAL	(£8,240.00)	(£5,953.50)	£2,286.50
INCOME					
1483 Sponsorship	Advertising Boards, Stage, Fireworks		<i>£700.00</i>		(£700.00)
1482 Novelty Mug Income	Mulled Wine Sales		<i>£500.00</i>		(£500.00)
1477 Fair Income	John Smart		<i>£900.00</i>		(£900.00)
1480 Traders Income			<i>£400.00</i>		(£400.00)
TOTAL INCOME		GRAND TOTAL	£2,500.00	£0.00	(£2,500.00)
TOTAL BUDGET		OVERALL	(£5,740.00)	(£5,953.50)	(£213.50)

5. Date of Next Meeting

Monday 15th November 2021 – 7.00pm – Members are asked to consider holding an additional meeting before this date.

Carol Mobbs
Town Clerk

Dated