

**WALMER PARISH COUNCIL**  
8 The Strand, Walmer Deal, Kent CT14 7DY

Tel/Fax: 01304 362363

Web site: [www.walmercouncil.co.uk](http://www.walmercouncil.co.uk) E-mail: [clerk@walmercouncil.co.uk](mailto:clerk@walmercouncil.co.uk)



Dated this 30<sup>th</sup> March 2021

**To Councillors: Mrs M Beard Gould, P St Ange, D Thompson, C Weale, G Beardman**

I am writing to confirm that the next meeting of the **EVENTS WORKING GROUP** will take place on **Tuesday, 6 April 2021 at 7pm** via Zoom at 7 pm (waiting room opens at 6.45 pm) to transact the business shown on the Agenda below.

Join Zoom Meeting

<https://us02web.zoom.us/j/2245729770?pwd=OFB3WnFNMXY3SnF6Zk5mTUtBaVF2Zz09>

Meeting ID: 224 572 9770

Password: 294456

Telephone access (free): 0203 6950088

**If you experience technical difficulties immediately prior to or during the meeting please call our Admin Assistant on 07735702666 and they will assist you in gaining access.**

Mrs Sue Le Chevalier  
Acting Clerk to the Parish Council

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**AGENDA**

**1. WELCOME AND APOLOGIES**

**2. MINUTES OF THE PREVIOUS MEETING**

To approve the minutes of the meeting held on 24 July 2020.

**Attach 1**

**3. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA**

**4. BROCANTE – Bank Holiday Monday, 30 August 2021**

**a) Event Management Plan**

To receive the draft document and consider any changes prior to submitting to DDC

**Attach 2**

**b) Risk Assessment Document**

To receive the draft document and consider any changes prior to submitting to DDC

**Attach 3**

**c) Stewarding guidelines**

To receive the draft document and consider any changes prior to submitting to DDC

**Attach 4**

**d) Site Plan**

To receive the draft document and consider any changes prior to submitting to DDC

**Attach 5**

**e) Caterers**

To appoint caterers who were approved in 2020 (include Environment document from Cllr J Lonsdale).

**Attach 6**

f) To agree that charges and pitch sizes to remain the same as 2020. And discuss the possible use of Eventbrite to generate tickets and payments electronically. **Attach 7**

g) To receive an update on number of bookings/Charity Stalls. **Attach 8**

h) To receive and consider two quotes for first aid cover. **Attach 9&10**

i) To receive and consider quote for toilets. **Attach 11**

j) To contact local press for quotes for publicity.

k) To consider a proposal from The Canterbury Auction Galleries for a Charity Auction. **Attach 12**

l) To consider getting quotes from an external organisation to provide Marshalls for the day to assist Council staff.

**5. HERITAGE OPEN DAYS**

Postponed until 2022.

**6. CHILDREN'S FESTIVAL**

Postponed until 2022.

**7. CAROLS BY TORCHLIGHT**

**8. OTHER EVENTS**

**9. DATE OF NEXT MEETING**

Monday 7 June 2021, 7 pm

# WALMER PARISH COUNCIL

DRAFT Minutes of the **Events Working Group** held on **Monday 24 July 2020** via Zoom video conferencing at 7pm

**Present:** Councillors Mrs M Beard-Gould (Chairman), D Symons, A Bailey, J Murray and Miss A Herring

**Officers Present:** Mrs K Holroyd (Clerk) & Mrs S Plews (Technical support)

## 684. **WELCOME AND APOLOGIES**

Apologies with reason were accepted from Cllr D Thompson

## 685. **MINUTES OF THE PREVIOUS MEETING**

Members considered the minutes of the meeting held on Monday 6 July 2020 and it was agreed that they can be signed as a true record by the chairman at the next opportunity.

## 686. **MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA**

Minute 681: The clerk explained that she had placed the order for the display boards but that the manufacturer would not be able to fulfil the order with the aluminium fittings until next month. Members considered various options as supplied by the manufacturer.

**RESOLVED:** That in order to obtain the display boards in time for VJ Day the order be altered to include black fittings instead.

## 687. **VJ DAY - 15 August 2020**

The Clerk reported that no additional information had been received from Bruno Peek, Pageantmaster concerning arrangements for commemorating the date. However, an invitation to attend the Burma Star Memorial Service on 15 August had been received. Cllr Murray will attend on behalf of the Council. Cllr Mrs Beard-Gould and the Clerk will organise a window display to commemorate the occasion.

**RESOLVED:** Members agreed to note.

## 688. **REMEMBRANCE SUNDAY AND ARMISTICE DAY — 8 and 11 November 2020**

The Clerk reported that the Royal British Legion were unsure whether they would be able to supply the lamp post poppies this year due to Covid-19 led manufacturing restrictions. The situation should be clear by mid-August.

The laying of wreaths at St Saviour's Church and Hawkshill commemorative stand will take place and details can be confirmed at the Council meeting in October.

## 689. **OFFICE WINDOW**

Members considered a calendar of displays for the window.

**RESOLVED:** that a display regarding VJ Day will appear next, followed by Walmer in Bloom, Royal Marines, harvest/allotments, Remembrance, Christmas Lights. This can be reviewed regularly.

## 690. **OTHER EVENTS**

- a. Cllr Mrs Beard-Gould explained that she had not received any further information from Bill Butler with regard to acknowledging the 25<sup>th</sup> Anniversary of the closure of Royal Marines School of Music on 22 March 2021.

- b. Cllr Bailey reported that he had been approached by a friend who would like to stage a music festival on Walmer Green. The chairman asked him to produce a proposal which can be discussed next time.

#### **691. DATE OF NEXT MEETING**

Monday 14 September 2020 **Meeting cancelled**

Monday 9 November 7pm **Meeting cancelled**

Monday 8 February 7pm **Meeting cancelled**

Monday 8 March 2021 - **Meeting cancelled**

Tuesday 6 April 2021

The meeting closed at 7.45 pm

Signed .....

Date .....





(Template produced by DDC)

# Event Management Plan

As an Event Organiser you are responsible for:

- Informing your local authority of your event
- Seek permission of the relevant land owner
- Submitting the relevant documentation to your local authority in a timely manner
- Ensuring the overall safety at your event as far as reasonably practicable
- Ensuring that health and safety arrangements in place to control risks
- Ensuring the competence of staff at your event to undertake their roles safely
- Checking all insurance documents, risk assessments and methods of work for contractors, stall holders, caterers etc (these documents may also be requested by your local authority)
- The Health, Safety and Welfare of all members of staff, contractors and members of the public attending your event

**Disclaimer:** This template is a guide only. It does not necessarily include all the information that may be relevant to your event. The local authority is not responsible for the lack of any information that may not be submitted with this application.

## Privacy Statement

Your personal information is required for administration purposes. Your local authority is committed to protecting your privacy and fulfilling its obligations under UK data protection laws. The Local Authority may use this data in order to inform you of its activities and/or improve its services in relation to the subject matter only, but will not sell, rent, distribute or otherwise make your data commercially available to any third party, unless it is required to by a court order or to comply with other legal requirements.

## What happens to my event information?

Your event notification form, event management plan, site plan, risk assessment and public liability certificate will be sent to the Events Safety Advisory Group for review. The Events Safety Advisory Group consists of representatives from various departments at your local authority, Kent Fire and Rescue, KCC Highways and Kent Police. Your information will not be passed on to any other party without your prior consent.

## Contents

1. Event Overview
2. Site Management
3. Incident Management
4. Traffic Management Plan

## APPENDICES

- |            |   |
|------------|---|
| Appendix 1 | Site Map                                |
| Appendix 2 | Risk Assessment                         |
| Appendix 3 | Public Liability Insurance (£5 million) |

## Event Organiser Details

<b>Event Organiser</b>	Richard Styles
<b>Organisation</b>	Walmer Parish Council
<b>Contact Telephone Number</b>	01304 362363
<b>Name of Event</b>	Brocante
<b>Location of Event</b>	Walmer Green
<b>Date of Event</b>	30 August 2021

### 1. Event Overview

#### 1.1 Event Overview

Please provide a description of your event
Brocante (Antiques, collectables and craft fair) with approximately 150 pre-booked and pre-paid stall holders. Open to the public free of charge although voluntary donations in aid of two Walmer charities accepted.

Please provide the following information about your event	
<b>Event start time</b>	8 am
<b>Event end time</b>	4 pm

#### 1.2 Event Itinerary

Please provide timings of your event including any set up timings and break down timings	
<b>Date / Time</b>	<b>Action</b>
30 August 6.30 am	Cars/Stall holders arrive to set-up
30 August 8am	Public admitted on site
30 August 4pm	Event finishes - Cars/Stall holders leave

### 1.3 Programme of Events

Please provide the timings for the event day	
Time	Activity
6.30 am	Stall holders permitted on site to set up
8am	General Public permitted on site
4pm	Event finishes

### 1.4 Event Management

#### Roles and Responsibilities on Event Day(s)

Please provide a brief description of the roles for event staff and their main responsibilities including event set up and breakdown. <b>Please note:</b> the role of stewards is covered in a specific section later on in the document so there is no need to complete the role of stewards in this section.	
Role	Responsibilities
Event Manager	Check in of vehicles on arrival at site, check stalls set up in compliance with Health and safety obligations, emergency contact throughout the day
Site Manager	Site set up, marking out vehicle entrance, instructing marshals on pitch layout, emergency contact throughout the day
Arena/stage Manager	n/a
Steward Coordinator	Liaise with event manager to ensure event safety of public
Press and PR coordinator	Liaise with press, valuers and event manager, take photographs interview stallholders with interesting items with view to post event press release

### 1.5 Crowd Management

Please provide detail on how you will manage the crowd at your event
<b>Is your event ticketed? If yes, what arrangements are in place for this?</b>
no
<b>How will you manage capacity?</b>
The event takes place in an open public space. There are no entry or exit points for visitors, the site is open on all sides. This will be the eleventh year that we have staged the event so our assumptions are based on what has happened previously. The crowd manages to self regulate: visitors tend not to stay all day, but keep moving around the stalls until they have seen everything and then move voluntarily off site.
<b>How will you manage access and egress of the crowd?</b>

This cannot be managed due to the nature of the site

## 1.6 Advertising

Please provide details of how you will advertise your event
<b>How and where do you plan to advertise your event?</b>
East Kent Mercury, Dover Express, Visitkent web-site, Antiques Info, Facebook, KCC Whats On in Kent, Kent On-line, Rural Roundup, Antique Trade Calendar "The Black and White"
<b>Will the media be in attendance and if so how will you handle them?</b>
A photographer from the East Kent Mercury might attend briefly if other obligations allow.
<b>May we use the details supplied here for publicity purposes or to give to interested parties?</b>
a) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b) If yes, which name and contact details may we release? Please provide full contact details. Walmer Parish Council 8 The Strand, Walmer, Deal, Kent CT14 7DY tel 01304 362363 email clerk@walmercouncil.co.uk website www.walmercouncil.co.uk

## 2. Site Management

### 2.1 Contractor Management

Please provide details of any contractors that will be involved with your event Please ensure that you check any safety documentation of contractors that you hire.	
<b>Company</b>	<b>What are they providing/doing?</b>
Toilets +	Providing event toilets

### 2.2 Traders

Please provide details of any traders/commercial traders and charity stalls that will be at your event Please ensure that you check any safety documentation of traders	
<b>Name of Organisation</b>	<b>Concession Type</b>
Mostly private individuals	selling antiques and collectables
For charity stalls please see attached sheet	
<b>Sale of Alcohol</b> If you are selling alcohol at your event, please provide details of the arrangements made for managing this. Please contact your licensing department at your local authority as you will require a temporary events notice.	



<p><b>Catering Requirements (Food, drink, water)</b></p> <p>For each catering supplier/food stall that you have attending your event, please provide the following information for each:</p> <ul style="list-style-type: none"> <li>• Name of Business</li> <li>• Address of Business</li> <li>• Contact telephone number</li> <li>• Name of local authority that they are registered with</li> <li>• National food hygiene rating (if available)</li> </ul>
TBC

### 2.3 Fencing and/or barriers

Please tell us if you plan to use any fencing and or barriers at your event including their location
No

### 2.4 Electricity, Water, Gas Supply and Generators

<p>Please tell us if you plan to use electricity, water and or gas supply at your event. If so, please tell us where these will be sourced and the processes in place to manage these.</p> <p>Please tell us if you plan to use any generators at your event. If so, please tell us where these will be sourced and the processes in place to manage these, including the storage and management of fuel and other flammable liquids.</p>
<p>Power will be available on the bandstand for the PA system. Caterers will bring their own generators to power their kitchens.</p>

### 2.5 Temporary Structures

Please list any temporary structures that you will have at your event and where they will be located e.g. gazebos, marquees, staging
--

Stall holders are permitted to erect small gazebos over their stalls if they wish

## 2.6 Fire Safety

Please ensure that you have considered aspects related to fire safety at your event and provide detail here

Open air event. Very few ignition sources. Caterers have generators and gas but also fire fighting equipment. No barbeques allowed

## 2.7 Temporary Events Notice

### IMPORTANT:

Licensable activities at your event such as the sale and supply of alcohol, the provision of late night refreshments to the public and regulated entertainment may require a temporary event notice (TEN). A temporary event notice is a notification to the licensing authority that an individual intends to carry on licensable activities for a period not exceeding 168 hours.

A temporary event notice application must be sent to the licensing authority and the police at least 10 working days in advance of a planned event. Please ensure that you have the necessary licences in place.

Please contact your local licensing department for more information.

## 2.8 Musical Entertainment

Please tell us what entertainment you have arranged for your event i.e. Live music with amplification  
If you have live music you may require a Temporary Events Notice  
You will also need to consider noise management

none

## 2.9 Attractions

Please provide details of any attractions that will be at your event

e.g. inflatable's, funfair/children's rides, fireworks

For these attractions make sure that you see a copy of the provider's public liability insurance, risk assessment and method statement. For rides we will also need the name of each ride and their corresponding ADIPS number (Amusement Device Inspection Protection Scheme)

Name, address and telephone number of organisation	Attraction and ADIPS number if applicable
none	

## 2.10 Medical and First Aid Cover

Please provide details of the medical provider and resources that you have arranged to be at your event

Blue Light First Aid: 2 officers and mobile treatment unit to be confirmed

## 2.11 Public Health and Welfare

Please provide details of the arrangements you have made for the following

### Toilet Facilities

Please provide details of sanitary arrangements, including: number, ratio of male to female and disabled, location, maintenance

Please bear in mind the opening times of public facilities. There may be a charge if toilets are required outside normal opening times (check with your relevant local authority).

Four unisex event toilets to be positioned in blocks of two one at each end of the site. Public facilities also available at Marine Road and at various pubs and cafes in the locality. Disabled toilet facilities located at Marine Road

### Waste Disposal

Please provide details of the arrangements made for waste disposal, rubbish bins and litter collection at your event. As you the event organiser you are responsible for arranging the disposal of waste

Stall holders and caterers are instructed to take all litter home as it constitutes trade waste. Stewards undertake a litter pick at the end of the day to ensure the site is left clean and tidy. Veolia are requested to add an additional later collection to their round.

**Noise Management**

Please provide details of the arrangements made for minimising noise disruption at your event

Impossible to monitor noise. No particular noise source. Occasional announcements over PA system

**2.12 Accessibility**

Please ensure that you have considered aspects to make your event accessible and provide detail here. e.g. Accessible toilets provided, Accessible parking, Ramped access

Level access, Accessible parking facilities immediately adjacent to site. Accessible toilet facilities at Marine Road.

**2.13 Steward and Marshal Management**

Please provide details of the arrangements you have made for stewards and marshals at your event

**Roles and Responsibilities of Stewards and Marshals**

Safe access and egress of vehicles on site and in car park. marshalling of stalls to ensure Health and Safety compliance particularly type of goods on sale and ensuring lanes between stalls kept clear for possible access by emergency vehicles

**Location and positioning**

One marshall permanently at car park entrance, one permanently inside car park. two marshalls patrolling site

**Who are your marshals?**

Members of the Deal, Walmer and Kingsdown Regatta Committee stewarding team

**Will you be using SIA qualified security staff? If so, what will their role be?**

No

**How will your stewards/marshals be trained?**

Ongoing in-house training. They run events across the District throughout the year

Please provide a copy of the information that will be given to Stewards and Marshals (briefing document)
attached
How will the event team and the stewards/marshals (including traffic marshals) communicate with each other on the day of the event?
radio

### 3. Incident Management

**PLEASE NOTE: do not assume that the emergency services will attend your event other than in an emergency. Your event must be managed without the support of the emergency services, even if they have agreed to attend as they may be called away to an emergency elsewhere. Do not refer Kent Police throughout this document. They cannot provide support to any element of your event other than in an emergency.**

#### 3.1 Welfare of Children

Please provide details of how you would deal with a lost or found children or vulnerable person
A position within the bandstand will be designated the Lost Children point. A message of "lost child" will be broadcast to the Chief Steward, who will action the call immediately. A description of any lost child will be gained and circulated as fast as possible. Stewards and helpers will be allocated search areas and the police will be informed if required. If a child loses their parents or guardians then a similar broadcast will be made and actioned. Once found, all stewards will return to their normal duties.

#### 3.2 Incident Reporting and Investigation

Please provide details of the system you have in place for reporting and recording accidents and incidents at your event
For simplicity the initial call to the Chief Steward will be a 'CODE 9' call, with a follow-up call to ascertain the actual incident details, if it is anymore than a First Aid incident. For all 'CODE 9' calls the First Aid point will be put on standby until the second call. The event organiser (K Holroyd) will have an accident book with her for recording incidents. She will record volunteers names as they come on and off site.

#### 3.3 Communication with the Public

Please provide details of how you will communicate with members of the public on the day of the event
Personal meet and greet with all stallholders. Members of the council and stewards easily identifiable throughout the day due to hi-vis vests. Public announcement system on the bandstand for urgent announceents.



### 3.4 Emergency Plans

Please note that it is not the responsibility of the Event Manager/Organiser to run an emergency procedure. If an emergency is to be declared then operational command will fall to Kent Police. However, procedures need to be in place so that emergencies can be dealt with responsibly until the emergency services arrive.

It is important that you set out your procedures carefully and brief all event staff, contractors and volunteers so that they are clear and widely understood.

In this situation we would advise that the decision is clearly recorded, including who took it, what time it was taken, and why it was taken.

Please provide details of your emergency plan for the event
<b>Who is responsible for determining that an incident is now an emergency and will take responsibility for decisions?</b>
If there is any incident, the DWKRA Chief Steward will take control and will make any decision regarding actions to be taken, consulting the Event Manager at all times. Roy Stone will be appointed to that position for the day. A Senior Steward will be appointed to take over control in the unlikelyhood that the Chief Steward becomes unavailable to deal with any situation as required.
<b>Who will report this to the emergency services?</b>
The event manager (Richard Styles - Parish Clerk) or Chief Steward and site manager (Roy Stone)
<b>What systems do you have in place to contact the local emergency services?</b>
mobile phones
<b>Who will liaise with the emergency services when they get to the site?</b>
Event manager and site manager
<b>What entrance/access point should the emergency services use that is safe and can be kept clear of crowds for them to get to the incident?</b>
Fishermans path adjacent to The Strand
<b>Who will be responsible for crowd control?</b>
Stewards
<b>How would you evacuate your event? What steps would you take?</b>
There are evacuation routes all around the site
<b>How will you communicate this instruction to your audience?</b>

Via the PA system on the bandstand
<b>What are your contingency plans for adverse weather? Please include areas where cars will be parked.</b>
A decision will be made on the morning of the event as to cancellation if the weather is poor.
<b>Please provide details of emergency signage that will be used</b>
open air event with exits clearly visible

## 4. Traffic Management

### 4.1 Traffic Management

Please complete the following table using the guidance on traffic management set out in the event toolkit that accompanies this event management plan.
<b>Please give precise locations of all roads that need to be closed for your event</b>
none
<b>If your event involves road closures, is it necessary to have a diversion route. If yes, please provide details of the route here.</b>
n/a
<b>In the interest of pedestrian safety, how will pedestrians interact with vehicle movement? Include information about how they will cross open roads safely.</b>
Stallholders are permitted on site with their vehicles from 6.30 until 8am. After this time there is no vehicle movement and pedestrian visitors are allowed on site. The promenade will be completely taped off with hazard tape to prevent cars accessing it from the parking area. Two pelican crossings allow safe access across The Strand.
<b>What is the best route for traffic to take in order to get to your event?</b>
A258 into Deal
<b>What is the best and safest route for traffic to exit your event?</b>
A258 towards Dover or Sandwich
<b>What have you done to liaise with and inform local residents and businesses about the impact to local roads?</b>

All local businesses have been informed of the event by means of a poster which most of them are displaying in their windows
<b>Can people enter your event without causing an obstruction on the road?</b>
yes. Extra stewards will be on duty from 6am to get waiting traffic off the highway and onto the pitches as quickly as possible. Stallholders are explicitly warned not to arrive prior to 6.30am.
<b>Have you considered the impact that your event will have on public transport? Have you informed your local bus company?</b>
. No
<b>Please provide details of any parking suspensions that you are requesting:</b>
<ul style="list-style-type: none"> <li>• On street parking suspensions?</li> <li>• Off street parking suspension and car park closures?</li> </ul>
<b>Please include the following information: the location (street name), number of spaces and the intended use for these spaces.</b>
<p>If the answer to this is none, please explain why you think there will be no impact on parking, access or traffic flow.</p> <p>car parking for some 500 cars is provided on Walmer Green</p>
<b>If you are providing off-road parking, please provide the following information: the location and number of spaces and how the area will be managed. Any parking areas must be stewarded at all times.</b>
<p>If the answer to this is none, please explain why you think there will be no impact on parking, access or traffic flow.</p> <p>500 spaces on Walmer Green permanently supervised by one steward at the entrance, one marshalling cars to vacant spaces within the car park and one providing direction in between.</p>
<b>If you are using a signage contractor, please provide details here.</b>
A copy of their public liability insurance and the signage plan produced by the contractor must be provided.
no
<b>If you are providing signage yourself, please provide a signage schedule and a working on the highway risk assessment.</b>
<p>Please complete a working on the highway risk assessment using the guidance set out in the event toolkit that accompanies this event management plan.</p> <p>n/a</p>

## **4.2 Road Traffic Closure Notices**

If your road closure request is approved under the Town Police Clause Act, your local authority will produce the road closure order. Speak to your local authority for more information.

If made under the provisions of the Road Traffic Regulation Act 1984 the road closure notices will be produced by KCC.

## **Appendices**

### **i. Site Map**

Please provide a site map of your event site

### **ii. Risk Assessment**

Please complete an event specific risk assessment including a fire risk assessment

### **iii. Public Liability Insurance**

Please provide a copy of your public liability insurance certificate (for a minimum of £5 million

## General Risk Assessment

**Task / activity or premises assessed:** Planning and delivery of Walmer Parish Council's Brocante **Location:** Walmer Green

**Name of assessor:** Richard Styles **Date of assessment:** 4 May 2021 **Review Date:** July 2021

Hazards and Effects	Affecting Whom (staff / visitors / public / contractors)	Risk rating with no controls	Existing Controls (if any)	Residual risk rating (With existing controls)	Actions required where residual risk is still too high
Outline of activity/task: Walmer Parish Council is organising a Brocante (Antiques and Collectables Fair) on Bank Holiday Bank Holiday Monday, 30 August 2021. This is an annual event which has been held since 2008. It is anticipated there will be some 150 stalls and approximately 700 visitors at any one time. There will be food concessions on site.					
Poor planning of the event by Walmer Parish Council	Public	Medium 24	The Clerk to the Parish Council and the Events Working Group are jointly responsible for organising the event.	Low 8	
Visitors and stall holders put at risk from foreseeable hazards			The Clerk will ensure all mandatory requirements are met. The Working group will approve these and the whole Parish Council will be kept informed of arrangements.		
The Council will not be able to demonstrate compliance with legal requirements or be sure that risks have been identified unless they are documented			A group of councillors have volunteered to assist with the event on the day and have been allocated time slots for working. All are appraised of the stewarding plan and emergency plan drawn up in conjunction with the experienced stewards		



			of the Deal, Walmer and Kingsdown Regatta Committee.  Either the Clerk or a senior councillor will be on site at all times  All practices deemed unsafe by the team or that are not in accordance with the submitted documentation will be stopped until satisfactory changes can be made.			
Stalls – incorrect installation leading to trip hazards	Public	Medium 24	Stall holders are told to keep gazebo ropes close to their stall. They are advised to have their own Public Liability Insurance in place. Stewards marshal the stalls throughout the event, checking on the safety of tables and gazebos.	Low 8		
Stalls – merchandise falling/blowing from stalls creating trip hazards	Public	Low 12	Stall holders are responsible for their own merchandise and for ensuring the area around their stall is safe from trip hazards. Stewards monitor the area for potential problems	Low 8		
Power supply – Electricity supply and use of generators – power leads creating trip hazards. Generators creating fire hazards	Public	Medium 40	Electricity to be taken from the bandstand. Caterers using generators reminded to keep rubbish and combustibles clear and to have a fire extinguisher on hand.	Low 12		

Food concessions - Public health	Public	Medium 16	Only pre-agreed licensed concessions allowed on site. All concessions registered with their "home" local authority in accordance with food safety legislation All caterers must forward a copy of their food hygiene certificates prior to the event	Low 8	
Food concessions - fire	Public	Medium 24	No combustibles will be stored near the generator and they will be in a well-ventilated area.	Low 12	

Hazards and Effects	Affecting Whom (staff / visitors / public / contractors)	Risk rating with no controls	Existing Controls (if any)	Residual risk rating (With existing controls)	Actions required where residual risk is still too high
Uncontrolled vehicle movements on site Collision with other vehicles or pedestrians	Public	Medium 32	Car parking clearly signed. Stewards on duty to control vehicle movements. Vehicles allowed on site in single file and follow the directions of stewards to next available parking space. No vehicle movement allowed on site between 8am and 4pm	Low 12	Extra stewards needed from 5.30 am to get vehicles off the highway and parked as quickly as possible. Car park area to be completely taped off with no possible access for vehicles onto the promenade. Extra stewards to remain in place throughout the day Extra radios needed to maintain contact between councillors/event staff and car park stewards
Rubbish – slips/trips	Public	Medium 16	Refuse bins are provided throughout the site. The local authority has been requested to undertake extra rubbish	Low 4	

				collection during the day. Stall holders and concessions are reminded to take their waste home as it is deemed trade waste. Concessions will provide their own litter bins next to their outlet Stewards and councillors to litter pick at the end of the event or throughout the day during windy conditions		
First Aid – initial medical attention which will prevent small injuries escalating	Public	Medium 40	Medium 40	First aid to be provided by Blue Light First Aid (TBC) which has provided an assessment of medical need based on the size and nature of the event. The provision will include one mobile treatment unit and two medical officers.	Low 12	
Cash Collection - theft		Low 6	Low 6	Stall holders responsible for their own cash collection arrangements and security. Donations to local charities to be openly guarded by two councillors. Collection to be counted and verified by two councillors or staff members at the end of the event.	Low 2	
Emergency evacuation poor provision for the access of emergency vehicles	Public	Medium 40	Medium 40	Communications available between stewards. Stewards clearly visible PA system on site to advise public of emergency situations. Layout of stalls pre-determined to avoid bottlenecks Written emergency procedures	Low 12	

			drawn up. Stallholders positioned by stewards and marshals and lanes between stalls monitored throughout the event to maintain minimum width for emergency vehicle access at all times.			
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Signature of Assessor: \_\_\_\_\_

Date: \_\_\_\_\_

WALMER BROCANTE Bank Holiday Monday 30 August 2021EMERGENCY PLAN AND STEWARDING GUIDELINES

**OVERVIEW** The Brocante is to be organised by Richard Styles on behalf of Walmer Parish Council. It is to be placed on Walmer Green and open from 8am to 4pm. Canterbury Auction Galleries will be present for on-the-day valuations and guidance. Walmer Parish Council office staff will co-ordinate the booking of the stalls and ensuring payments for such are received before the day. Roy Stone (Deal Community Carnival Association) will be the Site Manager for the day and will supply a number of official stewards to man the car park and assist as required. All officials on the day will be easily identified by badges and / or hi-visibility clothing.

**THINGS TO NOTE** Entry will be by pre-allocated stall holders only. All entries are to enter the site via the 'Fisherman's Access' path midway across the grass. Noise will need to be kept down while the event is being setup due to the proximity of the local housing. Walmer Parish Councillors will oversee the placing of the stalls. Deal Community Carnival Association will oversee the set-up of the car park and guide visitors safely to car park spaces. TMS Stewards will support both areas of the event, moving around as the ebb and flow of visitors dictates. First Aid will be provided by Blue Light First Aid Services.

The stewards from DCCA will be in place from around 5am, with a staggered report time to ensure cover all day. The stewards from TMS will be in place from 6am until 4pm. They will not have a specific Control Point but will maintain a presence at all times within the car park and stalls areas. Their job will be to ensure the safety of all persons present, plus looking after any lost children.

They will patrol the area during the event, wearing hi-visibility clothing, and will report any problems with the stall-holders to the event organiser. They will liaise and assist the organiser as required to ensure a safe event and will assist the Police and First Aiders if called upon to do so. Enclosed are a set of stewarding guidelines, which will be used to brief each steward as they report for duty.

Walmer Parish Council will be responsible for compiling a Risk Assessment and plan for the event. DCCA's own structured emergency plan will be explained to the organiser and will be carried out by all stewards.



## EMERGENCY PLAN

The following is based on the standard DCCA full emergency routine and will supplement any plan drawn up by the event organiser.

If there is any incident, the idea is that the DCCA Chief Steward will take control and will make any decision regarding actions to be taken, consulting the Event Organiser, Richard Styles, at all times. Roy Stone will be appointed to that position for the day. A Senior Steward will be appointed to take over control in the unlikelyhood that the Chief Steward becomes unavailable to deal with any situation as required. Roy will inform the Event Organisers immediately of any decision taken, and why. Because of the nature of the event, emergency vehicle access can be maintained alongside the RNLI hut at all times. It will be imperative that correct information is supplied at all times during any emergency and that the emergency services are met and escorted to the incident. Stewards should act immediately upon hearing any emergency call put out over the radio.

Likely incidents can be broken down into 4 main types;

FIRST AID INCIDENTS

CROWD CONTROL

FIRE

BOMB

For simplicity the initial call to the Chief Steward will be a 'CODE 9' call, with a follow-up call to ascertain the actual incident details, if it is anymore than a First Aid incident. For all 'CODE 9' calls the First Aid point will be put on standby until the second call.

Incidents are to be dealt with as follows;

### FIRST AID INCIDENTS

Any incident where a First Aider is required to attend, from a basic requirement to a physical assault which may require the Police to be present as well, will require a 'CODE 9' message being broadcast on the radio, with a location and brief, but precise, details. The Chief Steward will then decide on the action to take, and whose presence is needed. He will be responsible for informing the First Aiders and Police as required. Non-radio equipped persons should inform the Chief Steward in person as quickly as possible. The Chief Steward will decide whether an Ambulance requires to be called.

### CROWD CONTROL

At any time that it appears that members of the crowd are becoming unruly or abusive, the nearest steward must inform the Chief Steward at once, using the phrase 'CODE 5' on his radio. No steward is to try to tackle any crowd control incident alone. If he is a non-radio equipped steward, he must find a radio steward at once. It is important that the precise location of the problem is passed on.

The Chief Steward will then assess the situation and, using a loud hailer if required, attempt to calmly bring the situation under control. If it appears to be getting out of hand, persons nearby must be evacuated swiftly from the area and the emergency services called. All nearby pathways and roads can be used as emergency exits.

### FIRE

Any steward receiving a report of a fire is to pass the full details (using the phrase 'CODE 10' over their radio) to the Chief Steward at once, who will make the decision as to when the emergency services might be called, and as to what action to take in the meantime. Fortunately, the chances of any stall catching alight are very slim, but the danger is always there.

There is, however, also a slim possibility of property near the event being found alight. In this case, the emergency services will need to be called at once (by the Chief Steward) and a full evacuation and sterilisation of the immediate area will be called for.

At no point will any untrained steward handle any fire fighting equipment, including extinguishers.

## BOMB

This is the most important part of any emergency plan, and can be broken down into different levels of seriousness, from a lost bag to a full scale incident.

If any steward receives a report of a bomb threat warning, either from a member of the public or on their own mobile, they must contact the Chief Steward at once (using 'CODE 15' on their radio if it is safe to do so). Action to be taken will be decided by him.

If a report of any suspicious package / lost bag is received, then the Chief Steward must be informed at once of its location and description. The Steward team will then be told to not approach the bag itself, nor use their radio or mobile within close proximity to it.

Any evacuation / action will be decided by the Chief Steward, after consulting the Event Organiser.

In the event of an actual bomb explosion (and gas explosions must be counted as bombs until any investigation is completed), the Chief Steward will announce an immediate evacuation of the area and a closure of the event. The immediate area is to be cordoned off by the stewards and all persons escorted away from the area. Do not attempt to enter any premises unless authorised to do so by the emergency services.

## Evacuation areas;

All areas of the Green are to be treated as emergency evacuation areas, so all walkways and exits must be kept clear of any large obstruction at all times.

An Emergency Evacuation Assembly Area will be established by the Chief Steward at the time of any major incident, taking into account the size and place of the situation as it arises.

## Lost Children:

A position within the First Aid area will be designated the Lost Children point. A message of "lost child" will be broadcast to the Chief Steward, who will action the call immediately. A description of any lost child will be gained and circulated as fast as possible. Stewards and helpers will be allocated search areas and the police will be informed if required. If a child loses their parents or guardians then a similar broadcast will be made and actioned. Once found, all stewards will return to their normal duties.

## Cancellation / curtailment;

Richard will make all decisions regarding the safe running and holding of the event in conjunction with the Chairman of WPC. If it has to close early or be cancelled due to inclement weather or a waterlogged surface then she will be responsible to make that decision.

### STEWARDING GUIDELINES & EXPECTED TIMINGS

The Emergency Plan is to read out as part of the steward briefing. All stewards attending will be briefed as to what actions to take in any situation. A copy of these guidelines will be placed in the Chief Steward's vehicle along with a copy of the above Plan.

The job of the Stewards will be to ensure the wellbeing, health & safety of all stallholders and attendees at all times. They will be responsible for ensuring a safe and well-run car park is maintained at all times and that a constant patrol of the stalls is undertaken. They will also assist in the safe entry and dispersal of all stallholders, ensuring that at no point the road nearby becomes clogged up or affected by the movement of vehicles on and off the site. They are not to try to direct or control the traffic flow along The Strand, unless directed to do so by the Police.

The event will run from 8am to 4pm, with stallholders arriving from 5am to check in. The Event Organiser will appoint a check-in area and a steward must be on hand at that area to ensure a safe flow of vehicles is maintained. Only one entrance will be used into the event. The stallholders will be allowed to park one vehicle per 'pitch' behind their stall. All other vehicles must be parked in the public car parking area past the RNLI building.

Only those persons who have pre-reserved spaces and have checked in with Richard are allowed to have a stall. Stall areas will not be marked out, although an approximate size will be allocated to each person; there will be three sizes, depending on the type of vehicle being used. They will be allocated on a 'first come, first placed' basis. Stewards noticing any person attempting to 'alter' their stall too much must inform the Chief Steward.

Unauthorised stalls will be reported by the stewards to Richard.

No food outlets are allowed under the terms of the event license, other than those pre-authorised by Richard himself. Any stalls / barbecues selling food must be reported to the event organiser. Barbecues, etc are subject to fire hazard controls, so the stewards are allowed to inspect and remove any breaching the regulations.

At no point must any steward approach the unauthorised stall holder direct, as this could become confrontational if not handled correctly. Richard will deal with such incidents.

Any problems / concerns noticed whilst the stalls are setting up must be reported to the Chief Steward at once.

Stewards will be in place to ensure the safety of all persons present within the event area. Stall holders can call on any steward for assistance, as can any member of the public. Please ensure that the Chief Steward is informed of any such request at once.

Each steward will be issued with a small notebook. In this they will take a note of any incident / request that they are asked to deal with. Time of request and action taken will also be noted.

A Senior Steward, to be appointed on the day, will hold a 'day book' to record events / incidents / actions taken as reported to them. In the unlikely event that a major incident or problem has occurred during the day, using both the notebooks and day book should ensure a proper record is kept of the action taken by all attending

stewards. The books must be handed over to the Senior Steward at the end of the event.

Stewards will be responsible for ensuring that no vehicle attempts to drive inside the event area whilst the public are present. They will also be responsible for getting any bikers / skateboarders / moped / motorbike riders attempting to enter the area to dismount and walk whilst in the event area. Any person who ignores the request must be reported to the Chief Steward and a note must be made in the steward's own notebook. The Chief Steward will then decide on any further action to take. If there is a Police presence in the area at the time of the incident being recorded, details will be passed over to them to action officially.

If the Chief Steward is unavailable at any time, then the Senior Steward will be available to make any decisions required.

Please note that the appointed Chief Steward also has the dual-role of Site Manager. A minimum of two stewards will be required from 5am; a further two will be required at 7am; other stewards will be required during the day as available.

Actual timings will be decided by the Chief Steward on or before the day.

5am Chief Steward to report to assist the checking in of the stallholders and to set up the car park area.

6am Two stewards are to report to the Chief Steward to assist in locating the correct pitches for the stalls. This will involve directing vehicles safely into the area. The car park is to be marked up / coned off and signage to be erected.

Two further stewards to turn up before 7am for car park duties.

7am Car Park to be manned by at least 2 persons.

7.30am A physical sweep of the whole event area will be undertaken by the Chief Steward to check that the event is safe for the public to be admitted.

8am Event to officially open to the public.

A minimum of 3 stewards are to be on duty all the time the event is officially open to the public. Additional persons will be asked to help assist at the peak times and to relieve the other stewards for short breaks / lunches.

3pm+ Stewards to be prepared for the official closing time of 4pm.

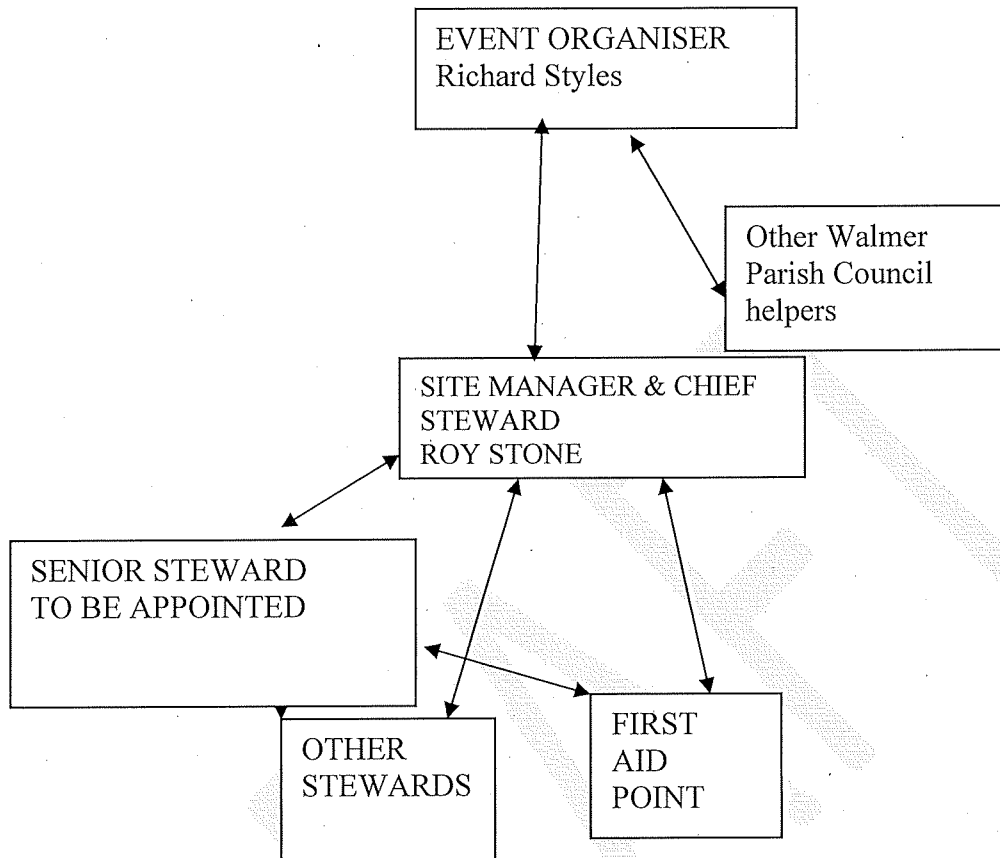
Car Park should be manned by at least 2 persons; 2 others to position themselves within the stalls area. As stalls begin to pack up, ensure members of the public have sufficient, safe room to move away from them. Stallholders should begin to tidy up and stack their items to one side to enable a swift departure at 4 when the event closes.

4pm The Strand / The Beach will need fully covering to ensure the safe dispersal of all stalls and public cars. The entrance used will now be the main exit for stallholders, though some will be directed around the RNLI hut.

5pm+ End of event.

If the event needs to be closed early, the Event Organiser will consult the Police and Chief Steward on how to carry out this task within the original event plan, as already agreed with Dover District Council, Kent Highways and Walmer Parish Council.

### CHAIN OF COMMAND DIAGRAM



A list of phone contact phone numbers will be provided on the day for all officials, which will be held by those officials.

All official Stewards are to wear suitable hi-visibility clothing, carry note books and torches and a radio as required.

### LONE WORKING

As all Stewards are expected to hold a radio they will be able to work alone or out of sight of the other Stewards. Those that find themselves without radios will be asked to remain in the vicinity of the main event area at all times.

### STEWARD BREAKS

In accordance with National Health & Safety guidelines, all Stewards will be given regular breaks and time to have drinks and food; some of this will be provided by the Event Organiser. In the case of extreme weather, an area out of the sun or wind / rain will be found. Soft drinks (water) and sun cream will be on hand in the Chief Steward's vehicle.

DIAGRAMS / PLANS OF THE EVENT SITE;

Over the next three pages a set of basic plans are shown;

#### PLAN A

The area between the RNLI Hut and the Cafe which is used as a predominately Disabled Parking area, with reserved sections for the RNLI, emergency vehicles, VIP's and other officials. No charge is expected to be made for the car park, though a collection for charity may be made on the day. At all times, access to the cafe will be maintained.

#### PLAN B

The area from the rear of the cafe along to the far end of the white fence (along The Beach). This is where the majority of cars will be parked up. Consideration will be made for any requiring access to the Sailing Club. Around 400 cars can be safely parked in this area, though it is usual for less than that to be there.

#### PLAN C

The event area itself.

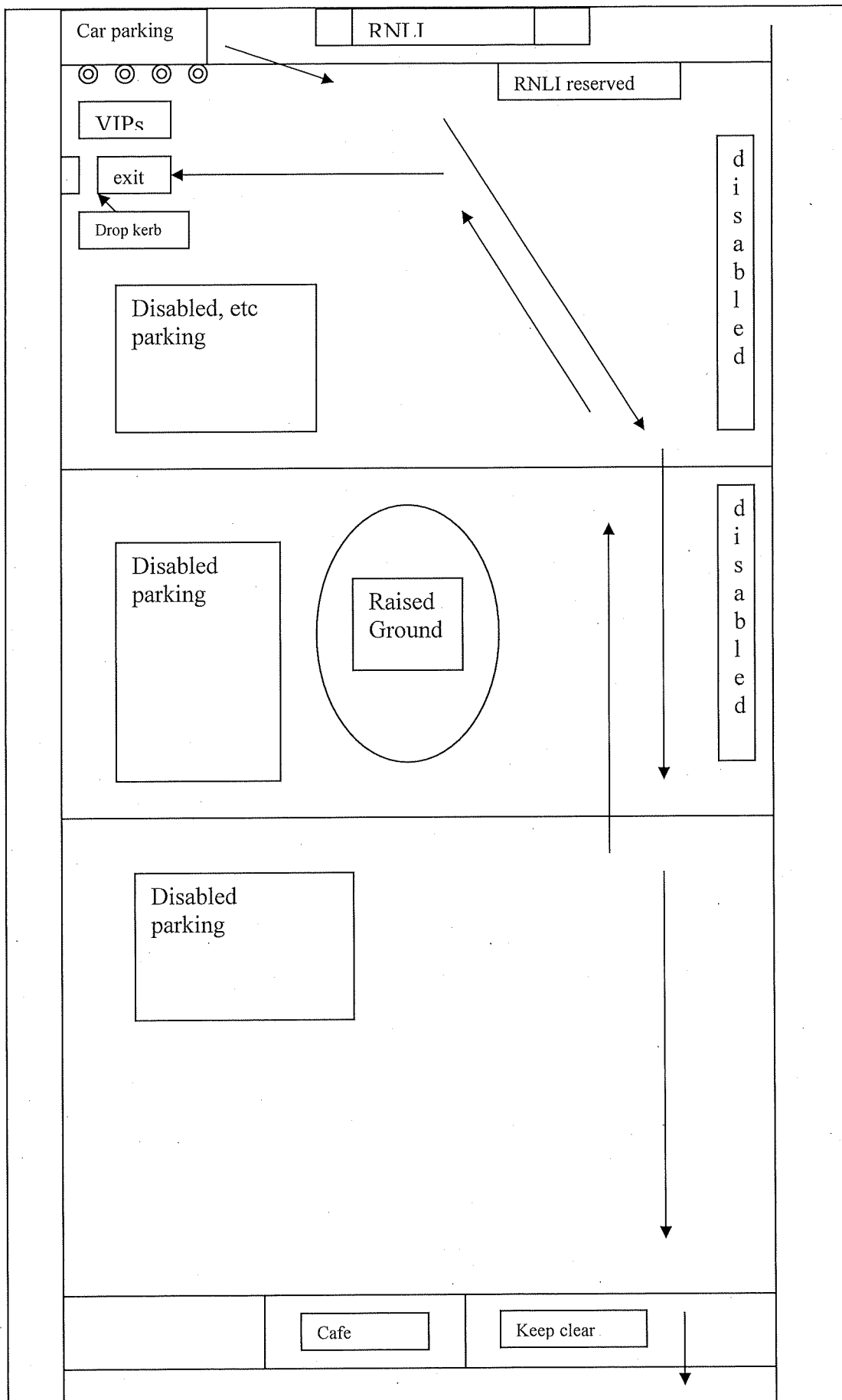
'E' and 'L' shown on the plan are the direction that Large vehicles (L) may be brought onto the site and the main Evacuation routes (E) for those attending the event. The Catering van is moveable within the area (this depends on the number of expected stalls, the direction of the prevailing wind on the day, etc); the number of rows of stallholders is changeable on the day; the toilets can be placed elsewhere if required; any tents, etc which may need to be erected for the first aid, etc, are not shown.

The entrance 'barriers' illustrated are a temporary 'metal stakes with haz tape' arrangement to funnel the vehicles safely off the road to the check-in person. These are then removed before the event starts. Cones and haz tape are used to close off each end of the 'fisherman's access path' which runs through the centre of the event area. Temporary haz tape / stakes are placed in the area near the 'mural wall' to stop vehicles bouncing the kerb there – shown as 'orange barrier' as orange netting may need to be used.

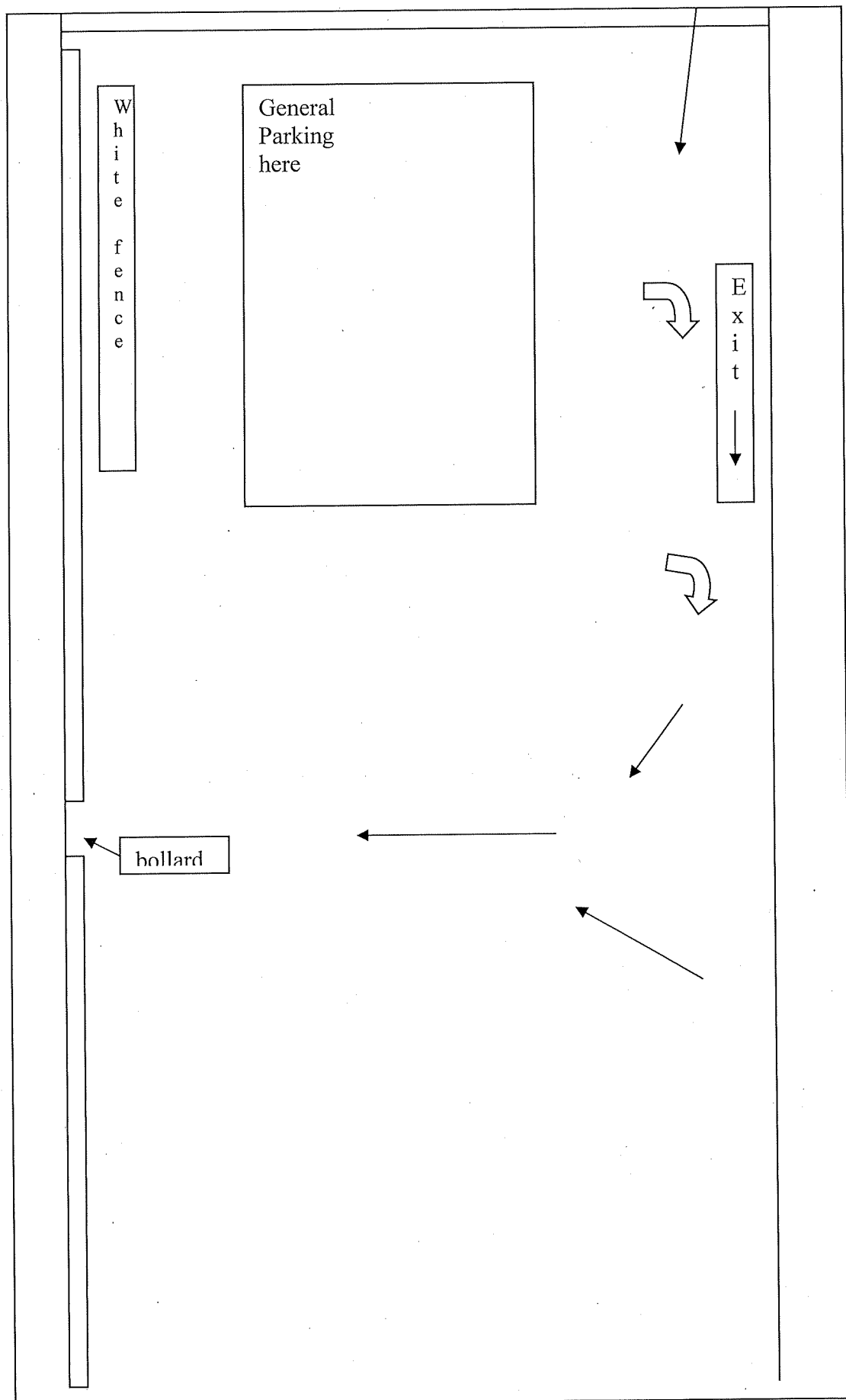
No fencing / barriers are used to separate off the event as it is free-to-enter and the position of the first two rows of stalls will provide a safety barrier for those attending.

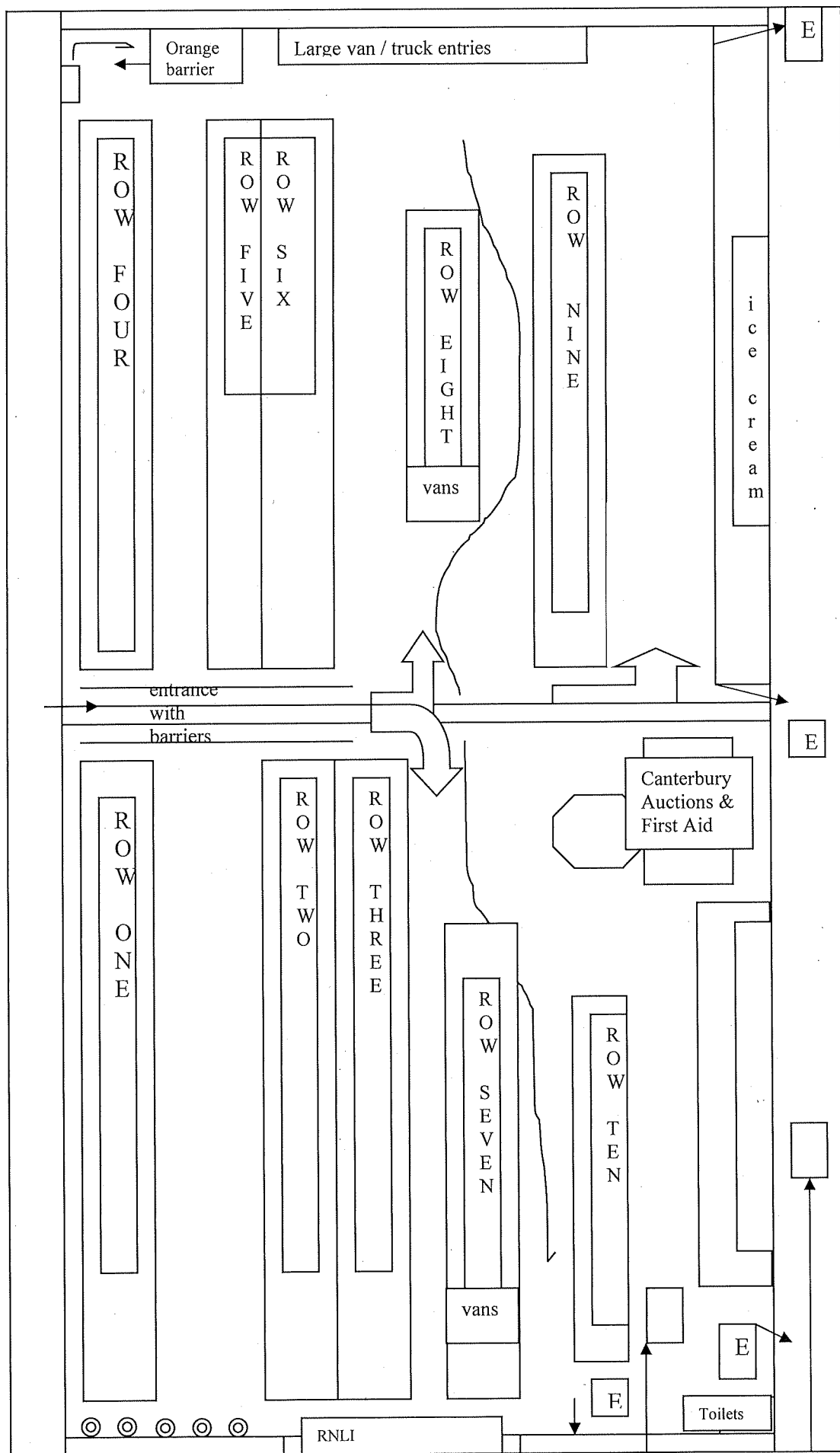
A nominal gap of 18 feet between rows will be maintained throughout the site.

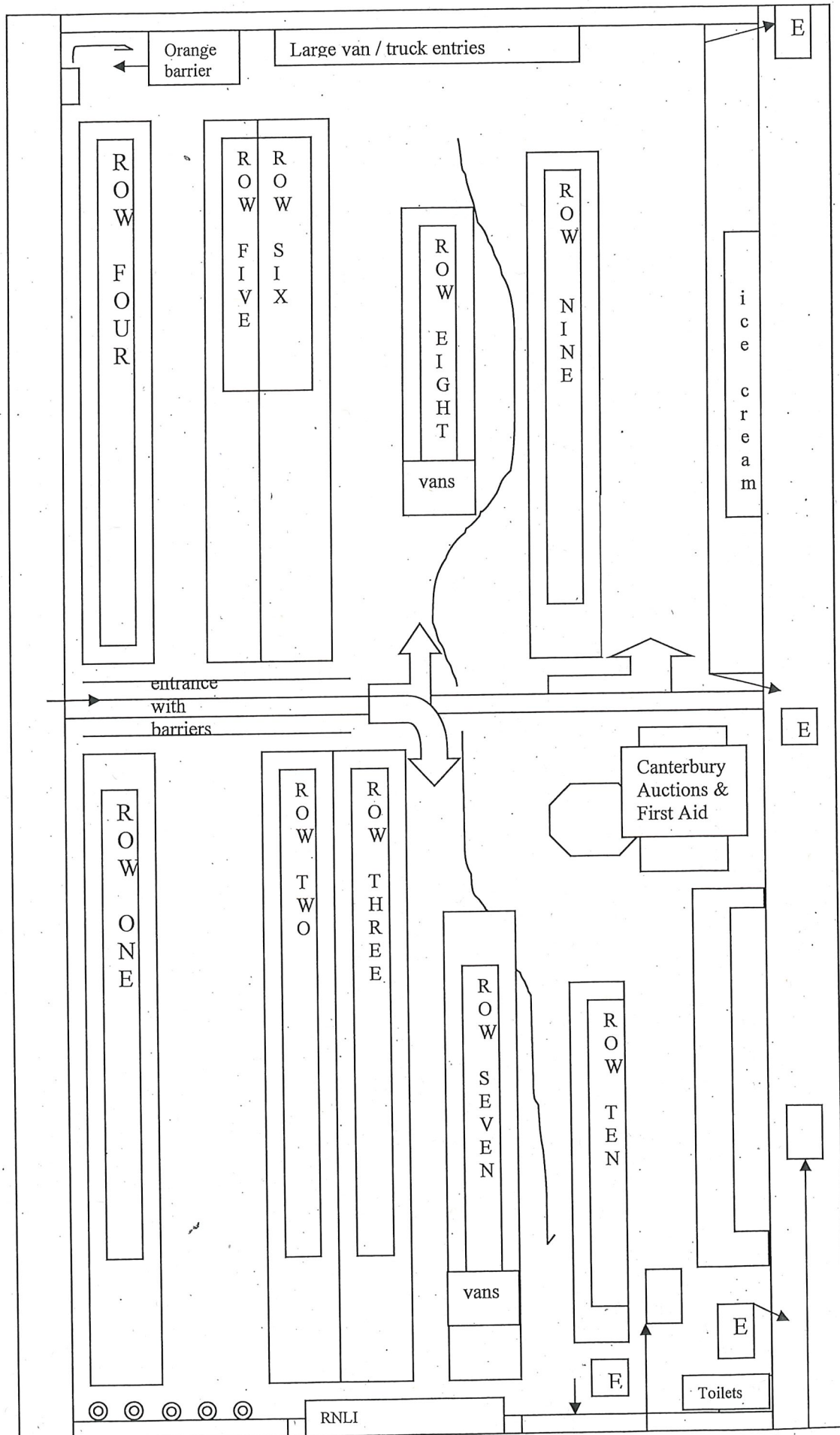
A more up to date plan will be drawn up nearer the day, with the first aiders receiving a version with a grid pattern on it for any emergency situation.











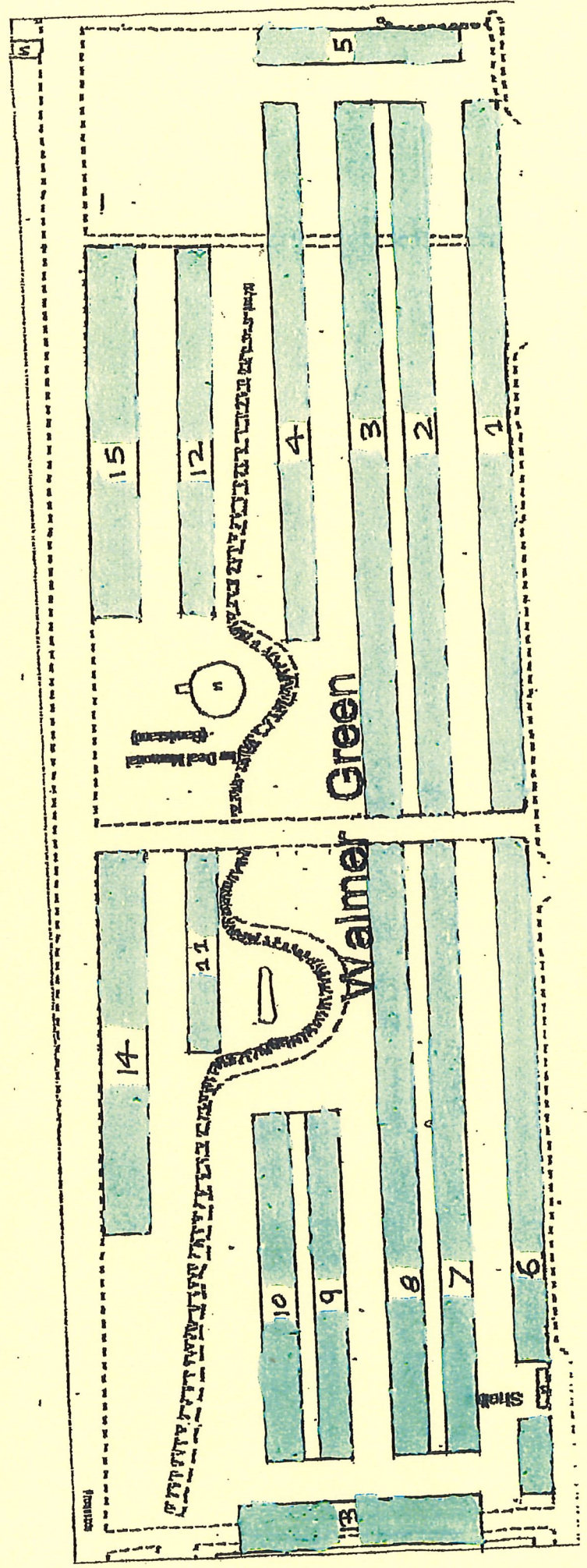
ROWS : 1 to 12 all 4m wide

ROW : 13 [side of paddling pool] 6m wide      ROWS : 14 & 15 [along promenade] 6m wide

Gap between rows : 2 & 3, 7 & 8, 9 & 10 – 2.5m wide

ALL WALKWAYS TO HAVE MINIMUM WIDTH OF - 5M

PITCH SIZE :    SMALL 5.5m x 4.0m      MEDIUM 6.7m x 4.0m      LARGE 9.1m x 4.0m





Attach 6.

# Catering 2021

Approved to do it in 2020 but was cancelled		Agreed Cost	Selling	Sent email	Would like to attend 30 August 2021	Received Payment?
Karen Evans	Bessie the Caravan	150.00		25.03.21	Replied yes would like a pitch	
Lee Hallett	Dine Alfresco -07955 233392	180.00		Telephone		
Terry Fulton	Dough Dough Pizza	180.00		25.03.21		
Ms V Corney-Young	The Street Pantry	150.00		25.03.21		
John Ashbee	The Candy People	50.00	candy floss	25.03.21		
Melvin Nobbs	Nobbs	75.00	ice cream	Letter		
Katie Morrison	Solley's Farms Ice Cream Ltd	75.00	ice cream	25.03.21		

# Zero-Waste Events with Plant-Based Catering for WPC Events

## Zero-Waste Events

A zero-waste event is designed to reduce or even eliminate the production of waste and limit the use of raw materials, through different areas of action:

Reducing waste at source (because the best waste is still one that isn't there!), reuse, recovery, recycling and composting.

This would apply to any of our events at present - Brocante, Children's festival, Christmas Carols - and any possible future events such as "Green on the Green" etc.

## Why?

- Less waste going to landfill is kinder to the environment
- Less litter makes it easier and faster to clean up post-event
- Less litter makes our events look and feel better
- Public attendees to the event feel good about wasting less, giving our events a positive ethos
- It is a public demonstration of our commitment to combating the climate emergency and going carbon neutral
- It would make our events more attractive to sponsors and attendees
- Highlighting a zero waste approach at our events gives us the opportunity to engage with the public on the subject of the climate emergency and help/advice them on how they can help too
- A zero waste event will create goodwill amongst our team, suppliers and stall holders

## How?

Follow a 4-step approach to achieving zero waste:

1. Reduce incoming waste - all materials need to be reusable, recyclable or compostable
  - Manageable from the councils perspective as we re-use most items already
  - Must liaise with event caterers to ensure all cups, cutlery and plates/bowls follow this approach - returnable items (with a deposit) or compostable receptacles are ideal as recyclable food containers are often contaminated which makes them unviable for recycling.
  - Any items given out by stall holders (Brocante) and entertainers (Children's festival) would need to follow the same scheme. I am thinking of bags, kites (deposit for return?), balloons etc.
  - Food items to avoid would be anything sold in non-recyclable packaging such as crisps, candy/chocolate bars, paper coffee cups lined with plastic and non-recyclable plastic bottles
  - Clear communication pre-event with all parties involved will enable much greater cooperation during the event
2. Choose the right bins - the types of materials will determine the type and numbers of bins required

- If the events follow a zero-waste policy then recycling, composting and food waste bins would be the main ones needed.
- As with our new bins on the seafront the bins should be grouped in 'stations' with one of each type to encourage attendees to separate the waste products.
- Clear signage detailing what to put in each bin is essential as well as information detailing why we are following a zero-waste system.

3. Let people know - it is essential to educate and guide the attendees, caterers and stall holders

- Prominent clear signage at the bin stations will enable people to use the bins effectively and explain why we are following a zero-waste policy
- Publicising zero-waste at the event will not only ensure effective use of the bins but will make people more aware of the need to pursue a waste reduction strategy in their personal lives too.
- Having staff at/near the bin stations, if at all possible, would really enhance the effectiveness of the bins and give a better opportunity in educating the public about waste reduction.

4. Capture feedback - this will clarify what we are doing right and wrong in regards to this policy and how we can improve it

- Liaise with the waste collection company to determine how well the bin system worked
- During the event note how full each station became to determine better positioning for the future
- Record any feedback from the public to determine if the policy is approved, as well as any criticism (constructive or otherwise!)
- Share feedback with caterers, collection company and stall holders to encourage more engagement with the policy at future events.

### Event Suppliers

[eventsupplies.co.uk](http://eventsupplies.co.uk) - biodegradable cups, tableware and cutlery and takeaway containers made from cornstarch and sugarcane.

[thecompostablecupcompany.co.uk](http://thecompostablecupcompany.co.uk) - surprisingly sell compostable coffee cups but also cutlery, food containers and straws. As well as paper bags.

[partyplastics.co.uk](http://partyplastics.co.uk) - range of biodegradable drink/food containers and cutlery

[evolutionpackaging.co.uk](http://evolutionpackaging.co.uk) - can provide biodegradable plates/bowls, food containers, cold and hot cups, cutlery, packaging and bags

### Plant-based Catering



Encouraging plant-based eating is crucial to combating the climate emergency as animal foods contribute such a large proportion of the food systems climate impact. Deforestation around the world is also led by the need for more grazing land for animals and the planting of crops to feed them.

I think it would be unrealistic to immediately transition to entirely plant-based catering at our events but we can certainly encourage our existing caterers to provide more vegan/vegetarian options as well as bring in some entirely plant-based caterers. Detailed below are a few I have found in the south east UK.

#### The Fat Carrot - [thefatcarrot.co.uk](http://thefatcarrot.co.uk)

A vegan and vegetarian catering company based out of Cranbrook, Kent. The menu seems to be a mix of savoury and sweet options. They cater at quite a range of different events, as well as attend local farmers markets and run their own cafe in Cranbrook.

#### Veggie Planet - [www.veggieplanet.co.uk](http://www.veggieplanet.co.uk)

They are a vegan and vegetarian catering company that work at a range of events throughout the UK. They are based out of Tunbridge Wells. The menu is a range of burgers, wraps and falafel. Their stalls include a fully restored Citroen H-van, purpose-built Catering Trailer, GeoDome (looks amazing!), and Gazebo build-ups.

#### Wolf & Guzzle - [www.wolfandguzzle.com](http://www.wolfandguzzle.com)

A vegetarian caterer that offers tapas style food. They are based out of Hastings, East Sussex. Even better all their packing is made out of biodegradable materials so no need to talk to them about zero-waste!

#### The Green Grill - [thegreengrill.com](http://thegreengrill.com)

A vegan caterer from East London specialising in plant-based burgers and hotdogs.

Pitch Sizes as agreed in 2020

Size	No. of Pitches	Measurements	Cost	Booked Pitches Already	Available Pitches to sell for 2021
Regular	x77	18 ft x 10ft 5.5 m x 3m	£40.00	44	33
Large	x70	23ft x 10ft 7m x 3m	£50.00	30	40
Charity	x10		£10.00	4	6

Attach 7.

### Charity Pitches

	Name	Payment	Charity
2020/46 Large	Mrs Fowler	Paid in 2020	Ace Animal Care Egypt
2020/03 Regular	Ms Wilkins		Monkton Nature Reserve
2020/24 Regular	Mr Snow		Spartan-warrior
2020/25 Regular	Mr Snow		Spartan-warrior

### Would like a Pitch

waste free refill van

Betty Johnson

Attach 8

Attach 1

P Wave Medical Ltd - Quote (SQ-106) for £222.60, on 25/03/2021 (Expires on 24/04/2021)

P Wave Medical Ltd <donotreply@sageone.com>

Thu 25/03/2021 13:39

To: Admin - Walmer Parish Council <admin@walmercouncil.co.uk>

📎 1 attachments (51 KB)

Sales\_Quote\_SQ-106\_P Wave Medical Ltd.pdf;

## P Wave Medical Ltd

### QUOTE SQ-106

TOTAL  
**£222.60**

EXPIRY DATE  
**24/04/2021**

[View Quote](#)

Hi Joanne,

Thank you for your enquiry - we hope you'll like the quote attached in PDF.  
Please let us know if you'd like to go ahead and accept it.

The date you have requested is extremely busy, and space is limited as we also have 2 large scale festivals booked in (pending restrictions) so we do ask that should you wish to proceed to please let us know sooner rather than later.

If you have any questions or would like us to amend the quote, please just let us know.

Looking forward to hearing from you, and hopefully working with you all once again in the coming months.

Kind regards,  
P Wave Medical Ltd  
0800 228 9971

**Issued To:**

Joanne Watson  
Walmer Parish Council  
8 The Strand  
Deal  
Kent  
CT14 7DY

**Deliver To:**

Joanne Watson  
Walmer Parish Council  
8 The Strand  
Deal  
Kent  
CT14 7DY

**SALES QUOTE**

**Issue Date**  
25/03/2021

**Expiry Date**  
24/04/2021

**Reference**  
Brocante 2021

**Customer Code**  
WPC2018

**Number**  
SQ-106

Description	VAT %	Net Amt
First Responder 30/08/2021 (08:00 - 16:00)	20.00	92.00
First Responder 30/08/2021 (08:00 - 16:00)	20.00	92.00
Medical Equipment and Clinical Waste Disposal	20.00	0.00
Ofcom licesened Digital Radios	20.00	0.00
Medical Gazebo	20.00	1.50

VAT Rate	Net	VAT
Standard 20.00% (20.00%)	£185.50	£37.10

Net Amount	185.50
VAT Amount	37.10
<b>TOTAL</b>	<b>£222.60</b>

**Terms and Conditions:**

Thank you for requesting your quotation from P Wave Medical Ltd, and I hope you will be pleased with it. Unlike previous years we are now VAT registered.  
As with all bookings should you accept we will require a 10% booking deposit, which we will invoice for upon your acceptance.

Admin - Walmer Parish Council

Thu 25/03/2021 13:07

To:events@integratedmedicalsolutions.co.uk

First Aid quote request.docx

50 KB



Good afternoon,

We are again looking to arrange cover for this year's event to be held on - **Bank Holiday Monday, 30 August 2021, 6am until 5pm** and as you provided a quote last year I wondered if you could provide the same again?

I look forward to hearing from you.

Kind regards

Joanne

Joanne Watson  
Admin Assistant

Walmer Parish Council  
8 The Strand, Walmer, Kent CT14 7DY

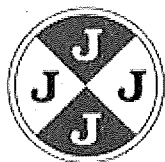
Tel: 01304 362363

[admin@walmercouncil.co.uk](mailto:admin@walmercouncil.co.uk)

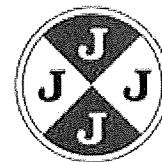
[www.walmercouncil.co.uk](http://www.walmercouncil.co.uk)

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Attach 11.



# FOUR JAYS GROUP



Barling Farm East Sutton Maidstone Kent, ME17 3DX

Tel: 01622 843135 Fax: 01622 844410 Email: enquiries@fourjays.co.uk www.fourjays.co.uk

## QUOTATION

Walmer Parish Council

FAO Joanne Watson

8 The Strand

Walmer

Deal

Kent

CT14 7DY

REF: TMP091501

15 March 2021

Dear Joanne

**Re: 4 Event toilets for use at Brocante on Bank Holiday Monday on 30.8.21**

Thank you for your recent enquiry. As requested I have pleasure in detailing a quotation for the above event.

<u>Qty</u>	<u>Description</u>	<u>Price Each</u>	<u>Total</u>
4	Event Toilet (1-5 day weekend hire, light available additionally on request @ £5.00 each)	£47.25	£189.00
2	8am Monday Delivery/Collection Monday 5pm	£186.00	£372.00

*Option: Sunday Delivery @ £161.00*

*A 25% deposit is payable on order with the balance being due 28 days prior to the event date. If you have to postpone due to COVID restrictions we can roll your booking forward to your new date, subject to the stock being available, if you have to cancel we would refund any payments, provided we have not delivered.*

Sub Total	£561.00
VAT	£112.20
Total	£673.20



**From:** Tony Pratt

**Sent:** 02 March 2021 13:35

**To:** Admin - Walmer Parish Council <[admin@walmercouncil.co.uk](mailto:admin@walmercouncil.co.uk)>

**Subject:** Re: Brocante - Bank Holiday Monday, 30 August 2021

Dear Joanne

Thank you for your Email to update us as to hopefully, when the Brocante can be held.

We are happy to help with our Valuations in August, but we had suggested to Kirsty that we would also run a Charity Stall as we currently have a large selection of Antiques etc donated by our clients and buyers. We had thought we would do this along side the Valuations with All proceeds going to The RNLI or the Salvation Army which is our current Charity Partner.

I would see this being done from the Bandstand.

Please confirm that you are still happy to go along with this as we would really like to make a decent amount of money for one of our Charities as it would seem that the Valuations don't really make sufficient for all the work it involves

Please let us know your views

Regards & Best Wishes

Tony Pratt

Chairman

The Canterbury Auction Galleries