



Lutterworth Town Council

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Carol Mobbs

Town Clerk

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16th February 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 21st February 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. HM The Queen's Platinum Jubilee 2022**

i. Budget

Members are asked to review the proposed breakdown of costs for the event:

HM The Queen's Platinum Jubilee 2022				
ITEM	DESCRIPTION	2022		
		BUDGET	Proposed	VARIANCE
EXPENDITURE				
17005 Beacon Lighting		(£2,500.00)		
	Production of Beacon		(£1,200.00)	
	Refreshments		(£400.00)	
	Fireworks		(£800.00)	

	Fuel Lutterworth Town Band		(£100.00) (£200.00)	
	Sub Total	(£2,500.00)	(£2,700.00)	(£200.00)
17003 Picnic in the Park				
Attractions	Punch & Judy Donkey Hire	(£1,000.00)	(£500.00) (£500.00)	
	Sub Total	(£1,000.00)	(£1,000.00)	£0.00
Stage Entertainment	Stage Hire PA/Hosting	(£2,500.00)	(£850.00) (£1,500.00)	
	Sub Total	(£2,500.00)	(£2,350.00)	£150.00
Publicity	Swift Flash Adverts x4 1/4 Page 250 A4 Posters Beacon 250 A4 Posters PITP Vinyl Banners for Lutt. Signs x4	(£1,000.00)	(£280.00) (£35.00) (£35.00) (£250.00)	
	Sub Total	(£1,000.00)	(£600.00)	£400.00
Health & Safety	Toilet Hire First Aid	(£1,000.00)	(£400.00) (£300.00)	
	Sub Total	(£1,000.00)	(£700.00)	£300.00
Licensing/HDC/LCC	TEN	(£200.00)	(£21.00)	
	Sub Total	(£200.00)	(£21.00)	£179.00
Misc.	Commemorative Mugs Hats, Flags, Bunting	(£1,400.00)	(£800.00) (£600.00)	
	Sub Total	(£1,400.00)	(£1,400.00)	£0.00
TOTAL EXPENDITURE	GRAND TOTAL	(£9,600.00)	(£8,771.00)	£829.00
INCOME				
<i>New code to be created</i>	Grants Funfair (20% of takings) Donkey Hire (takings) Stall Bookings Mug Sales (300 at £2.50 each)		£500.00 £250.00 £0.00 £1,000.00 £750.00	£500.00 £250.00 £0.00 £1,000.00 £750.00
TOTAL INCOME	GRAND TOTAL	£0.00	£2,500.00	£2,500.00
TOTAL BUDGET	OVERALL	(£9,600.00)	(£6,271.00)	£3,329.00

ii. Beacon Lighting

Members are asked to discuss the event and come up with a plan. To consider the following:

- Timings
- Catering
- Fireworks
- Entertainment

iii. Picnic in the Park

Members are asked to discuss the event and come up with a plan. To consider the following:

- Timings
- Attractions
- Stall Bookings
- Commemorative Merchandise
- Stage Entertainment
- Publicity
- Toilet Hire – To consider the quotation for 4x Porta Loos at £400

4. Date of Next Meeting

Monday 21st March 2022 – 7.30pm

Carol Mobbs
Town Clerk

Dated