



Lutterworth Town Council

Coventry Road
Lutterworth
Leicestershire
LE17 4SH

Carol Mobbs

Town Clerk

e-mail: townclerk@lutterworth.org.uk

Telephone: (01455) 550225

www.lutterworth.org.uk

15th June 2022

Councillors: Paul Beadle
Rob Coleman
Valerie Cooper
David Jones
Geraldine Robinson
Bill Zilberts

Dear Councillors,

You are hereby **Summoned** to attend the Events Committee Meeting of Lutterworth Town Council on Monday 20th June 2022 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. **Election of Chairman**
2. **Apologies**
3. **Declaration of Pecuniary Interest and Dispensation Requests**
4. **HM The Queen's Platinum Jubilee 2022**
 - i. Final Budget

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		(£100.00)	
	First Aid NEW		(£198.00)	
	First Aid CANCELLED		(£198.00)	

	Lutterworth Town Band Glowsticks Purple LED Lights Town Crier Bell Sub Total		(£170.00) (£89.50) (£749.26) (£13.00) (£4,217.76)	(£1,717.76)
17003 Picnic in the Park				
Attractions	Punch & Judy Donkey Hire Sub Total	(£1,000.00) (£1,000.00)	(£420.00) (£575.00) (£995.00)	£5.00
Stage Entertainment	Stage Hire PA/Hosting Sub Total	(£2,000.00) (£2,000.00)	(£850.00) (£1,500.00) (£2,350.00)	(£350.00)
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 Sub Total	(£500.00) (£500.00)	(£280.00) (£35.00) (£35.00) (£250.00) (£250.00) (£850.00)	(£350.00)
Health & Safety	Toilet Hire First Aid NEW First Aid CANCELLED Sub Total	(£500.00) (£500.00)	(£400.00) (£330.00) (£330.00) (£1,060.00)	(£560.00)
Licensing/HDC/LCC	TEN Sub Total	£0.00 £0.00	£0.00	£0.00
Misc.	Commemorative Mugs Hats, Flags, Bunting Cardboard Cutouts Sub Total	(£1,000.00) (£1,000.00)	(£801.00) (£176.00) (£62.05) (£1,039.05)	(£39.05)
TOTAL EXPENDITURE	GRAND TOTAL	(£7,500.00)	(£10,511.81)	(£3,011.81)
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 £220.00 £260.23 £1,007.50 £743.00	£750.00 £220.00 £260.23 £1,007.50 £743.00
TOTAL INCOME	GRAND TOTAL	£0.00	£2,980.73	£2,980.73
TOTAL BUDGET	OVERALL	(£7,500.00)	(£7,531.08)	(£31.08)

ii. Overview of how the events went.

5. Request to change the date of the Lights Switch On event

The Retail Forum have highlighted the fact that England will be playing football on the evening of the event and asked if the Town Council would consider changing the date so it does not clash and effect the numbers attending.

Members are to be made aware that the road closure for this event was agreed by the Committee in January and has already been applied for.

6. Christmas Lights – Potential Additional Lighting

Year 1:

Church Street (extra icicles) - £770

Market Street - £2620

High Street Option B (with free hire as compensation) - £4645

High Street Option C - £4610

Station Road - £2200

TOTAL **Option B £10235**
 Option C £10200

Year 2:

Church Street (extra icicles) - £770

Market Street - £1780

High Street Option B (with free hire as compensation) - £3004

High Street Option C - £3540

Station Road - £1105

TOTAL **Option B £6659**
 Option C £7195

Members are asked to review the quotations for the additional lighting on High Street, Market Street and Station Road. Visuals are shown in Appendix A.

7. Date of Next Meeting

Monday 18th July 2022 – 7.00pm

Members are to be made aware that the Events Officer is on annual leave the week before so this may effect getting the agenda sent out.

Carol Mobbs
Town Clerk

Dated