



Lutterworth Town Council

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Carol Mobbs

Town Clerk

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4th May 2022

Councillors: Paul Beadle
Rob Coleman
Valerie Cooper
Neil Green
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 9th May 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)	
	Aerosparx		(£1,500.00)	

	Fuel First Aid Lutterworth Town Band Glowsticks <i>Sub Total</i>		(£100.00) (£198.00) (£170.00) (£89.50) (£3,257.50)	(£757.50)
17003 Picnic in the Park				
Attractions	Punch & Judy Donkey Hire <i>Sub Total</i>	(£1,000.00) (£1,000.00)	(£420.00) (£575.00) (£995.00)	£5.00
Stage Entertainment	Stage Hire PA/Hosting <i>Sub Total</i>	(£2,500.00) (£2,500.00)	(£850.00) (£1,500.00) (£2,350.00)	£150.00
Publicity	Swift Flash Adverts x4 1/4 Page 250 A4 Posters Beacon 250 A4 Posters PITP Lutterworth D J Advert Vinyl Banners for Lutt. Signs x4 <i>Sub Total</i>	(£1,000.00) (£1,000.00)	(£280.00) (£35.00) (£35.00) (£250.00) (£250.00) (£850.00)	£150.00
Health & Safety	Toilet Hire First Aid <i>Sub Total</i>	(£1,000.00) (£1,000.00)	(£400.00) (£330.00) (£730.00)	£270.00
Licensing/HDC/LCC	TEN <i>Sub Total</i>	(£200.00) (£200.00)	 £0.00	£200.00
Misc.	Commemorative Mugs Hats, Flags, Bunting <i>Sub Total</i>	(£1,400.00) (£1,400.00)	(£801.00) (£176.00) (£977.00)	£423.00
TOTAL EXPENDITURE	GRAND TOTAL	(£9,600.00)	(£9,159.50)	£440.50
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)		£750.00 £250.00 £0.00 £585.00 £750.00	£750.00 £250.00 £0.00 £585.00 £750.00
TOTAL INCOME	GRAND TOTAL	£0.00	£2,335.00	£2,335.00
TOTAL BUDGET	OVERALL	(£9,600.00)	(£6,824.50)	£2,775.50

ii. Pitch Bookings

Pitch No.	Pitch Size	Company	Type of stall	Amount
A1	6x3m	Lutterworth Division Girlguiding	Cakes and promotion	£25.00
A2	3m2	Wycliffe Drama Group	Costumes & Promotion	£25.00
A3	3m2	Inner Wheel Lutterworth Wycliffe	Tombola	£12.50
A4	3m2	<i>Lutterworth Wycliffe Rotary</i>		
A5	3m2			
A6	3m2	Lutterworth Round Table	Alcohol Raffle	£12.50
A7	3m2			
A8	3m2			
A9	6x3m	Good News for Everyone	Jubilee Testaments and Magazines	£25.00
A10	6m2	Bagcharms4U	Crystal Bagcharms	£60.00
B1	3m2	AM Jewellery	Crystal Jewellery	£0.00
B2	3m2	Wattalotta Sweetz	Sweets	£25.00
B3	3m2	Oak Candles	Wax Melts & Candles	£25.00
B4	3m2	Slater Cosmetics	Handmade Beauty Products	£25.00
B5	3m2			
B6	3m2			
B7	3m2			
B8	3m2			
B9	3m2	Marie Curie	Tombola	£12.50
B10	3m2			
E1	3m2	Lutterworth Lions	Coconut Shy	£12.50
E2	6x3m			
E3	6x3m	Strawberries and Cream	Cream Teas	£55.00
E4	6x3m	Bonds Catering	Burgers, Sausages, Chicken, Loaded Fries	£55.00
E5	3m2	Bonds Catering	Slush	£40.00
E6	6x3m			
E7	6x3m			
E8	6x3m	E&R Tearooms	Afternoon Teas / Candyfloss	£55.00
E9	3m2	Gelati La Rossa	Ice Cram Van	£40.00
E10	6x3m	Quackers Hook A Duck	Hook A Duck	£40.00
BAR	3m2	On the Rock Mobile Bar	Bar	£40.00

£585.00

iii. Layout

Final layout included in Appendix A.

iv. Diary of Events

Members are asked to review the following diary of events for the Jubilee weekend:

Thursday 2nd June:

1pm – Proclamation from Town Crier, Memorial Gardens

6pm – 8pm - Festival of Light in the Town Centre. Late Night Shopping

8pm – 10.30pm - National Beacon Lighting, Coventry Road Recreation Ground

Friday 3rd June:

Bell Ringing by St. Mary's Church

7.15pm – 12am – Lutterworth Wycliffe Rotary Club Charity Gala Dinner Party, Wycliffe Rooms

Sunday 5th June:

10.30am – Church Service at St. Mary's Church

12pm – 6pm - Picnic in the Park

4. Date of Next Meeting

Monday 20th June 2022 – 7.30pm

Carol Mobbs
Town Clerk

Dated