



# Lutterworth Town Council

Coventry Road  
Lutterworth  
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LE17 4SH

**Carol Mobbs**

Town Clerk

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12<sup>th</sup> January 2022

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 17<sup>th</sup> January 2022 at 7.30pm 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. Christmas Lights Switch On 2021**

- i. Budget.

Below is the final budget:

CHRISTMAS LIGHTS SWITCH ON 2021				
ITEM	DESCRIPTION	2021		
		BUDGET	Proposed	VARIANCE
<b>EXPENDITURE</b>				
1450 Market Expenses	Town Estates Charity Charges	(£70.00)	(£30.00)	
	<i>Sub Total</i>	<i>(£70.00)</i>	<i>(£30.00)</i>	<b>£40.00</b>
1430 Entertainment		(£1,200.00)		

<b>&amp; Fireworks</b>	Fireworks Olaf Mulled Wine		(£795.00) (£80.00) (£300.00)	
	<b>Sub Total</b>	<b>(£1,200.00)</b>	<b>(£1,175.00)</b>	<b>£25.00</b>
<b>1424 Miscellaneous</b>	Misc. Expenses (Town Hall hire) Ofcom Radio Licence Fee (50% of cost) TEN & STL Christmas Tree Cone Tree Base Boards Survey Monkey	(£700.00)	(£100.00) (£37.50) (£101.00) (£760.00) (£200.00) (£99.00)	
	<b>Sub Total</b>	<b>(£700.00)</b>	<b>(£1,297.50)</b>	<b>(£597.50)</b>
<b>1452 Car Park Closure Fee</b>	HDC	(£700.00)		
	<b>Sub Total</b>	<b>(£700.00)</b>	<b>£0.00</b>	<b>£700.00</b>
<b>1438 Road Closure</b>	Road Closure LCC Diversion Signage Street Cleaner	(£1,850.00)	(£50.00) (£2,002.82) (£250.00)	
	<b>Sub Total</b>	<b>(£1,850.00)</b>	<b>(£2,302.82)</b>	<b>(£452.82)</b>
<b>1431 Staging / PA</b>	Stage Hire PA System (including hosting)	(£2,400.00)	(£800.00) (£1,000.00)	
	<b>Sub Total</b>	<b>(£2,400.00)</b>	<b>(£1,800.00)</b>	<b>£600.00</b>
<b>1434 First Aid</b>	Cover	(£170.00)	(£245.00)	
	<b>Sub Total</b>	<b>(£170.00)</b>	<b>(£245.00)</b>	<b>(£75.00)</b>
<b>1435 Publicity</b>	Swift Flash Adverts x3 1/4 Page Pull Up Banners x2 250 A4 Posters Vinyl Banners for Lutt. Signs x4	(£900.00)	(£195.00) (£70.00) (£32.00) (£210.00)	
	<b>Sub Total</b>	<b>(£900.00)</b>	<b>(£507.00)</b>	<b>£393.00</b>
<b>17002 Staff Overtime</b>		(£250.00)		
	<b>Sub Total</b>	<b>(£250.00)</b>	<b>£0.00</b>	<b>£250.00</b>
<b>TOTAL EXPENDITURE</b>	<b>GRAND TOTAL</b>	<b>(£8,240.00)</b>	<b>(£7,357.32)</b>	<b>£882.68</b>
<b>INCOME</b>				
<b>1483 Sponsorship</b>	Fireworks	£700.00	£795.00	£95.00
<b>1482 Novelty Mug Income</b>	Mulled Wine Sales & Grotto	£500.00	£1,373.38	£873.38
<b>1477 Fair Income</b>	John Smart	£900.00	£900.00	£0.00
<b>1480 Traders Income</b>		£400.00	£495.00	£95.00
<b>TOTAL INCOME</b>	<b>GRAND TOTAL</b>	<b>£2,500.00</b>	<b>£3,563.38</b>	<b>£1,063.38</b>
<b>TOTAL BUDGET</b>	<b>OVERALL</b>	<b>(£5,740.00)</b>	<b>(£3,793.94)</b>	<b>£1,946.06</b>

ii. An overview of how the event went.

iii. Letter from Lutterworth Chippy. **Appendix A**

**4. Queen's Platinum Jubilee**

Members are asked to discuss the event and what plans are to be made.

**5. 2022 Road Closures**

Members are asked to agree the Road Closures to be applied for in 2022.

**6. Date of Next Meeting**

Monday 21<sup>st</sup> February 2022 – 7.30pm

Carol Mobbs  
Town Clerk

Dated