



Author: Lynda Powell, Town Clerk
Committee: Full Council: 30th January 2024
Agenda Item: 89 Food Festival
Date: 24.1.2024

1 **Purpose.** To consider a request to manage income and expenditure on behalf of the 2024 Looe Food Festival.

2 **Decision Required.** Councillors are asked to consider the recommendations for supporting the Food Festival as outlined at 4.

3 **Background**

3.1 At the Full Council meeting on the 31st October 2023, it was **RESOLVED** that the Council would support the Food Festival by:

- providing staff to complete risk assessments and safety arrangements;
- taking role of lead organisation and providing insurance for the event;
- offering administration support to ensure appropriate checks are in place to meet insurance requirements;
- transferring balance of funds from 2023 event to the Food Festival committee once an appropriate bank account has been established.

3.2 The Food Festival committee is not a constituted organisation so has not been able to open a bank account. It is for this reason that they have requested that the Council hold funds and pay invoices.

3.3 The Council is currently holding £4,135.50 funds from last years event and the Food Festival Committee has already raised an additional £5,000 in sponsorship.

3.4 The Clerk and RFO have confirmed with our external advisor that we can hold funds and issue invoices on behalf of the Food Festival.

4. **Recommendations**

4.1 That the Council manage income and expenditure on behalf of the Looe Food Festival for 2024.

4.2 That the RFO agrees procedures with the Food Festival Committee so that invoices can only be raised if there are sufficient funds to cover the expenditure.