



Project Initiation Document (PID)

Project Title: Tourism Festival – Torpoint Fest 2025

Author: - Councillor Mrs J M Martin and Milly Southworth (Clerk & RFO)

Committee: Development and Localism

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Revision History

Date of this revision:		
Version Number	Revision Date	Summary of Changes

Approvals

This document requires approval by theCommittee/Officer/Working Party

Approved By	Date	Version	Notes

Distribution

This document has been distributed to:

Name	Title	Version	Date

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Appendix 1 Proposed Expenditure for June 2025 Torpoint Fest (version 1).

1. Background

Following previous successful events held at Thanckes Park, Queen's Platinum Jubilee in 2022, Queen's Diamond Jubilee in 2012, Queen's Golden Jubilee in 2002, Armed Forces Day in 2015, Queen's 90th Birthday in 2016, Feel Good Festival in 2017, plus the Tourism Festival with the Friends of Thanckes Park community group in July 2019, Torpoint Town Council (TTC) has agreed to allocate an annual budgetary sum to support further similar events. At the Council meeting held Thursday 18th July 2024, it was **resolved** to ask the Torpoint Town Partnership to organise a free family fun day and festival along the same lines as the previous successful events. TTC has the power to encourage visitors and provide conference and other facilities via the Local Government Act 1972 s. 144.

2. Business Case

The Town Council's mission is to ensure a sustainable prosperous town economy and environment, which embraces the whole community and recognises Torpoint's unique design and location as a gateway to Cornwall and the Rame Peninsula. The Council allocated funds of £10,000 in the 2025/26 budget and will be used to underwrite the expenses to hold the event, as per **Appendix 1, Proposed Expenditure for June 2025 Torpoint Fest 2025**. Additional funding opportunities will be applied

for as well as sponsorships from local businesses and organisations. Should there be any surplus income, the Council will be reimbursed. It is recognised that individual community organisations may fundraise for themselves at the event. Additional income will be generated from stallholders and donations collected at the event.

3. Council Objectives

Torpoint Town Council’s Strategy highlights “putting the community at the heart of everything we do” as one of the three strategic goals. Developing the wider town economy by encouraging community events and supporting festivals and celebrations in Thanckes Park.

4. Beneficiaries

Torpoint and the Rame Peninsula residents’ and visitors who wish to attend a Torpoint Fest Event free of charge. A day of activities and entertainment benefitting the whole local community across all age groups. The event will be marketed as a day for the family to enjoy and will be accessible to all and any person attending, those with mobility requirements will be accommodated accordingly. The event will provide opportunities for local businesses and community and charitable organisations to have stalls to sell as well as publicise their services/groups.

5. Scope and Exclusions

The project will provide a day of entertainment and activities for all those interested in participating or just relaxing and enjoying the view from Thanckes Park. This will be the first Festival or event being funded by TTC since the financial year 2022/2023, therefore all funds will be targeted towards this event. The scope of the event is to include the Torpoint Town Partnership, who have been asked to organise the event of behalf of TTC.

6. Project Governance and Management Structure

Reporting requirements will be via a verbal report to the Development and Localism (D & L) Committee meetings. Councillors currently delegated to the Torpoint Town Partnership (Town Mayor, Cllr. M G Spurling and Cllr. Mrs K Brownhill) will set up a working party, to include the TTP volunteers, Town Clerk & RFO, Operations Manager and others. The working party will report to the D & L Committee and at the end of the project will provide a financial summary to TTC, showing all income and expenditure, all the requirements of TTC Financial Regulations will be adhered to.

7. Staff Resources

Torpoint Town Council (TCC) Staff Resources						
Role	Individual(s)	Years 2024/25 - 2025/26				
		Days/ hours Month 1	Days/ hours Month 3	Days/ hours Month 5	Days/ Hours Month 7	Days/ Hours Month 10
Town Clerk	Milly Southworth	4 hours per month (mgt)	4 hours per month (mgt)	6 hours per month (mgt)	4 hours per month (mgt)	4 hours per month (mgt)
Operations Manager	Phil Griffiths	4 hours per month (mgt)	4 hours per month (mgt)	6 hours per month (mgt)	4 hours per month (mgt)	20 hours per month (mgt)

Caretakers	Paul Stinchcombe / John Debenham / Andy Cannon					18 hours on Friday 36 hours on Saturday 6 Hours on Sunday
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The above hours are all estimates based on previous events.

8. Project Schedule

Proposed project schedule implementation plan:

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|---|------------------------------|
| 1. Adverts in Town Council Newsletters | October 2024 & February 2025 |
| 2. Torpoint Town Council agree project implementation (PID) | March 2025 |
| 3. Monthly meetings (via TTP) to monitor progress/review accounts | Monthly 2025 |
| 4. Torpoint Fest 2025 | June 2025 |
| 5. End of project report to Torpoint Town Council | July/Aug 2025 |

9. Costs

Salary costs are not included. **The budget for the event June 2025 is at Appendix 1.**

The event is organised by volunteers, except where TTC Officer time is required with planning; Caretaking is required on the day of the event – overtime to be claimed for this, with the Caretakers requiring an allocation of approximately 20 hours overtime each.

Torpoint Town Council to provide Public Liability Insurance for the Tourism event.

At previous events, collecting tins/buckets have been circulated to assist towards costs.

10. Funding

- As previously detailed.
- Torpoint Town Partnership can provide some additional funding where appropriate.
- It is anticipated additional income from vendors at the event, e.g. bar/food, miscellaneous stalls etc.

11. TTC Regulatory Policies

Please indicate below any TTC regulatory policies that are relevant to this project and how the solution is designed to cater for these.

	Policy	Impact on solution
1.	Health and Safety Policy	To ensure the event is organised and run according to Health and Safety policies. To ensure all licences, risk assessments and liability insurance are in place within required timelines to meet Cornwall Council event organisation requirements.
2.	Safeguarding Policy	Safeguarding at the event, policy to be in place.
3.	Financial Regulations	Refer to Financial Regulations when making purchases/hiring infrastructure or entertainment for the project.

4.	Climate Emergency Action Plan	Refer to the Climate Emergency Action plan as a guide for vendors and stallholders and waste management to adopt green initiatives.
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12. Risk Management

Any risks known at the outset of the project, such as delivery lead times, doubts re staff availability or funding issues should be highlighted here.

ID	Risk Description	Likelihood	Impact	Level	Counter-measures
	Weather conditions	Medium	High		Cancel the event should the weather be prohibitive; payment is likely to be required for infrastructure and entertainment for the event.
	Lack of volunteers	Medium	High		Event unable to run.
	Unable to operate the event within budget	Low	High		Apply for external funding and raise income from other sources.
	Cornwall Council do not give permission	Low	High		Dialogue already undertaken via Cornwall Councillor.

13. Dependencies

- Torpoint Town Council one-off investment – without these funds the event will not go ahead.
- If the additional partner is unable to work together on the project.
- Cornwall Council do not give permission to run the event.

14. Constraints

- Availability of all the services required for the infrastructure of the event.
- Qualified person(s) to complete Health and Safety/risk assessment requirements.
- Lack of dedicated volunteers available prior to, during and after the event.
- Torpoint Town Council agreement to proceed based on this document.

15. Communications Plan

- Publicise on Diary dates.
- Torpoint Town Council communications strategy.
- Torpoint Town Council social media policy.
- Newsletters/Noticeboards/word of mouth/posters/social media coverage, TTC website and local residents' who might be affected by the project.

16. Project Meetings

Meeting type	Organiser	Purpose	Frequency or specific dates
D & L Committee	Town Clerk	To make recommendations to Council	Monthly
Council	Town Clerk	To agree the resolutions	Monthly
Event Working Party	Town Clerk	Agree project implementation	Monthly

17. Project Controls

Meeting actions / issues

Actions and Issues raised during the course of the project will be reported to the officer and/or Committee within the scheme of delegation.

Monitoring & reporting

The monthly Project Status Report will be reviewed by the relevant Committee for onward transmission to Council (unless included within the scheme of delegation). The project should be a monthly agenda item.

Tolerance

Tolerance is the permissible over-run on the schedule and/or the budget without the need to inform the Project Steering Group. Tolerance may be agreed for the overall project or for each stage, or may not apply.

Tolerance type	Agreed tolerance	Stage name or for project
Budget	None	
Timeframe		

Change management

If a significant change to the project is required or proposed such that deliverables, schedules and/or costs are impacted (beyond tolerance) then the change will be considered by the relevant Committee with advice from the relevant officer. This PID will then be revised to reflect any approved changes.

18. Closure

This project will be closed by: a report to the relevant Committee and then to Council after the project.

19. Any Other Information

This document, along with the **Appendix** listed below, are being submitted to the Development and Localism committee for the March 2025 meeting.

See **Appendix 1**, Proposed Expenditure for June 2025 Torpoint Fest 2025.