

**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 20th July 2021

**To Councillors: Mrs M Beard Gould, G Bearman, P Heath, D Thompson, P Jull, Mrs S Fisher**

I am writing to confirm that the next meeting of the **EVENTS COMMITTEE** will take place on  
**Tuesday, 27 July 2021 at 7pm – 8 The Strand, Walmer**

**Cllr Mrs M Beard-Gould**  
**Chairman Events Working Group**

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**AGENDA**

**1. WELCOME AND APOLOGIES**

**2. MINUTES OF THE PREVIOUS MEETING**

To approve the minutes of the meeting held on 5 July 2021.

**Attach 1**

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

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

- Report by Admin Assistant.
- To discuss document 'Roles for Marshalls'

**Attach 2**

**Attach 3**

**5. CAROLS BY TORCHLIGHT**

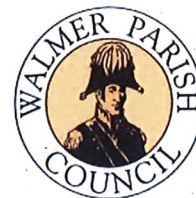
Saturday, 18 December 2021

**6. FUTURE EVENTS**

**7. DATE OF NEXT MEETING**

Tuesday, 17 August 2021, 10 am

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**WALMER PARISH COUNCIL**

**DRAFT Minutes of the Events Working Group held on Monday, 5 July 2021 at 8 The Strand, Walmer at 7pm**

Present: Cllr Mrs M Beard-Gould (Chairman), Cllr Mrs F Fisher, Cllr P Heath, Cllr P Jull, Cllr D Thompson,

Officers Present: Mrs J Watson (Admin)

**701. WELCOME AND APOLOGIES**

Apologies received from Cllr G Bearman.

**702. MINUTES OF THE PREVIOUS MEETING**

Members considered the minutes of the meeting held on 6 April 2021 and the report dated 7 June 2021.

**RESOLVED: That the minutes of the meeting be approved as a correct record and will be signed by the Chairman at the earliest opportunity.**

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

The Chairman will remain as Cllr Mrs M Beard-Gould and Vice Chairman will be Cllr G Bearman.

**Resolved: All agreed.**

**704. Brocante – Bank Holiday Monday, 30 August 2021**

The Report prepared by Joanne Watson was discussed and the following actions agreed:-

**a) Event Management Plan.**

**RESOLVED: Document completed and sent to Dover District Council.**

**b) Risk Assessment Document.**

**RESOLVED: RESOLVED: Document completed and sent to Dover District Council.**

**c) Stewarding Guidelines.**

**RESOLVED: Document completed and sent to Dover District Council.**

- d) Site Plan.

**RESOLVED: Document completed and sent to Dover District Council.**

- e) Caterers'.

**RESOLVED: All now booked and confirmed, awaiting payment from a couple of vendors.**

- f) Members to receive an update on the number of bookings/Charity stalls already booked for 2021.

**RESOLVED: We have three charity pitches booked. All Regular pitches are sold and 8 Large pitches are still available.**

- g) Quotes have been received from two external companies to supply marshals to assist with the event.

**RESOLVED: Probe Security Ltd have been contacted to supply two marshals for the day from 5 am to 3 pm.**

- h) Members discussed placing an advert in the East Kent Mercury.

**RESOLVED: An advert to be placed at a cost of £161 + VAT on 19 August 2021, East Kent Mercury (covering Dover, Deal & Sandwich) + The What's On magazine (countywide coverage) 8x3 (8cm x 10.1cm). To be discussed if a further advert required the following week 26 August.**

- i) The Canterbury Auction Galleries are sadly not able to attend this year.

**RESOLVED: To remove their logo from any new adverts/posters and to invite along next year.**

- j) Members discussed the setting up of the green to accommodate all booked car pitches. Cllr P Heath explained a set-up/map that had worked well in previous years. Cllr P Heath has agreed to explain and show Councillors at an agreed time before the event how the setting up of the event happens. On the Sunday prior to the event Cllr P Heath, Cllr D Thompson and a few other Councillors will meet on the green and spray the grass ready for the arrival of pitch holders.

**RESOLVED: Cllr P Heath unable to assist in the early morning of the event as has a previous engagement. Cllr P Jull unable to confirm if he is able to help. Cllr's Mrs M Beard-Gould, Cllr Mrs S Fisher and Cllr D Thompson available to help during the event. Awaiting confirmation from other Councillors. Admin Assistant to provide Councillors with documents/information that would assist them in helping on the day.**

- k) Members discussed notifying several organisations prior to the event to make them aware.

**RESOLVED:** That the Admin Assistant will contact our PCSO's; Veolia for an extra bin round; DDC for extra toilet rolls for Marine Road Toilets; Bandstand Trust to confirm keys etc.

- l) The Clerk asked the committee if the date for future Brocante's could be held on the Saturday or Bank Holiday Monday in August in future rather than in May due to the problem that the tax year falls over two years.

**RESOLVED:** The Committee would see how this event goes this year in August and then look at other events in Walmer around this date and decide.

**705. CAROLS BY TORCHLIGHT**

**RESOLVED:** Deal Music & Art to confirm if able to assist with this event. Revd. Canon Seth Cooper available on Saturday, 18 December 2021. We are unable to stand on the bandstand itself this year. We are awaiting confirmation that we can use the electric and PA system belonging to the Bandstand Trust still as in previous years.

**706. OTHER EVENTS**

Cllr D Thompson suggested holding a Sports Festival on Walmer Green next year. Further information to follow in due time.

**707. DATE OF NEXT MEETING**

**Tuesday, 27 July 2021 – 7 pm - Walmer Parish Office**  
**Tuesday, 17 August 2021 – 10 am - Walmer Green/Office**

The meeting closed at 20.15 pm

Signed .....

Date .....

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Dated this 20 July 2021

**To Councillors: Mrs M Beard Gould, G Bearman, P Heath, D Thompson, Mrs S Fisher, P Jull**

**CC: Richard Styles, Clerk, Cllr J Murray, Chairman**

**REPORT by Joanne Watson, Admin Assistant**

**Events Meeting – Tuesday, 27 July 2021**

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

**a) Event Management Plan**

This document required by Dover District Council has been updated and checked by Richard Styles and will be sent to DDC.

**DDC to return comment by  
28/07/21**

**b) Risk Assessment Document**

This document required by Dover District Council has been updated and checked by Richard Styles and will be sent to DDC.

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**DDC to return comment by  
28/07/21**

**e) Caterers**

The following caterers have been booked for the Brocante and payments and documents have been received by all.

**Bessie the Caravan (tea/cake)**

**Dine Alfresco (Chips/burgers etc)**

**Real Deal Roasters**

**The Candy People**

**Nobbs Ice Cream**



**f) Pitch Bookings**

We currently have **8 large pitches** left (70 in total) available and **NO regular pitches** (77 in total).

**g) External Marshalls**

Probe Security – 2 marshalls, £13.00 per hour from 5 am to 3 pm booked. Look at hiring some more. **Committee to agree**

**h) Councillors Help on Day** – to confirm helpers/roles/timings. Arrangement for volunteers to get food and drink during day **Committee to agree**

**i) PA Sound System** – Bandstand Trust. **Confirmed**

**j) Advertising the Event**

Advert booked for EKM 19 August. Advert and press release booked for Outlook magazine, 30 July.

**l) Email/Letter to Pitch Holders** – two weeks and 1 week before I will send out confirmation to pitch holders (no refund to be issued due to Covid). **JW to action**

**k) Preparation Week Before**

- Ensure hi-vis jackets and radios available. **JW to action**
- Ensure signs for Lost People Point – located on bandstand. **JW to action**
- Directions for toilets signs made. **JW to action**
- Charity signs for bins made. **JW to action**
- Get banners updated with new date and put -up around Walmer. **to action**

## **Brocante – Bank Holiday Monday, 30 August 2021**

### **Roles for Marshalls**

Cars and catering vehicles will start arriving from 5 am (although on all letters we state not to arrive until 6 am). They will enter the Green and go up Fishermans Path. We will have volunteers in place to direct vehicles off the Strand and into position on as soon as marshals have set up safely. Pitch holders need to be in position by 8 am. The promenade will be completely taped off with hazard tape to prevent cars accessing it from the parking area.

**No un-booked vehicles will be allowed onto the site at any time. They must be parked at the adjacent free public car park.**

**There is a public announcement system on the bandstand for any urgent announcements.**

**Aggressive or rude behaviour to staff or volunteers will not be tolerated**

### **Safety / Emergency Information**

- **Please report to either Richard Styles or Joanne Watson when you arrive and leave for the day (a list of other helpers can be provided for your information).**
- **Please wear a hi-vis jacket/vest**
- **Please collect a radio if available**
- **Richard can be contacted on xxxxxxxx Joanne can be contacted on xxxx**
- **The Bandstand will be used as the main contact centre / lost people / first aid base (Please see attached procedure for reporting lost children).**
- **P Wave Medical First Aid will be on site all day with 2 officers and mobile treatment unit.**
- **Roy Stone, DWKCA will be on site all day as Chief Steward**
- **Volunteers from DWKCA will be on site all day manning the car park.**

- 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 (R Styles) will have an accident book with him for recording incidents.
- If there is any incident, the DWKRA Chief Steward, Roy Stone will take control and will make any decision regarding actions to be taken, consulting the Event Manager Richard Styles at all times. 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.

**Marshalls to ensure:-**

- Once vehicles are in position no movement is allowed until the end of the day at 4 pm.
- Tables, gazebos, and items are not causing potential trip hazards
- **No** food, guns, knives, electrical goods, new market stall goods & livestock are being sold.
- Dogs must be kept on a lead at all times.
- Stall holders and Catering have been asked to take home all litter at the end of the day.
- Litter picking and removal of equipment is taken back to the office (8 The Strand) at the end of the event.

**Please go to the Café on the Green if you would like any refreshments during the day. Water and juice will be available from the Bandstand.**

**Thank you.**