



# Lutterworth Town Council

Coventry Road  
Lutterworth  
Leicestershire  
LE17 4SH

**Carol Mobbs**

*Town Clerk*

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27<sup>th</sup> 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 1<sup>st</sup> November 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 and agree the costs highlighted in yellow:

CHRISTMAS LIGHTS SWITCH ON 2021				
ITEM	DESCRIPTION	2021		
		BUDGET	Proposed	VARIANCE
<b>EXPENDITURE</b>				
1450 Market Expenses		(£70.00)		

	Town Estates Charity Charges		(£100.00)	
	<i>Sub Total</i>	<b>(£70.00)</b>	<b>(£100.00)</b>	<b>(£30.00)</b>
<b>1430 Entertainment &amp; Fireworks</b>	Fireworks	(£1,200.00)	(£795.00)	
	Olaf		(£80.00)	
	Novelty Mugs		£0.00	
	<i>Sub Total</i>	<b>(£1,200.00)</b>	<b>(£875.00)</b>	<b>£325.00</b>
<b>1424 Miscellaneous</b>	Misc. Expenses (Town Hall hire)	(£700.00)	(£200.00)	
	Ofcom Radio Licence Fee (50% of cost)		(£37.50)	
	TEN & STL		(£101.00)	
	Christmas Tree		(£760.00)	
	Cone Tree Base Boards		(£200.00)	
	<i>Sub Total</i>	<b>(£700.00)</b>	<b>(£1,298.50)</b>	<b>(£598.50)</b>
<b>1452 Car Park Closure Fee</b>	HDC	(£700.00)		
	<i>Sub Total</i>	<b>(£700.00)</b>	<b>£0.00</b>	<b>£700.00</b>
<b>1438 Road Closure</b>	Road Closure LCC	(£1,850.00)	(£50.00)	
	Diversion Signage		(£850.00)	
	Street Cleaner		(£270.00)	
	<i>Sub Total</i>	<b>(£1,850.00)</b>	<b>(£1,170.00)</b>	<b>£680.00</b>
<b>1431 Staging / PA</b>	Stage Hire	(£2,400.00)	(£800.00)	
	PA System (including hosting)		(£1,000.00)	
	<i>Sub Total</i>	<b>(£2,400.00)</b>	<b>(£1,800.00)</b>	<b>£600.00</b>
<b>1434 First Aid</b>	JL King Medical	(£170.00)	(£150.00)	
	<i>Sub Total</i>	<b>(£170.00)</b>	<b>(£150.00)</b>	<b>£20.00</b>
<b>1435 Publicity</b>	Swift Flash Adverts x3 1/4 Page	(£900.00)	(£195.00)	
	Pull Up Banners x2		(£70.00)	
	250 A4 Posters		(£32.00)	
	Vinyl Banners for Lutt. Signs x4		(£210.00)	
	<i>Sub Total</i>	<b>(£900.00)</b>	<b>(£507.00)</b>	<b>£393.00</b>
<b>17002 Staff Overtime</b>	Aaron	(£250.00)	(£40.00)	
	<i>Sub Total</i>	<b>(£250.00)</b>	<b>(£40.00)</b>	<b>£210.00</b>
<b>TOTAL EXPENDITURE</b>	<b>GRAND TOTAL</b>	<b>(£8,240.00)</b>	<b>(£5,940.50)</b>	<b>£2,299.50</b>
<b>INCOME</b>				
<b>1483 Sponsorship</b>	Fireworks	£700.00	£795.00	£95.00
<b>1482 Novelty Mug Income</b>	Mulled Wine Sales	£500.00		(£500.00)
<b>1477 Fair Income</b>	John Smart	£900.00	£900.00	£0.00
<b>1480 Traders Income</b>		£400.00	£160.00	(£240.00)
<b>TOTAL INCOME</b>	<b>GRAND TOTAL</b>	<b>£2,500.00</b>	<b>£1,855.00</b>	<b>(£645.00)</b>
<b>TOTAL BUDGET</b>	<b>OVERALL</b>	<b>(£5,740.00)</b>	<b>(£4,085.50)</b>	<b>£1,654.50</b>

**5. Date of Next Meeting**

Monday 15<sup>th</sup> November 2021 – 7.00pm

Carol Mobbs  
Town Clerk

Dated