



Author: Lynda Powell, Town Clerk
Committee: Full Council: 31st October 2023
Agenda Item: 58 Food Festival
Date: 27.10.2023

- 1 **Purpose.** To consider a request for help with the 2024 Food Festival and consider recommendations for how Looe Town Council can support this event.
- 2 **Decision Required.** Councillors are asked to consider the recommendations for supporting the Food Festival as outlined at 6.
- 3 **Background**
 - 3.1 On the 10th September 2023 the first Food Festival for over ten years was held in Looe. The event was co-ordinated by the Council's Business Development Officer with responsibility for different aspects of the event led by individuals and organisations. See appendix 1.
 - 3.2 On the day the event was successful with food demonstrations and food stalls delivering a popular well attended event.
 - 3.3 To reinstate the food festival after a ten-year absence the Council took a lead role in delivering the event. The workload was shared across the team.
 - Business Development Officer - sourcing sponsorship, booking stallholders, and working with partners to ensure all elements of the festival were delivered.
 - Deputy Clerk - risk assessments, registering the event with Cornwall Council and liaising with Looe Lions to ensure all safety protocols were in place.
 - RFO – invoicing and budget management.
 - Astrality – social media additional 7 hours paid for from income from the food festival.
 - Clerk with 6 hours of admin assistance – (provided cover while the Business Development Officer was on sick leave) took responsibility for stallholder bookings and ensuring that stallholders submitted booking forms, H&S, food hygiene, electric/gas certification etc.
 - Marshalls – staff and Councillors worked as safety marshalls at the event.
 - 3.4 Income from the festival was generated from sponsorship and stallholder charges. There are likely to be some funds remaining after all invoices have been paid. When the Looe Food Festival has set up its own bank account this money will need to be transferred.

4.0 Looe Food Festival 15th September 2024.

- 4.1 A 'wash up' meeting was attended by individuals, organisations and businesses who supported and delivered the 2023 event. Emerging from this meeting was a desire to repeat the event with Ben Palmer, Sardine Factory taking the role of Event Director. At the meeting the Clerk requested that the group write to the Council outlining what support they would like so that this could be considered by Councillors.
- 4.2 Ben Palmer, Looe Food Festival Event Director wrote to the clerk on the 12th October. This letter is attached at appendix 2. The letter confirmed the date of next years event as the 15th September and requested that the Council support the event by providing risk assessment, safety arrangements and insurance.
- 4.3 Staff have the skills to provide risk assessment and safety arrangements. It would require, as for 2023, coordination with Looe Harbour Commission and the Lions and the provision of safety marshalls on the day.
- 4.4 **Insurance.** Our insurance would cover this event if the Council are the event organiser. In this role the Council would need to check that stallholders have relevant certification. For the 2023 event this took time to achieve. Councillors may wish to offer some admin support to the Food Festival to help with this aspect of the event.

5. Conclusions

- 5.1 The Food Festival has the potential to be a significant annual event for Looe. This years festival was successful and there is a group willing to coordinate the 2024 event. Having a vibrant events programme is important for the economy of Looe and supports the Council's ambitions for the town. The group coordinating the food festival have gained experience from the 2023 event, but they still need specific support to make the festival happen in 2024.
- 5.2 The request from the Food Festival Event Director for assistance from the Council is for specific tasks which match the skills of staff. The time needed to deliver these tasks would not significantly impact the delivery of the core business of the Council or the 2024 action plan.

6. Recommendations

- 6.1 That the Council support the Looe Food Festival by providing staff to complete risk assessments and safety arrangements for this event.
- 6.2 That the Council agree that they will be the lead organisation for the event, and it will be covered by the Council's insurance.
- 6.3 That Councillors consider offering some admin support to the Food Festival so that the appropriate checks are in place to comply with our insurance policy.
- 6.4 That the Clerk write to the Food Festival outlining the Council's support and the requirements for complying with the Council's insurance policy.
- 6.5 That the remaining income from the Food Festival be transferred when the Food Festival has opened an appropriate bank account.

FOOD /CHEFS

Ben Palmer

V.I.P Guests finger food/drinks

Organise Food Festival
Colouring Competition

10 +under, 11-18yr - Adults Only
Arrange branded colouring
pencils & show prize aprons

Peter Gorton

Michelle Sadler

Chris Bailey -Lewis

WELFARE HUB

Looe Lions

FIRST RESPONDER

James Overton

Looe Food Fest
Colouring Competition

TBC: Volunteers to assist
in helping to un the
colouring competition
at the show

SITE MANAGEMENT

Looe Harbour Commissioners

Tina Hicks

Fire & Safety

Vehicle Access

Electrics & Water

Parking

LTC send all stall holders information:
H& S & Hygiend Cert, Risk Assesement
Tens Licence & Liability Insurance

Route2events

Mark Wilson

Stage - Kitchen

Marquee

PA System - Music

PR COMMS - PRESS

Looe Town Council

Visit Looe - Lucy G-Foster

Event Management

PR - Social Media -
Sponsorship

Stall Sales

OUTDOOR PROMOTIONAL
BANNERS- Neil Hipkiss

LOOE TOWN COUNCIL

Booking Stalls

Liability Ins + R & A

Toilets

Bins

ELTT

Guildhall

Rose Garden

afront

(Informed about the
event)

PARAMEDIC/FIRST AID

Jim Overton

First Responder

EMERGENCY SERVICES

LOOE FIRE/POLICE

STILL TO BE
CONTACTED

FAO: THE TOWN CLERK LYNDA POWELL
LOOE TOWN COUNCIL
KONSEL TRE LOGH
Looe Library and Community Hub,
The Millpool, West Looe PL13 2AF

12th October 2023

Dear Lynda,

Re: Looe Food Festival 15th September 2024

Thank you for joining us, it was good to see you at the Looe Food Fest 23 wash up meeting this week. You kindly advised us to write to Looe Town Council to enquire for their assistance in supporting Looe Food Festival 2024 by providing the risk assessment, safety arrangements and insurance.

We would like to hold the above event on land owned by the Harbour Commissioners at the Quayside in Looe on Sunday, 15th September 2024, running between approximately 10am – 5pm.

It was clear from the businesses that attended the wash up meeting including the Harbourmaster and Assistant Harbourmaster, that everyone held the same view. That having successfully brought back this event after 10 years, we can now build on its success to create another high-profile food event that will benefit the whole town.

We appreciate we will need to work closely with yourself and Looe Harbour Commissioners to develop a site plan which will include a 'main stage' where local chefs will showcase and demonstrate their cooking, as well as around 23 stalls available for other local businesses to trade from. Once we know that Looe Town Council are happy to support us and the show, we will work on securing some sponsorship.

With other local businesses and chefs involved, we are confident that this will be yet again another successful food festival in Looe. We will soon need to begin marketing the event and getting others involved so we very much hope that you will grant permission for the event to go ahead so that we can start advertising and publicity and secure show sponsorship.

I would be grateful if you could let me know your decision so that we can progress in good time with further arrangements. Once we have heard back from you, we will get in touch with Looe Harbour Commissioners for the use of their premises. If you need any other details to help inform your decisions, please don't hesitate to let me know.

We look forward to hearing from you at your earliest convenience.

Best Regards

Yours sincerely



Ben Palmer
Looe Food Festival Event Director
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