

MINUTES OF THE EVENTS AND FESTIVALS WORKING GROUP MEETING

held in the Council Chamber, The Guildhall, East Looe
On Wednesday 20th October 2010 at 2pm

PRESENT

Cllrs EB Galipeau, Mrs E Hannaford, JRB Dingle,
Mrs M Powell and K Smith
Tourist Information Centre Manager – Mr M Camp
SECTA – Mrs E Coles and Mr Jan Scroczyński
Chamber of Trade – Mrs J Braithwaite
Lions Club of Looe – Mr J Norgett and
Mr A French
Taste of SE Cornwall – Michelle Sadler and
Mr A Parritt
Looe Luggers Association – Mr A Gill
VMCA – Abby Crosby
Sheila's School of Dancing – Sheila Brock
RNLI – Mr Galipeau
Looe Boat Owners Association – Mr J Norgett

IN ATTENDANCE

The Clerk – Mrs A Frith

1. **APOLOGIES**

Apologies for absence were received from the Rotary Club and Councillor D J Bryan.

2. **TO ELECT A CHAIRMAN**

Councillor Dingle proposed that Councillor Galipeau be elected to serve as Chairman, seconded by Mr Jan Scroczyński, and there being no other nominations it was:

RESOLVED

Unanimously that Councillor Galipeau serve as Chairman of this group. Councillor Galipeau thanked all for their attendance.

3. **TO AGREE THE DRAFT TERMS OF REFERENCE FOR THIS GROUP**

Councillor Galipeau explained that the draft terms had been prepared by Councillor Mrs Hannaford. Councillor Mrs Hannaford stated that there is a lot of good work going on but communications need improving, the idea of this group is to share ideas, pool resources etc, it is about advice and support and promotion of events which in turn relates to attractions for the economy and tourism of Looe. The Terms of Reference represent a collation of resources available (see attached Appendix). The Terms of Reference were discussed and the mailing list was added to ensuring that all organisations are included.

Councillor Galipeau that the Terms of Reference be accepted, seconded by Councillor Dingle it was unanimously agreed.

4. TO RECEIVE A PRESENTATION OF THE FEAST FRAMEWORK

Councillor Mrs Hannaford reported that, within Visit Cornwall, an Events and Festivals Forum has been set up and all events for Cornwall are being collated. A “FEAST” fund has been set up (website: www.feastcornwall.org) which is open to all organisations with funds of up to £1,000 available, match funded. The match funding contribution can be “in kind” – work hours, venues, equipment etc – and it will fund anything that adds or develops events. It provides access to workshop organisers, artists, film making photographers etc. Councillor Mrs Hannaford agreed to e-mail a summary and application form to all organisations.

Other sources of funding were also highlighted as follows:

a) Heritage Lottery Fund

.1 Your Heritage

A fund of £3 – 50,000 for culture, education and conservation activities.

.2 Young Roots

A fund of £3 - £25,000 for people aged 13-25 years to learn about heritage, developing partners in heritage and gaining skills.

.3 Heritage Grants

A fund of over £50,000 for conservation and involvement of heritage, focus is on heritage value and education and may indirectly fund a facilitator.

.4 Townscape Heritage Initiative

This fund is for building projects.

Abby informed the group that the VMCA have received funding through the lottery and it is very much about getting people involved, activities and volunteers for the community to benefit.

Case studies are available on www.hlf.org.uk/sw.

b) East Cornwall Local Action Group

This fund is £1.8m of European funding and local people are involved in the decision making. The projects have to have broad economic benefit and there are funding strands for tourism and heritage and also renewable energy.

5. TO COLLATE AN EVENTS AND FESTIVALS CALENDAR

Each person present informed of forthcoming events, all of which were noted and will be collated by the Tourist Information Centre Manager, Mr Mark Camp.

6. TO ARRANGE A DATE FOR THE NEXT MEETING

The next meeting has been arranged for Tuesday 8th February 2011 at 2pm in the Council Chamber.

The Meeting closed at 3.20pm.

SignedDate

Chairman of The Events and Festivals Working Group

APPENDIX

Draft Events and Festivals terms of reference working group Looe Town Council

Introduction

1. The Events & Festivals group is a working group of the Looe Town Council Tourism Committee.

2. Establishment

The Events & Festivals group was established at the Tourism Committee Meeting held on 6 September 2010.

3. Objectives

3.1 Provide advice to Council and other organisers on all event proposals.

3.2 Support and promote events within the town which provide tangible benefits, socially, economically and environmentally.

4. Functions of the working group is to:

- Advise Council on recommendations for Council expenditure prior to the annual budget cycle.
- Foster and encourage resident and visitor focussed events.
- Foster collaborative working between event and festival organisers within the town and Looe Town Council ie marketing, equipment bank
- Coordinate a town events diary to avoid clashes
- Provide a 2 way information exchange mechanism between Council and town events and festival organisers of;
 - marketing & funding opportunities
 - licensing, insurance, risk assessments & permissions requirements
 - cascade information from Visit Cornwall Events and Festivals group & East Cornwall Forum
- Develop and maintain an operations manual that provides details on the delivery of events.
- Seek partnerships to develop new community events.
- Provide advice when required regarding the Council's major Civic events.
- Facilitate periodic training events

- Co ordinate evaluation of events at their completion and make recommendations to Council or partner if required.

5. Membership

5.1 Composition of the working group

- Mayor
- Tourism Committee Chair plus 3 additional Councillors
- Tourist Information Centre Manager
- Lions Club
- RNLI
- Taste SE Cornwall
- Lugger Regatta
- Chamber of Commerce
- SECTA
- Rotary Club
- LBOA
- Churches Together
- Any other individual or group planning a public event or festival.
- VMCA
- West Looe Town Trust
- Looe Harbour Commission
- East Looe Town Trust
- Sheila's School of Dancing
- Round Table
- Sailing Club
- Gig Club
- Arts in St Martins
- Friends of Kilminorth
- Looe Community School
- National Trust
- Polperro Fishermen's Choir
- Looe Valley Singers
- Keltique Singers
- School of Lost Arts

6. Meetings

6.1 Meetings will be held in public and additional members can be co-opted as required

6.2 Meetings will be quarterly