



Lutterworth Town Council

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Carol Mobbs

Town Clerk

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10th November 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 15th 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**

An overview of how the event went.

- 4. Christmas Lights Switch On 2021**

- Budget.

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		(£70.00)		

	Town Estates Charity Charges		(£100.00)	
	<i>Sub Total</i>	(£70.00)	(£100.00)	(£30.00)
1430 Entertainment & Fireworks	Fireworks	(£1,200.00)	(£795.00)	
	Olaf		(£80.00)	
	Mulled Wine		(£300.00)	
	<i>Sub Total</i>	(£1,200.00)	(£1,175.00)	£25.00
1424 Miscellaneous	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>	(£700.00)	(£1,298.50)	(£598.50)
1452 Car Park Closure Fee	HDC	(£700.00)		
	<i>Sub Total</i>	(£700.00)	£0.00	£700.00
1438 Road Closure	Road Closure LCC	(£1,850.00)	(£50.00)	
	Diversion Signage		(£2,002.82)	
	Street Cleaner		(£270.00)	
	<i>Sub Total</i>	(£1,850.00)	(£2,322.82)	(£472.82)
1431 Staging / PA	Stage Hire	(£2,400.00)	(£800.00)	
	PA System (including hosting)		(£1,000.00)	
	<i>Sub Total</i>	(£2,400.00)	(£1,800.00)	£600.00
1434 First Aid	Cover	(£170.00)	(£150.00)	
	<i>Sub Total</i>	(£170.00)	(£150.00)	£20.00
1435 Publicity	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>	(£900.00)	(£507.00)	£393.00
17002 Staff Overtime		(£250.00)		
	<i>Sub Total</i>	(£250.00)	£0.00	£250.00
TOTAL EXPENDITURE	GRAND TOTAL	(£8,240.00)	(£7,353.32)	£886.68
INCOME				
1483 Sponsorship	Fireworks	£700.00	£795.00	£95.00
1482 Novelty Mug Income	Mulled Wine Sales	£500.00		(£500.00)
1477 Fair Income	John Smart	£900.00	£900.00	£0.00
1480 Traders Income		£400.00	£345.00	(£55.00)
TOTAL INCOME	GRAND TOTAL	£2,500.00	£2,040.00	(£460.00)
TOTAL BUDGET	OVERALL	(£5,740.00)	(£5,313.32)	£426.68

ii. Marshals.

Members are asked to declare if and when they are available to help at the event. There are people needed throughout the day for set up but also during the event.

- iii. Covid-19 Testing Station.
Harborough District Council have requested to have their testing station and wellbeing unit at the event. Members are asked to discuss if and where this can be positioned.

5. Date of Next Meeting

Monday 20th December 2021 – 7.00pm

Carol Mobbs
Town Clerk

Dated