

TOWN COUNCIL – 3 SEPTEMBER 2018

REPORT FOR INFORMATION

GOLOWAN FESTIVAL 2018 – END OF PROJECT REPORT

Background

Attached is an end of project report from Golowan Festivals CIC on the organising of this year's Golowan Festival.

Hester Hunt
Town Clerk

Golowan Festival CIC

Golowan Festival 2018

**End of Project Report to
Penzance Town Council
August 2018**

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1. Overview

Golowan Festival Community Interest Company (CIC) was selected for the third time by Penzance Town Council, through an open tendering process, to deliver the 2018 Golowan Festival. A Service Level Agreement (SLA), drawn up by the town council, was signed on 1 December 2017. The SLA stipulated the core elements of the festival to be delivered and key milestones to be met. Regular monitoring meetings were held between the Festival Director and Penzance Town Clerk. All the SLA milestones were met appropriately and in time.

Once again the early signing of the SLA enabled Golowan Festival CIC to begin planning and preparation and to liaise and work with other groups and organisations in a timely manner. The festival organisers delivered, in a safe and well organised fashion, all the core elements of the festival weekend fulfilling the requirements of the SLA including:

- the Mock Mayor Election
- Mazey Day – with schools' participation in the parades, markets and street entertainment
- Quay Fair Day – markets and street entertainment

In addition Golowan Festival CIC arranged or contracted others to deliver:

- the Torchlit Procession held, as is traditional, on the Eve of the Feast of St John
- the Mazey Eve Fireworks display (financed by Penzance Town Council)
- the traditional Golowan Fun Fair
- a programme of Street/Open Air Music
- a programme of Volunteer Participation
- the publication both in the festival brochure and online of a full Programme of Events

After the 2017 festival a structured debrief process was carried out and a debrief meeting facilitated by Kevin Instance from Gull Rock Events resulted in a full debrief report. Recommendations made in the report were incorporated into the planning of the 2018 festival by the festival organisers and other key partners.

2. Team Structure

The 2018 Golowan management team consisted of a Festival Director and two Associate Directors. The Festival Director was the main point of contact for key partners and contractors and fulfilled the role of Gold Commander during the main festival weekend.

The festival directors appointed a part-time Admin Assistant/Merchandise & Golowan Shop Manager, two St John's Hall managers, a manager of the Mock Mayor Election and of the Golowan Folk Stages, two assistant street market managers, a parades assembly coordinator based in Morrab Road on Mazey Day and four sound engineers. The team was also supported by contractors in the following roles:

Perfect Event Group (PEG) – Community Safety Advisors, Aventail – Community Safety Team providing stewards, SIA stewards and a control room operator, Craig Bond and Crew – providing support before, during and after the festival.

Volunteers from Devon & Cornwall 4 x 4 Response provided invaluable support at the festival on Mazey Day as of course did the one hundred or so Golowan volunteers.

During the planning of the festival, meetings were held weekly between the festival directors and as necessary with other parties. The directors' meetings were largely 'task and finish' orientated, highlighting specific jobs that needed doing and by whom and when they were to be completed. The efficiency of these meetings ensured that important tasks were actioned and decisions made in a timely fashion.

3. Planning

Due to the early appointment of Golowan Festival CIC to deliver Golowan 2018 the organisers were able to make early submissions to Cornwall Council of the Event Notification Plan and Traffic Management Plan. The fact that the SLA was signed on 1 December 2017 made an enormous difference to the festival organisers, giving them time to consult and work with other groups and partners.

2017 Debrief, Recommendation 1: *Selection process for 2018 Event Organisers to be completed as soon as possible.*

A well-attended LSAG meeting, to which key documents were submitted, was held on 10 January 2018 following which Golowan Festival CIC was thanked for its 'input to the safety Advisory Group process'. The festival directors were not required to attend further LSAG meetings.

2017 Debrief, Recommendation 5: *Engagement with LSAG as early as possible during pre-event panning. Ensure attendance to maximise benefit from this group*

Also in January meetings were held with representatives from the Blue Light organisations, CC Licencing, and the Cornwall Council Community Link Officer.

2017 Debrief, Recommendation 2: *Early engagement with 2018 Event Organisers and blue light services/Local Authority*

2017 Debrief, Recommendation 10: *Secure more time with the valuable resource of the Community Link Officer in the planning phase of the 2018 event*

4. 2018 Innovations

The main innovations this year were:

- Working more closely with community groups (in particular Plastic Free Penzance), businesses and local traders' associations.
- Taking steps towards eliminating single use plastics from the festival.
- Putting together a Business Sponsorship Package featuring a wide range of sponsorship opportunities which was distributed to advertisers, local businesses and groups, and was available to view on the Golowan website.
- Working closely with the Acorn and Jubilee Pool who contributed street entertainment/music to the event.
- Providing dedicated acoustic 'busking' sites.
- Making early contact and working closely with Licensing officers from Cornwall Council and Penzance Police to ensure that entertainment sites were correctly licensed, safe and adequately monitored.

2017 Debrief, Recommendation 6: *Establish effective co-ordination of all licensing matters relating to event. Event Organisers to take a lead position in co-ordinating police, licensing authority and licensed premises. Issue of underage drinking to form part of this work.*

- Referencing the distinctive identity of Penzance and Cornwall, that is part of the Celtic Fringe
- Creating new volunteers' roles of 'Litter Pickers' and 'Meeters & Greeters'.
- Working with CC and Biffa to minimise litter and keep the town as clean and tidy as possible.

2017 Debrief, Recommendation 9: *Prepare a specific plan to prevent littering and to clear up post event.*

- Using a form of crowd funding - a GoFundMe page - to raise funds to help support schools with the cost of creating their Mazey Day parade structures.
- Discussing with officers from St John Ambulance the issue of welfare provision for people who had consumed too much alcohol and needed a safe place to rest rather than medical attention. This resulted in St John Ambulance bringing, on Mazey Eve, a welfare recovery tent which was positioned next to their first aid unit.

5. The Festival Marquee and the Fairground

As the Festival Marquee had been so well received in 2017 the festival organisers decided to ask the providers - Big Tow Productions - to bring it to the festival again this year which they were happy to do. The marquee, located in St Anthony's Car Park, provided the venue for the Mock Mayor Election and a range of entertainment from Thursday 21 June through to Quay Fair Day. The organisers provided security, portable toilets and catering facilities; they liaised with the manager of the Mock Mayor Election and with the

fairground providers.

Following a debrief meeting with Golowan the directors of Big Tow Productions said they would be happy to bring the marquee to the festival again in 2019.

Early discussions were held with Phil Raymond after which it was agreed that the Raymonds would bring the fair to the Golowan as in previous years. The fair was situated within the area of highway in front of the Jubilee Pool and the Jubilee Pool triangle. The Raymonds, liaised with the Jubilee Pool re access to the site and also with the directors of Big Tow Productions.

Phil Raymond appreciated the need for security and safety and co-operated with the festival Event Safety Manager on this, agreeing to place large vehicles at either end of the fair to act as barriers in the advent of a vehicle trying to get through. He provided security guards and liaised directly with Cornwall Council regarding licences, risk assessments and other required documents. Golowan again liaised with the Raymonds about the provision of a lighting tower in St Anthony's Gardens to deter underage drinkers gathering there, as recommended by the Festival ESM and by the police.

After the festival the fairground organisers expressed how pleased they were with arrangements and that they were happy to have come to the event.

6. Community Safety and Health & Safety

As Golowan CIC was happy with the working relationship developed with Perfect Event Group (PEG) and Aventail Security last year, early approaches were made to both and the companies were contracted to provide their services for Golowan 2018.

Mike Ward and Sam Groom from PEG met with the festival directors to discuss the role of PEG. Mike Ward then became the festival Event Safety Manager.

Mike Phillips from Aventail liaised with the festival directors prior to and during the event with his team of trained stewards providing the professional aspect of the community safety stewarding requirement. This year the number of professional stewards from Aventail was increased with around 430 hours of stewarding provided.

Over the main festival weekend the Festival Director acted as Gold Commander supported by Mike Ward from PEG in the role of Silver and Mike Phillips from Aventail in the role of Bronze Commander.

Again in 2018 Devon and Cornwall 4 x 4 Response Team came to the festival on Mazey Day bringing their vehicles to provide a secure and responsive cordon in key areas of the town hence helping ensure the safety of the public and the parades.

In order to ensure that all team members, contactors and partners knew how to respond in emergencies and scenarios affecting community safety a table top exercise facilitated by Mike Ward from PEG took place. This exercise was well received and contributed to the reviewing of planning, roles and responsibilities.

2017 Debrief, Recommendation 3: *Conduct table top exercise or similar method of reviewing EMP and roles and responsibilities*

All festival documentation from 2017 was reviewed and updated well in advance of the festival to respond to the ever-changing environment within which the festival takes place. This documentation is as follows:

- Risk Assessments
- Medical Plan
- Crowd Safety Plan including the stewarding plan
- Health and Safety Plan including Fire Safety
- Emergency and Contingency Plan
- Traffic Management Plan
- Event Management Plan
- Communications Plan

All key documents, once revised and checked by Mike Ward, were forwarded to the appropriate organisations and individuals.

A digital radio system was hired for communication over the main weekend. In case of a failure of radio communication mobile phone numbers of representatives for each of the emergency and medical services and key individuals were shared.

On Mazey Day the event control room was situated in a room above the Co-op on Market Jew Street where Mike Phillips took on the role of Radio Controller and the St John Ambulance control facility was also located.

The event control room (and the Golowan office at the Barbican on Quay Fair Day) provided the location for the early morning stewards' briefings at which the Police were present, as well as the venue for the Mazey evening debrief between the Police and the Golowan team at 18.30h just before the Golowan team stood down and the complete hand over to the Police at 19.00h when the Golowan town centre road closures were lifted.

The PA system on Mazey and QF Days was operated from the control rooms and was once again ably managed by long standing volunteer Keith Bennetts.

7. Volunteers

For 2018 the festival organisers once again relied upon support from its wonderful army of volunteers asking that they take on a multitude of roles including distributing road closure information and festival programmes, street collecting, helping in the Golowan shop, stewarding parades and much more. New roles were as litter pickers and 'meeting and greeting'. The first shout to regular volunteers went out by email in May followed by requests on social media, in posters and in the press. A volunteers' sign up session was held the Exchange cafe to which many long standing volunteers came and others who wanted to volunteer for the first time.

Plastic Free Penzance also kindly provided volunteers to assist with litter picking. Next year's Golowan organisers should, to avoid any confusion, put more consideration into exactly when and where these volunteers could be deployed

Volunteers were out and about wearing their vivid orange Golowan Volunteer T-shirts and a smile on their face throughout the festival. They worked very hard and never let the festival down and the festival organisers were glad to offer them a choice of a tickets to an event or other small gift as a thank you. The volunteers always say how much they enjoy taking part and meeting people during the festival.

8. Entertainment

The vibrancy provided by street music is an integral part of the atmosphere of the Golowan Festival and over Mazey Weekend on the Folk Stages and - in various locations throughout the town and harbour and Jubilee Pool -sixty eight separate performances – all from local Cornish acts – were engaged to delight the appreciative crowd. In addition jugglers, storytellers, Morris dancers and circus performers performed in Causewayhead, Chapel Street and Morrab Gardens throughout Mazey Day.

The Marquee in St Anthony's Car Park again provided a wide variety of local and famous international performers catering for a very appreciative audience and again hosted a manic Mock Mayor ceremony on Thursday 21st June – regarded by some as the best for many years – at which the performances of young local Cornish language rock band Hanterhir and local favourites The Odd Folk contributed in no small way to the success of the evening.

Over the weekend, encouraged by the Festival, specific Golowan-related street entertainment was also provided by the Methodist Chapel in Chapel Street and the Farmers Arms on their stage at the top of Causewayhead while The Luggier Inn and The Dock Inn both again entered into the spirit of the weekend with lively music programmes.

Throughout the week leading up to Mazey Day, in partnership with the Golowan Festival, the Acorn Theatre put on a series of concerts featuring local and international acts – including Anda Union from Mongolia! – and to ensure that the Festival truly caters for all tastes, Tim Boulton again arranged a series of five well

supported classical concerts in St Mary's Church and The Exchange featuring outstanding young local and visiting musicians.

Feedback was, again, excellent – a sample of which is the following comment on the Festival's Facebook page from Lee Palmer:

"This year's fantastic Mazey Day, without doubt the best in many years with the weather to match. The most amazing vibe I've seen for a long time, Penzance sure does know how to party large. Love you Pnz thanks for the best weekend in ages!"

9. Schools and Parades

This year 15 schools took part in the Mazey Day parades - fewer than last year due to some schools deciding to be in the parades only every other year. However five community groups joined in and there were several musicians and entertainers including, for the first time, Kernow Pipes and Drums, who brought a Celtic flavour to the festival and were loved by those viewing the parades.

In April a meeting was held at Humphry Davy School to which each school's parade coordinator was invited. Attendance was good and it was an opportunity to pass on important information and explain changes e.g. about water provision for the parade participants and for the school parade coordinators to ask questions. Contact with schools was maintained throughout the lead up to Mazey Day.

Golowan, as usual, paid for the materials used to create the parade structures and although the festival did not this year receive funding from the Arts Council it still made a donation from its general budget of £250 to each school taking part in the parades. This payment was to help schools afford artists' support in creating the parade pieces.

Whilst the parades were very good and the parade images were wonderful the festival director and some of the schools' artists have noticed that in recent years some schools have shown less enthusiasm for taking part and scheduling the order of the parades has become difficult due to many schools refusing to be in the 3 pm parade. This is something to be considered in the early stages of planning by the organisers of the 2019 festival.

10. Children and Young People

Recognising the need for activities for children and young people the festival organisers, with the support of Friends of Morrab Gardens, staged a family event in the gardens on Mazey Day featuring entertainment, children's activities and refreshments.

On Quay Fair Day children could take part in free workshops offered at the popular Kids on the Prom event. This year the workshops included mask making, science activities, circus skills, painting and printing and even some fun activities involving learning a few words of Cornish! Later in the day the ever popular Notes on the Green in Penlee Park showcased the musical talents of young people. All these events were very well received by young people and their families.

11. The Golowan Markets and the Golowan Pop up Shop

The take up of market pitches was again excellent with 100 pitches booked on Mazey Day and 59 on Quay Fair Day, 16 of the stallholders were coming to the markets for the first time. Traders were selling a range of goods including handmade items, jewellery, ethnic clothing, digital art works, and items created by local crafts people. Caterers provided something to suit all tastes including vegan dishes and Cornish pork and venison products. Local charities and community groups were also well represented. The revenue from the markets was just over £20,000. A few groups received a pitch for no charge in exchange for giving support to the festival in another way.

Great care was taken over the placement of the pitches so that food and drinks concessions were not placed near existing food providers in the town. In order to avoid pinch points and crowd congestion fewer market stalls were positioned at the narrower sections of road near the top of Market Jew Street and the timing of the music performances at the Humphry Davy Statue was revised in order to minimise crowds in that area whilst the parades were passing.

2017 Debrief, Recommendation 8: *Review positioning of food stalls outside of existing food outlets. Also review positioning of attractions and facilities that create pinch points and congestion.*

Security around traders accessing their pitches was more stringent this year - all stallholders were required to show their stalls' confirmation letter before being allowed through road barriers.

Market traders seemed very happy and feedback from them indicated that they had successful trading days. The 2019 festival organisers should consider how the markets can become completely free of single use plastics free and they should take special care to ensure that dispose carefully of their rubbish. Closing down arrangements for the end of the day should perhaps be made clearer to stallholders.

During the week leading up to and including Mazey Day the Golowan shop was located in the pop up shop on the raised terrace at the top of Market Jew Street and on Quay Fair Day the Golowan stall was, as usual, positioned outside the Barbican. The shop and merchandise manager had laid out the merchandise in a very attractive way and a team of volunteers assisted her with sales. There was a good range of merchandise including little souvenirs, T shirts and St Justin jewellery, some new for this year.

The shop was also where volunteers, stewards and crew could rest and take refreshments. It was a port of call for festival visitors to get information, brochures and assistance and to sign up for volunteer roles, pick up collection buckets and volunteer T shirts. It was also used by Friends of Golowan and Plastic Free Penzance to hand out leaflets.

12. The Wider Community

The Golowan directors appreciate the importance of the fostering links with local community groups and organisations in order to ensure that they genuinely feel they are a part of the festival.

One of the most significant innovations for 2018 was Golowan's partnership with Plastic Free Penzance/Surfers Against Sewage. The directors engaged often with Rachel Yates from the organisation and they were eager to do all they could to eliminate single use plastics from the festival. Taking Rachel's advice the directors were conscious that they could not completely achieve this goal in 2018 but should take as many steps as possible towards it with the intention that even more would be achieved in future years. This led to a range of initiatives being put in place:

- single use plastic bottles of water replaced by a water bowser provided by South West Water
- encouraging parade participants and members of the public to bring with them reusable water bottles and non plastic shopping bags
- extra recycling and rubbish containers supplied by Biffa
- volunteers appointed as 'festival litter pickers'
- encouraging many local pubs and businesses to take part in a reusable drinking cup scheme thereby removing the need for single use plastic cups
- encouraging market traders and caterers to not use plastic bags or plastic cutlery
- spreading the word about a plastic free festival in the Golowan programmes, on its website, in local radio interviews, in the local press and on social media

These initiatives worked very well in many areas and received much positive feedback but the festival directors are in no way complacent and understand that ongoing there is much more that can be done to make the festival truly plastic free.

Golowan worked in partnership with The Exchange and Penlee House Gallery and Museum both of whom were paid to deliver the popular Golowan Community Workshops. In all a total of seven workshops took place and these involved making decorative headdresses festival bunting and model boats. The workshops were all well attended, however very few people who had made a model boat turned up to the boat sailing event at Wherrytown Boating Lake - this is something that could be rectified next year.

The Exchange Gallery was booked for the festival launch event and also kindly gave Golowan the use of its cafe for the volunteer recruitment morning. Golowan supported the gallery with aspects of its Makers' Market held on Mazey Day.

New for this year was the partnership with Kowethas An Yeth Kernewek with whom the festival director had a useful early meeting which led to the Cornish in the Community group having a presence throughout the main weekend when they organised Cornish Language activities including:

- A Cornish speaking 'flash mob'
- Cornish Language 'Pop Ups' around town
- Cornish singing on the harbour
- Cornish language activities for children and families. T

This helped to promote the Cornish language and addressed the need to celebrate the distinctive identity of Penzance and Cornwall as part of the Celtic Fringe whilst also highlighting Cornwall's musical heritage.

Golowan has also worked with members of the recently formed Friends of Golowan CIC and is keen to support their efforts to increase the membership of the group. In addition the festival organisers liaised with Rachel Martin and Maria McEwen from Pop up Penzance helping with their Youth Markets.

13. Press, Publicity and Marketing

The Golowan Festival website continued to be an excellent tool to provide information about the festival as well as an income stream from advertising. The information on the website included the programme of events which was constantly up-dated, information about the road closures, bus diversions, booking forms for market stalls, volunteering opportunities as well as information about sponsors and supporters, and Friends of Golowan.

Golowan Festival has a very active presence on Facebook and also posts Tweets – all useful ways of staying in touch with the local community. However there should be a greater use of social media, especially twitter over the festival main weekend when tweets could be used to inform and alert people of events about to take place and remind them about important issues.

The directors submitted press releases to 'The Cornishman' and received good coverage in the local press.

The festival director worked with a designer at Headland Printers to put together the festival programme, collating all the information from various venues and organisations for insertion in the programme. The programme was published in hard copy and on-line for 18 May. 12,000 copies were widely distributed locations/venues both in and out of town. In addition stand alone weekend supplements were printed and distributed closer to the event and during the final festival weekend. The programme also provided a valuable income stream through advertising.

14. Businesses, Sponsorship and Support

The festival organisers wished to develop strong links with local traders' Associations and Penzance BID. In light of feedback from 2017 two of the festival directors attended meetings of the Causewayhead Traders' and Chapel Street Traders' Associations. and had very positive discussions about ways in which Golowan could help businesses in these streets have happy, busy and profitable trading on Mazey Day.

The festival organisers put a small image and piece of text about each of the streets in the festival programme brochure encouraging people attending the festival to visit the areas. Various street entertainment took place in each area and it was arranged for musicians, story tellers, and jugglers to roam in these streets morning and afternoon.

Several Golowan volunteers took on the new role of 'meeting and greeting', one of their tasks was to meet people as they left Market Jew Street as the parades ended and encourage them to explore both Causewayhead and Chapel Street. This initiative worked very well and many people took up the challenge to see somewhere new!

Feedback from some of the businesses in those streets indicates that they did indeed enjoy and benefit from Mazey Day - one cafe owner said it was 'much better than last year'. The traders' associations have been advised to get in touch with the organisers of Golowan 2019 as soon as they have been appointed in order to discuss and plan for their involvement in the festival. The festival organisers should make earlier contact with the BID manager and also engage more with the gateway traders who felt somewhat left out this year.

The Golowan organisers are very grateful for the sponsorship and support they have received from Penzance Town Council which gave not only a considerable financial contribution but supported the festival with advice and assistance whenever needed.

Truro and Penwith College also receives Golowan's gratitude as it was once again the festival's headline sponsor, its sponsorship helped finance, amongst other things, Kids on the Prom, Notes on the Green and the Volunteers' T shirts.

Thanks go to Feast who made a grant to the festival which went towards monies paid to schools to assist with the creation of their Mazey Day parade pieces.

There was interest in this year's Golowan Business Sponsorship Package and the festival organisers are grateful for the financial contributions of the following:

Penzance & District Tourism Association / Bookpenzance.com
Penzance Folk Club
Mr Hugh Scantlebury
Humphry Davy School

Others who gave advice and support in kind include:

Acorn Theatre
Biffa
Boatshed Cafe-Bar
Co-op Supermarket, Penzance
Crown Inn
Exchange Gallery
Jubilee Pool
London Inn
Penlee House Gallery and Museum
Penlee Park Theatre
Penwith Community Development Trust
Penzance Harbourmaster
Plastic Free Penzance
South West Water
The Mazey Dumitz Dugle

15. Finance

Following the financial prudence evidenced in its operation of the 2016 & 2017 Festivals, Golowan Festival CIC again demonstrated the ability – in charge of setting and working to its own budget – to deliver an excellent event within budget.

	2018 Actual	2018 Budget
INCOME (All sources)	£84,568	£93,328
EXPENDITURE	£83,250	£93,328
SURPLUS TO CARRY FORWARD	£1,318	

16. Golowan - Going Forward

The financial contribution – around 20% of the Festival's turnover – of the Town Council to Golowan is massively appreciated but we realise that, in fiscally straitened times, this support can never be taken for granted.

With this in mind – and with a mind to the longer term viability and sustainability of the Festival – the
Linda McKechnie, August 2018

festival directors had a meeting in April this year with Nick Green – the Arts Council’s Festivals Director for the South West (a contact of new 2018 Golowan Festival CIC director, Martin Venning, from his involvement with various festivals in Bristol).

Nick was very supportive of the Golowan Festival and explained the possibility of working towards applying for National Portfolio Organisation (NPO) status from the Arts Council – a process which, if successful, could provide guaranteed financial stability for the Festival for up to four years at a time.

Earlier this year Arts Council England revealed details of its four-year National Portfolio funding decisions, investing £409m a year of public and lottery money in 831 organisations across England. Sir Nicholas Serota commented: “This National Portfolio is going to reach more people in more places, giving them the chance to have the life-changing experiences and opportunities that the arts bring.”

Working towards inclusion in the next round of NPO Arts Council funding would obviously be a time consuming and complicated process – but Nick Green has offered to work with the festival organisers on this and has evidenced other Festivals which have been successful in their application for NPO status.

This is mentioned out of interest, obviously, but also to indicate how helpful and necessary a contract period of more than one year would be in allowing the Festival organisers to work towards such options.

17. Debrief and Evaluation

Golowan Festival CIC organised a debrief and evaluation process this year. The opportunity to feedback was offered widely and included market traders, schools and other parade participants, street entertainers, volunteers, sponsors as well as all key partners and contractors. All comments received have been fed into a debrief and evaluation process. A well attended debrief meeting facilitated by independent consultant Kevin Instance was held on 25 July. The full report from this meeting has already been forwarded to the Town Clerk and the recommendations for Golowan 2019 as given in the report have been sent to all those who attended or sent representatives to the meeting.

Some of the comments and feedback received:

...overall a lot better run event, very professional. Good model for rest of County holding similar events. Underage consumption of alcohol was non-existent.

(Inspector Nick Clarke, Penzance Police)

'... may I say well done to you and the team. A lot of work, effort and talent goes into a project of this type ... From our perspective, I felt happy that Fire would have responded well to any incident and that the planning opportunities aided to this greatly.' (David Carlisle, Station Commander Penzance Community Fire Station.)

Whole festival was as excellent as ever. Very impressed by the fireworks. Parades were imaginative and colourful.

More promotion of the reusable plastic glasses would be nice as too many single use cups used.

(Hugh Scantlebury, Golowan sponsor)

Everything seemed to go really well this year. The event appeared to be well organized. The litter control was very good this year, which we appreciate, especially on the Sunday when the event takes place around the harbour. (Neil Clark, Penzance Harbourmaster)

'Litter picking was great fun ... I was so pleased to be able to be a cog in the wheel, although only offering one day. Many thanks again, and congratulations to all the team for such a fantastic festival.' (Kathleen Halkyard, a first time volunteer)

Having taken part for many years, the organisation is fantastic from our point of view. It would be useful to be able to communicate with the 'man with a van' a little sooner but it always works out.

From our point of view and for the areas we took part in, it was all great! The £250 grant was

useful and well received thank you. (Claire Dale, Head of Art & Mazey Day Parade Coordinator, Mounts Bay Academy)

18. Areas for Improvement (these are in addition to recommendations in the 2018 Debrief Report)

Golowan Festival CIC has now delivered three festivals and each has gone from strength to strength building on the experience and expertise gained. The directors of the CIC are pleased with their achievements and hope to learn from those less successful initiatives and mistakes - there is always room for further improvement. The main issues arising from this year's festival have been identified as:

- environmental sustainability - further efforts will need to be taken to make the festival completely free of single use plastics and to deal with litter
- engagement with local businesses and traders - make contact earlier and work more closely with the Penzance Bid manager and traders' associations, in particular Gateway Traders
- sponsorship - review the business sponsorship packages to make them appealing to a wider range of businesses
- attendance at table top exercise - extend the invitation to attend table top exercise to more people
- maintaining the traditions of the festival - take steps to increase schools' enthusiasm and participation in the Mazey Day parades, appoint someone to manage the boat floating event at the boating lake

Linda McKechnie – Golowan Festival Director 2018

Martin Venning and Alan Shepherd – Associate Festival Directors 2018

Directors, Golowan Festival Community Interest Company

August 2018

TOWN COUNCIL – 3 SEPTEMBER 2018**REPORT FOR INFORMATION****BUDGET SETTING TIMETABLE****Background**

Financial Regulations clearly identify key dates for completion of the annual budgets and forward planning process. It is important to adhere to this timetable to ensure that a robust, transparent budget is set for the Town Council. This year the Town Council will develop its three year financial plan further to reflect the strategic plans and aspirations that have been agreed for the future which will ensure good financial management is adopted.

The budgets will be drafted and proposed by each individual Committee and recommended to Council. Each Committee Chair will be invited to meet with the Town Clerk, Senior Manager for their service area and the Support Services Manager/RFO to agree a draft for submission to Committee.

The agreed budgets for 2019/20 will then influence the 2019/20 precept.

<u>Date</u>	<u>Action</u>
12 November 2018	Penlee House Committee to review their budget for recommendation.
19 November 2018	Leisure & Amenities Committee to review their budget for recommendation.
26 November 2018	Finance & General Purposes Committee to review all budgets for recommendation.
10 December 2018	Town Council agree three-year budgets
28 January 2019	Precept meeting, full Town Council

Paula Smith
Support Services Manager/RFO

TOWN COUNCIL, 3 SEPTEMBER 2018

REPORT FOR INFORMATION

UPDATE ON DEVOLUTION PROGRAMME WORKING GROUP

Background

Following on from the decision earlier in the year to establish a Devolution Programme Working Group, the group met for the first time on 16 August 2018. It was agreed at this meeting that Members would be asked to agree a budget line for surveys and inspections taken from the devolution reserves and vire £5000 to carry out the necessary work. (see Item 12 (h)) .It was also agreed that going forward Members would need to consider the merit in taking on assets via a leasehold or maintenance agreement instead of under a freehold arrangement. This would speed up the devolution process and minimise risk to the Town Council. A report for decision will be submitted to a future Town Council meeting on this matter.

Senior Officers had met at Cornwall Council and have proposed that there is an initial meeting with the Town Council's working group in mid-September.

Hester Hunt
Town Clerk