

Partnership Committee

Date: 12 February 2015

Title: BIG LUNCH EVENT 2015

Purpose of the Report: To receive an update on the Big Lunch

Contact Officer: Jo Martindale, Partnership Officer

1 RECOMMENDATIONS

- 1.1 Should members be minded, to endorse the following proposals:**
- 1.1.1 That income generated from the event, e.g. pitch fees from stall holders and food vendors, to be used towards delivery costs for the same event in addition to the allocated £10,000 as per previous event.**
- 1.1.2 That surplus income be carried forward into the next financial year for use on future Big Lunch events for the five year period agreed for the event's delivery.**

2 INTRODUCTION

- 2.1** A report was taken to the Partnership Committee on 7 August 2014 where it was resolved to include the big lunch as an annual event for the next five years starting from 2015-2020 plus support £10,000 per year within the future Partnership budget (Ref: 311/LLP)
- 2.2** It is anticipated that costs of delivering the event will naturally increase over the next five years with service providers increasing their fees in keeping with costs of inflation, etc. The Council would be able to manage any increases by utilising the income generated through delivering the event.
- 2.3** Should there be a surplus of generated income from each event, it is proposed that the income be carried over to the following financial year to support delivery of future Big Lunch events during the five year period.

3 2015 PLANS 'FOOD FESTIVAL'

- 3.1 The theme for 2015 is The Food Festival Big Lunch incorporating 'The Great Leighton Bake off'. The principle is to provide various food vendors supplying food from across the globe and showcase local food produce. Visitors will be welcomed to bring along their 'showcase bake' and enter the Great Leighton Bake off competition which will be judged during the latter part of the event.
- 3.2 The event will be stewarded by a mix of council staff and contracted stewarding services who will assist with setup from 7am and clear up at the end of the day and manage the road closure barriers.
- 3.3 The event has a £10,000 budget from the Town Centre Management Budget 2015/16. With separate and additional salaries budget agreed for staffing/stewards and refreshments.
- 3.4 The £10k budget will allow for:
- Publicity advertisements, banners and leaflets
 - Entertainment: stages performers, street entertainment, live music, demonstrations and workshops (which will be free to the public)
 - Equipment including barriers, radios, road closure signs, marquee, tables and seating.
 - Licences, road closures TTRO, First aid providers, decorations, etc.

4 NEXT STEPS

- 4.1 The Partnership Officer, with help from the Economic Development Team, is at early stages of planning the event. The booking forms are now available and publicity posters are being designed. A number of local food vendors and suppliers have already been contacted and will continue to be sourced. Entertainment will be booked as from the next financial period April 2015.
- 4.2 The Committee is asked to endorse the recommendations to allow any income from stall holders and food vendors for their pitch fees to be used towards the event which will enable more entertainment to be free to the public which will increase their time within the town and add to their enjoyment of the day.

Report Author:

Jo Martindale, Partnership Officer, Jo.martindale@leightonlinlade-tc.gov.uk