



62 The Strand, Walmer, Deal, Kent, CT14 7DP

Tel: 01304 362363

Web site: www.walmercouncil.co.uk E-mail: clerk@walmercouncil.co.uk

Dated this 28th February 2024

To Councillors: Adrian Friend, Tony Grist, Louise Ludwig, Diana Richardson, Mark Simpson,

Local Residents: Marguerite Beard-Gould (Chairman), David Thompson

You are hereby summoned to attend a meeting of the EVENTS COMMITTEE to take place on Tuesday 5th March 2024 at 5.30pm – No 8 The Strand, Walmer.

**Roland Aldred
Town Clerk**

AGENDA

1. WELCOME AND APOLOGIES

2. DECLARATIONS OF INTEREST

To receive any declarations of interest from Members in respect of business to be transacted on the agenda.

Where a member has a new or registered Disclosable Pecuniary Interest (DPI) in a matter under consideration, they must disclose that they have an interest and, unless the Monitoring Officer has agreed in advance that the DPI is a 'Sensitive Interest', explain the nature of that interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a DPI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation permitting them to do so. If during the consideration of any item a member becomes aware that they have a DPI in the matter, they should declare the interest immediately and, subject to any dispensations, withdraw from the meeting.

Where a member is declaring an 'Other Significant Interest' (OSI), they must also disclose the interest and explain the nature of the interest at the meeting. The Member must withdraw from

the meeting at the commencement of the consideration of any matter in which they have declared an OSI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation to do so or the meeting is one at which members of the public are permitted to speak for the purpose of making representations, answering questions, or giving evidence relating to the matter. In the latter case, the Member may only participate on the same basis as a member of the public and cannot participate in any discussion of, or vote taken on, the matter and must withdraw from the meeting in accordance with the Council's procedure rules.

3. OPENNESS & TRANSPARENCY.

To remind those present of the following: -

The right to record, film and to broadcast meetings of the council, committees and sub committees is established following the Local Government Audit and Accountability Act 2014. This into the rights of the press and public to attend such meetings. While those attending meetings are deemed to have consented to the filming, recording, or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act 1998. Any person or organisation choosing to film, record or broadcast meetings of the Council or a committee is responsible for any claims or other liability from them so doing.

4. MINUTES OF THE PREVIOUS MEETING

To approve the minutes of the meeting held on 30th January 2024.

Attach 1

5. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE ON THE AGENDA

6. EVENTS BUDGET 2024/25

- i. To receive the Events Working Budgets 2024-25.

Enc 1

7. CHRISTMAS EVENT 2024

- i. To discuss and agree format for Christmas 2024 event.
- ii. To review quote received from Dallas Event Services re marquee and staging options.

Attach 2

8. NSSA 2026 REGATTA

- i. To receive a verbal report from Cllr Grist regarding DDC meeting 5th March 24.

9. EVENT PLANNING FOR CHILDRENS FESTIVAL 2024

- i. The Creation Station: review samples and agree craft sessions.
- ii. Agree any other local organisations to invite.
- iii. Event Programme options for approval.
- iv. Draft new webpage proposal.
- v. Food & Drink vendors verbal update by officer.

Attach 3

Attach 4

10. EVENT PLANNING FOR BROCANTE 2024

- i. To agree pitch pricing and wording of Brocante documents for Eventbrite to go-live with booking of pitches on 4 April 2024.
- ii. Receive quote for external security personnel for approval.
- iii. To agree food & drink vendors for event.

Attach 5

Attach 6

11. FUTURE/OTHER EVENTS 2024

- i. Receive quotes for new 10' x 3' Banners for approval.
- ii. Discussion future (new) event ideas.

Attach 7

12. DATE OF NEXT MEETING

Tuesday 23rd April 2024 @ 5.30pm.



WALMER TOWN COUNCIL

62 The Strand, Walmer, Deal, Kent, CT14 7DY

Tel: 01304 362363

Web site: www.walmercouncil.co.uk E-mail: clerk@walmercouncil.co.uk

DRAFT Minutes of the Events Committee held on Tuesday 30th January 2024 at No. 8 The Strand, Walmer at 5.30pm.

Present: Mrs Marguerite Beard-Gould (Chairman); Cllr Tony Grist; Cllr Louise Ludwig, and Cllr Diana Richardson.

Officers Present: Lynne Simmons – Administration officer.

446. WELCOME AND APOLOGIES

Cllr Friend offered apologies.

Cllr Simpson offered apologies due to family reasons.

Mr Thompson offered apologies due to other commitments.

447. DECLARATIONS OF INTEREST

No interests were declared.

448. OPENNESS AND TRANSPARENCY

The Chairman reminded those present of the terms of openness and transparency.

449. MINUTES OF THE PREVIOUS MEETING

Members considered the minutes of the meeting held on 5th December 2023.

RESOLVED – That the minutes be taken as a true and accurate record.

Proposed by: Cllr Ludwig

Seconded by: Cllr Grist

450. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA

None.

451. CAROLS ON THE GREEN 16TH DECEMBER 2023 EVENT REVIEW

- i. Members discussed feedback received from the survey which had been sent to all councillors who had attended the event. The Chairman observed there were valid and useful points received. The officer reported that social media responses received were related to the children's performance and all were positive. Members will consider the feedback when planning the Christmas event for 2024.

NOTED.

- ii. Members discussed ideas for a Christmas event in 2024. As part of this item, the following points were discussed:

- The officer was asked to obtain quotes for the hire of a large marquee, big enough to host an event within the space on Walmer Green directly adjacent to the Sea Café.
- Cllr Ludwig offered to have a conversation with the owner of The Sea Café (Pete St Ange) to identify what changes/improvements may be welcomed for a future event.
- Cllr Ludwig offered to approach a member of the Bandstand Trust to seek clarification over potential use (or not) of the Bandstand for a future Christmas event. The Chair explained that the decision not to allow the use of the Bandstand at Christmas had been made during previous discussions between the Chair of the Trust and WTC.

A proposal was made to move forward the Events committee meeting originally scheduled for Tuesday 26th March 2024 to Tuesday 5th March 2024, 5.30pm at No.8 the Strand, to address the need to make firm decisions regarding the details of the Christmas 24 event as soon as possible.

RESOLVED.

Proposed by: Mrs Beard-Gould, Chairman

Seconded by: Cllr Ludwig

The officer was asked to email all members of the Events Committee to advise them that a final decision on the Christmas Event for 2024 will be made at the rescheduled meeting and that they need to bring all ideas with them to this meeting.

NOTED.

452. DEAL, KINGSDOWN AND WALMER REGATTA

- i. Members noted the feedback from Full Council regarding the approval for Walmer Town Council's support for the Teddy Bears picnic in July 24.
- ii. Members discussed the request from Deal Regatta to organise a Walmer Town Council specific event for the 200th Regatta anniversary/30th anniversary of the Royal Marines leaving Deal, within the extended Regatta plans for 2026. Members agreed that Walmer Town Council would support the Regatta celebrations already planned but that a WTC specific event would not be organised.

RESOLVED.

Proposed by: Mrs Beard-Gould, Chairman

Seconded by: Cllr Ludwig

- iii. Members discussed the email recently received from Downs Sailing Club with regards to the planning underway for the 2026 NSSA Sailing Regatta. Members agreed that Cllr Grist should request to attend the forthcoming meeting with DDC, diary and invitation permitting, to ensure Walmer Town Council stay fully aware of all plans.

RESOLVED.

Proposed by Cllr Ludwig

Seconded by Mrs Beard-Gould, Chairman.

453. EVENT PLANNING FOR CHILDRENS FESTIVAL 2024

- i. Members discussed options presented for different activities/costs provided by The Creation Station. Questions were raised, including how eco-friendly the materials used are, what space or other items of equipment (eg marquee) would be required at the event.
A proposal was made for Walmer Town Council to invest in a combination of the activities offered by The Creation Station for the Children's Festival, subject to satisfactory samples of the options being received and reviewed.

RESOLVED.

Proposed by: Mrs Beard-Gould, Chairman

Seconded by: Cllr Richardson

The officer was actioned to approach The Creation Station to request samples of the products and to discuss session set up and delivery in more detail.

NOTED.

- ii. The officer provided an update on the food and drink vendors for the Children's Festival.
To date, Tonibell (ice cream van) is confirmed, whilst Southeast Burgers and Godmersham Grill have both expressed an interest. The officer has been unable to contact Mobile Pizza Kitchen (2023 vendor).

The officer was actioned to research different choices to include vegan, healthy and locally sourced options and present to committee at the next meeting.

NOTED.

- iii. Members reviewed the options presented for a poster to be used as part of the promotional material. The officer was actioned to make minor changes to the updated 2024 version of the poster (includes images of a juggler, cyclist and face painting replacing the balloon images originally in the background).

NOTED.

454. EVENT PLANNING FOR BROCANTE 2024

- i. Members discussed the pitch sizes and layout for Brocante 2024.
All members agreed that Option 3 is the preferred option with the slightly narrower, increased depth for each pitch. Members also agreed that portable toilets should be placed in one block at the end of the site near to the Lifeboat Station. It was also agreed that the food/drink vendors concentrated in one area would help with waste management and enable vendors to set out tables and chairs should they so wish.

RESOLVED.

Proposed by: Cllr Richardson

Seconded by: Cllr Ludwig

- ii. Members observed that the security team in 2023 were generally underutilised, whilst recognising there is a requirement for a security presence at the event. The officer was actioned to investigate and confirm the minimum number of personnel required on the day.

NOTED.

455. FUTURE EVENTS 2024.

- i. Members reviewed the proposed designs and colours for two new 10' x 3' banners (one for Children's Festival and one for Brocante). Members agreed to both designs, with the Children's Festival banner to be bright green in colour and the Brocante banner to remain the existing blue/teal colour.

RESOLVED.

Proposed by: Mrs Beard-Gould, Chairman

Seconded by: Cllr Richardson

The officer was actioned to make alterations to the footer of both banners (location only to remain) before obtaining quotes to be presented back to committee for approval.

NOTED.

- ii. Members reviewed design options for Information signage to be used at events. All agreed that the signage should all be a standard design; printed on a background of bright yellow, large black lettering and directional arrows where necessary.

RESOLVED.

Proposed by: Cllr Richardson

Seconded by: Cllr Ludwig

- iii. Members briefly discussed some ideas for future events. Cllr Grist observed that he had received feedback to indicate an additional Brocante event held in May (as well as August) may be well received. Cllr Ludwig suggested the idea of a public engagement "tent" at each event showcasing the work of the council.

456. DATE OF NEXT MEETING

Tuesday 5th March 2024 @ 5.30pm

The Chairman closed the meeting at 19.05pm

Signed

Date

Admin - Walmer Town Council

From: Dallas Event Services <dallas_eventservices@hotmail.co.uk>
Sent: 02 February 2024 22:21
To: Admin - Walmer Town Council
Subject: Re: Marquee hire - Walmer Town Council Christmas Event 2024

Categories: Awaiting Committee Decision

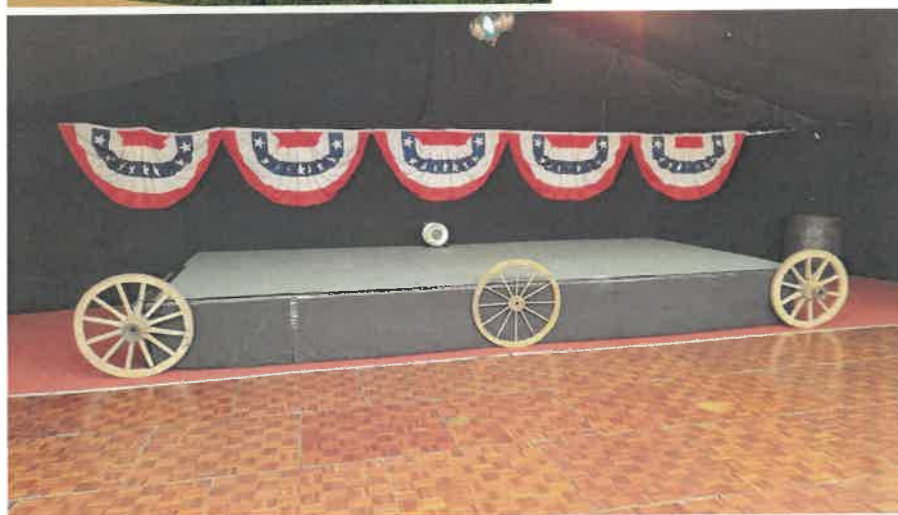
Hi Lynne

I hope you are well and good to hear from you and it's not too early to start thinking about Christmas.

For the same you had last year which was a 9m x 6m Marquee @ £ 360.00 with 35 Event Folding Chairs @ £ 1.50 each = £ 52.50

Delivery and Collection £ 40.00 . Total comes to £ 452.50 plus vat to be added (Sorry we have to charge VAT now).

For a Stage 6m x 3m £ 225.00 plus vat , if you need bigger let me know picture shows the size of it .



As for a bigger Marquee

We could do a 9m x 15m this includes sides @ £ 720.00
or if you want it longer
9m x 18m @ £ 830.00
9m x 21m @ £ 940.00

Or we can do wider as in you picture 12m x 15m @ £ 1,270.00
next size down is a 12m x 12m @ £ 1,060.00
or a 12m x 9m @ £ 850.00
all with sides

All prices vat to be added

9m Marquee (pictures of a 9m x 15m marquee inside and out)



12m Marquee (pictures of a 12m x 15m Marquees clear Roofs extra @ £ 100.00 per roof prices above with white roofs)





I hope this gives you an idea and helps you to make up your mind .
For the bigger Marquees will have to be put up the day before as the bigger the marquee the more it takes to put up which is not a problem.

I look forward to hearing from you

Many thanks

Dallas Woods

Dallas Event Services



**DALLAS
EVENT SERVICES**

Website - www.dallaseventservices-marqueehire.co.uk



Follow us on Instagram - www.instagram.com/dallaseventsservices



Facebook - www.facebook.com/dallaseventservices

From: Admin - Walmer Town Council <admin@walmercouncil.co.uk>
Sent: 01 February 2024 11:42
To: Dallas Event Services <dallas_eventservices@hotmail.co.uk>
Subject: RE: Marquee hire - Walmer Town Council Christmas Event 2024

Hello Dallas,

I wonder if you can help me please?

Once again we are looking at hosting a Christmas event on Walmer Green this year (Saturday 14th December) so our thoughts have already turned to the marquee which has proved so useful for the past couple of years!

Councillors are considering whether to host a similar event to last year or perhaps looking to do something slightly different with a larger marquee.

I can see from your website that you have a new marquee which is available for hire (12m x15m) and wonder if you might be able to quote me please for this one as in your picture below. I think this type of marquee may be what they are thinking of to provide a bit more shelter for audiences.

Does this come with side panels all the way up the sides of the structure leaving the front completely open as depicted?

I would also be interested seeing what the costs would be for a stage to erect at the back end of this marquee (part of the feedback we always get is that the audience at the back find it difficult to see the performers!)

If we were to go with the size of marquee we hired this year (9m wide x 6m deep) would we be able to hire a stage to fit this structure too?

Apologies for all the questions – I'm just trying to explore different options at this stage to take back to councillors!

Many thanks for your help,

We also supply optional extras such as, linings,



Kind regards

Lynne Simmons
Events Administrator

Walmer Town Council
62 The Strand, Walmer, Kent CT14 7DP

Tel: 01304 362363
admin@walmercouncil.co.uk
www.walmercouncil.co.uk

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From: Dallas Event Services <dallas_eventservices@hotmail.co.uk>
Sent: Tuesday, August 15, 2023 9:16 PM
To: Admin - Walmer Town Council <admin@walmercouncil.co.uk>
Subject: Re: Marquee hire - Carols on the Green - Saturday, 16 December

Hi John

Yes the 9m wide x 6m deep the second picture .

Many thanks

Dallas Event Services

CHILDREN'S FESTIVAL EVENT PROGRAMME

Saturday 29th June 2024 12pm - 4pm Walmer Green

From 12pm to 4pm drop-in activities AND Kent Kite Flyers

Face Painting, Circus Sensible, Junk Orchestra

Performances starting at 12.15pm and throughout the afternoon

Applause Rural Touring Presents:

Doris Drake & Daria The Dragon	1.00pm, 2.00pm, 3.00pm
Never a Gull Moment	12.30pm, 2.00pm
Kellet Gut Shantymen	12.15pm
Wheel2Wheel Display Team	1.30pm
Wheel2Wheel Display Team	2.45pm
Kellet Gut Shantymen	3.00pm



CHILDREN'S FESTIVAL EVENT PROGRAMME

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Wheel2Wheel Display Team	2.15pm
Kellet Gut Shantymen	3.00pm

applause

Cultivating creativity
Connecting communities
This is made possible by Applause Rural Touring

We are really excited to announce a brand-new addition to our programme this year in the form of Applause Rural Touring and their artists.

Come and meet "Doris Drake and Daria the Dragon", a walk-about show combining puppetry with vibrant visual theatre.

Have your picture taken with Daria the Dragon!

Enjoy a magical wish making activity where the dragon breathes sparkling dream dust and grants wishes.



<https://applause.org.uk/>

applause

Cultivating creativity
Connecting communities
This is made possible by Applause Rural Touring

Meanwhile there's "Never a Gull Moment" with Fishmongers Cliff and Nestor from the Prawn To Be While Fish Co'.

Featuring a blend of puppetry, verbal and physical comedy, this walkabout comedy act gets audiences laughing and learning, as an eye catching flock of mischievous seagulls follow the lovable Fishmongers in their quest to resolve their "unbelieva-gull problem".



<https://applause.org.uk/>

Walmer Town Council is very pleased to announce the programme for our 2024 annual **CHILDREN'S FESTIVAL**.

This **FREE** family event will take place on Saturday 29th June 2024 on Walmer Green 12pm - 4pm.

There will be activities, shows, and lots of fun for all.

All of our favourite entertainers and activities are returning to our annual festival and we are delighted to announce two brand new shows presented by Applause Rural Touring, "Doris Drake and Daria The Dragon" and "Never A Gull Moment".



The Kent Kite Flyers Club travels (or should we say they fly) all over the county and we are lucky enough to welcome them back to take to the skies for yet another annual Children's Festival. The sight of their colourful kites flying above the Walmer seafront on a breezy day is not to be missed.

Come along, see the spectacle for yourself and join in with the kite-flying fun. <https://www.kentkiteflyers.com/>

CHILDREN'S FESTIVAL WITH KITES EVENT PROGRAMME

Saturday 29th June 2024 12pm – 4pm Walmer Green

From 12pm to 4pm drop-in activities AND KENT KITE FLYERS
Face Painting, Circus Sensible, Junk Orchestra,

Performances starting at 12pm and throughout the afternoon
by Applause Rural Touring:

Doris Drake & Daria The Dragon 12.00pm, 1.00pm, 2.00pm
Never a Gull Moment 12.30pm, 1.30pm, 2.30pm

12.30pm Kellet Gut Shantymen

1.00pm Wheel2Wheel Display Team

2.30pm Wheel2Wheel Display Team

3.00pm Kellet Gut Shantymen



We are delighted that the wonderful Wheel2Wheel display team are back with their stunning bicycle stunt shows set to music and live commentary.

An absolute "must see" for all ages.
<https://www.wheel2wheel.org.uk/>



Anna's Face Candy

Amazing Anna is back this year with her incredible face painting designs.

Transform yourself for the day with your favourite colourful design.

<https://www.facebook.com/annasfacecandy>



Circus Sensible

Circus Sensible are back in town with their usual mix of circus skills drop-in workshops, juggling, plate spinning, fun wheels and lots more for everyone to try.

Time for some fun and games at the Circus!
<https://www.circussensible.co.uk/>



Local band **Kellet Gut Shantymen** will be our live music band on the green singing some of our favourite tunes.

Join us for some foot-tapping rhythms in the summer sun.



The **Junk Orchestra** team are back doing what they do best – making music out of junk items! Come and visit their unique and innovative Sound-garden and make some music too.

<https://thelunkorchestra.co.uk/offer-festivals-2/>

FACEBOOK / EMAIL TO ALL TRADERS /WEBSITE ETC

DON'T DELAY - BOOK A PITCH AT THIS YEARS BROCANTE (BANK HOLIDAY MONDAY, 26TH AUGUST 2024).

We will be using Eventbrite (register via link below) to make all bookings for the 2024 Brocante. Payment will only be accepted via Eventbrite (no cheques or cash payments).

Following feedback, we have increased the depth size of our single pitches for 2024 to **6mw x 5md (19.6ft x 16.4ft)** which will be available to book for **£50.00**. Please ensure that your vehicle/ gazebo/table and goods fit within this space. If this is not the case, a limited number of double sized pitches are available for booking at a cost of **£82.50**.

Please follow link below which will take you to the Eventbrite link and further information.

We hope to see you there.

TEXT FOR EVENTBRITE**BROCANTE (ANTIQUES, COLLECTABLES) FAIR**About this event

There is a new pitch size available for booking in 2024 – **6mw x 5md (19.6ft x 16.4ft)** at a cost of **£50.00**. If you are not able to fit your vehicle/trailer/table/gazebo/goods within this space, then a limited number of double sized pitches are available (two pitches booked at the same time will be **£82.50**). Please ensure you book the correct size as you will not be able to purchase additional pitches at a later stage or on the day.

* Please display your booking information on your windscreen on arrival so that we can quickly allocate you a pitch.

* Access for stall holders will be allowed from 6.30am to 7.45am to set up. Please do not arrive before this time as queues of waiting cars obstruct the highway and could jeopardise the possibility of holding future events. Anyone not checked in by 8.00am may be refused entry but should you have problems or be delayed on the morning then please contact us on mobile tbc.

* The entrance to the site is via the tarmac pathway in the centre of the Green, you will then be directed to a space on the day as you arrive.

* Please note that we are unable to allocate stalls in a specific position. If you would like to be next to another stall holder, we suggest that you arrange to meet up beforehand and arrive together at the site.

* Please let us know on arrival if your vehicle door only opens on one side so we can allocate you the correct pitch locations.

* Please note that all items of equipment must fit within the pitch size booked, no items will be permitted to encroach into the aisles between the pitches.

* No guns, knives, household electrical goods, new market stall goods or livestock should be on offer, and no food and drink can be sold except by the official caterers on the site.

* Please note that you are responsible for providing all the equipment you need on the day, namely tables and chairs and any rain cover. Please note that anything erected on the site must be properly secured. In the event of any safety risks, we will require items to be removed. You are, of course, responsible for your own goods.

* Walmer Town Council advises you that it is your responsibility to ensure you have suitable public liability insurance in place for the event. In most cases this will be included as part of your personal home and contents insurance. Please check your policy or phone your insurance company for more details.

* Please ensure that all unsold items and all rubbish are taken with you at the end of the day.

* In the event of bad weather, the organisers will decide at 6am on the day of the Brocante as to whether it will proceed. Every effort will be made to contact stall holders to notify them if the event is cancelled. However, no refunds can be given.

Points to consider when completing via Eventbrite:- Put 'NA' in the charity box (if not relevant) and ensure you fill in all boxes.

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CHARITY PITCHES AT BROCANTE.

The existing arrangement is that if a Charity would like to attend and not sell anything this is free of charge – in 2023 the number of charities were limited to a maximum of 4.

All charities who attended in 2023 sold items and therefore were charged £10 for a charity pitch.

Members to agree wording of communication for event and Eventbrite.

Members to agree pricing for pitches for 2024.

Members to also decide if changes are required to Charity Arrangements.

Admin - Walmer Town Council

From: Martin Fraser <martin@marc-onesecurity.com>
Sent: 06 February 2024 18:09
To: Admin - Walmer Town Council
Subject: RE: Walmer Town Council Brocante Bank Holiday Monday 26th August 2024
Categories: Awaiting Committee Decision

Good Afternoon,

After consulting our Director we can offer you are current Event rate of £16.50 per hour, charged at time+half as the date is a Bank Holiday. This would lock in your quote avoiding any increases that may occur in our April rate review.

2x SIA Security Staff for 10 hours would amount to £495.00+ Vat (Total £594.00)

Let us know if you have any questions. Please confirm by email should you wish to book the event and we will send confirmation.

Best regards

Martin Fraser
 Administrator
 Marc One Security

From: Admin - Walmer Town Council <admin@walmercouncil.co.uk>
Sent: Thursday, February 1, 2024 2:23 PM
To: Martin Fraser <martin@marc-onesecurity.com>; info@marc-onesecurity.com
Subject: Walmer Town Council Brocante Bank Holiday Monday 26th August 2024

Good afternoon,

I hope you are well.

Please can you provide a quote for the provision of 2 security personnel to work at our Brocante event (outdoor antiques & collectibles event on Walmer Green) on Bank Holiday Monday 26th August 24.

We are looking for the event to be covered between the hours of 6am through to 4pm (with a 2 man team for the whole event's duration) and would be grateful to receive a quote at this time.

You have covered this event for a number of years now so I am hoping you have a good idea of what we are deliver and how your team can help us do this!

Many thanks and I look forward to hearing from you,

Kind regards

Lynne Simmons
 Events Administrator

Walmer Town Council
 62 The Strand, Walmer, Kent CT14 7DP

Admin - Walmer Town Council

From: Roger Knight <r.k@rkgraphics.co.uk>
Sent: 07 February 2024 14:23
To: Admin - Walmer Town Council
Subject: RE: Walmer Town Council Request for quotes for new banners

Categories: Awaiting Committee Decision

Dear Lynne

Of course, our pleasure to help.

2 banners
 3m x 1m banners, eyeletted and hemmed.
 Panel for updating dates.
 £396.00 plus VAT

To include artwork, proofs, and manufacture.

With kind regards

Roger Knight Managing Director



DESIGN – PRINTING – SIGNS – EDUCATION
PICTURE FRAMING - BANNERS - MEDIA
Tel: 01304 821000 www.rkgraphics.co.uk
Graphic House, Honeywood Road, Whitfield,
Dover, Kent CT16 3EH.

Office hours: Monday to Thursday 8.30am – 5.30pm
 Friday 8.30am – 2.30pm / Closed Saturday & Sunday
Out of hours by appointment.

From: Admin - Walmer Town Council <admin@walmercouncil.co.uk>
Sent: Wednesday, February 7, 2024 2:14 PM
To: Sales - RK Graphics <sales@rkgraphics.co.uk>
Subject: Walmer Town Council Request for quotes for new banners

Good afternoon,

In 2022 you produced a couple of banners for us – one for our Children's Festival and the other for our Brocante.

We are now looking to purchase two very similar banners now – one for each event but would like to increase the size of each banner to 10ft x 3ft. (approx. 3m x 1m)

The main difference between the two, apart from size is colour – we would like the Brocante poster to remain the same blue as before, but we would like the banner for the children's festival in green (Hex code #6EA92D).

Both posters should have the same font as the smaller posters you have already produced for us with the design of a vinyl strip within each also included (enables us to update the date annually).

I have attached a copy of each mocked up as best we could which shows the slight wording changes to both banners.

I would be very grateful if you can please provide me with a quote to produce the two banners as requested.

Any questions please do not hesitate to come back to me,

Many thanks,

Lynne Simmons
Events Administrator

Walmer Town Council
62 The Strand, Walmer, Kent CT14 7DP

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admin@walmercouncil.co.uk
www.walmercouncil.co.uk

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From: Roger Knight <r.k@rkgraphics.co.uk>
Sent: Wednesday, June 8, 2022 1:22 PM
To: Admin - Walmer Town Council <admin@walmercouncil.co.uk>
Subject: RE: Walmer Town Council - Children's Festival with Kites - Saturday, 2 July

Revised attached

With kind regards

Roger Knight
Managing Director



DESIGN – PRINT - SIGNS – WEB – EDUCATION
Tel: 01304 821000 www.rkgraphics.co.uk
Graphic House, Honeywood Road, Whitfield, Dover, Kent CT16 3EH.

Office hours: Monday to Thursday 8.30am – 5.30pm
Friday 8.30am – 2.30pm / Closed Saturday & Sunday
Out of hours by appointment.

WALMER CHILDREN'S FESTIVAL

SATURDAY 29th JUNE 2024 12PM - 4PM

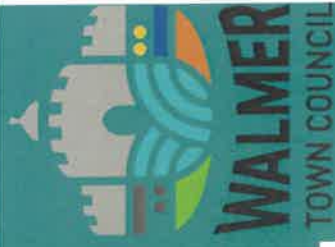
WALMER GREEN





BROCANTE

ANTIQUES, COLLECTIBLES AND CRAFT FAIR



BANK HOLIDAY MONDAY 26th AUGUST 2024
8AM - 4PM

WALMER GREEN



UK's No.1 Mail Order Signs,
Banners & Digital Print

HFE Signs
Lancaster Park
Newborough Rd
Burton-on-Trent
Staffordshire
DE13 9PD
Tel : 01283 576017

Ref No. CE60914/2
Dated 20/02/2024
Contact Lynne Simmons
Tel 01304 362363
Email admin@walmercouncil.co.uk

Order No.

Invoice Address: (If different)

QUOTATION

Delivery Address: (If different)

Lynne Simmons
Walmer Town Council
62 The Strand
Walmer
Kent
CT14 7DP

Re : Banners and Vinyl Dates

Item	Qty	Pack	Description	Unit Price	Total
A	2	Unit(s)	10ft x 3ft PVC Banner Single Sided Hem & Eyelets	£56.97	£113.94
B	2	Unit(s)	Recommended Corner Strengths	£8.00	£16.00
C	1	Unit(s)	Self Adhesive Cut Vinyl - 1850mm x 155mm Black Not Mirrored	£5.70	£5.70
D	1	Unit(s)	Self Adhesive Cut Vinyl - 2195mm x 88mm Black Not Mirrored	£6.16	£6.16
E	1	Unit(s)	P&P - UK MAINLAND	£0.00	£0.00
				Sub Total	£141.80
				VAT	£28.36
				TOTAL	£170.16

Some locations incur a couriers surcharge, if this happens on a free delivery promotion the usual saving will be made and you will only pay the surcharge and not the full delivery rate

QUOTATIONS ARE VALID FOR 30 DAYS

Rated the UK's No.1 TrustPilot – Quality & Service comes as standard!

Yours sincerely,
Chris Eccles
chris@hfe-signs.co.uk



UK's No.1 Mail Order Signs,
Banners & Digital Print

HFE Signs
Lancaster Park
Newborough Rd
Burton-on-Trent
Staffordshire
DE13 9PD
Tel : 01283 576017

Ref No. CE60914/1
Dated 15/02/2024
Contact Lynne Simmons
Tel 01304 362363
Email admin@walmercouncil.co.uk

Order No.

Invoice Address: (If different)

QUOTATION

Delivery Address: (If different)

Lynne Simmons
Walmer Town Council
62 The Strand
Walmer
Kent
CT14 7DP

Re : Banners and Vinyl Dates

Item	Qty	Pack	Description	Unit Price	Total
A	2	Unit(s)	10ft x 3ft PVC Banner Single Sided Hem & Eyelets	£56.97	£113.94
B	1	Unit(s)	Self Adhesive Cut Vinyl - 1850mm x 155mm Black Not Mirrored	£5.70	£5.70
C	1	Unit(s)	Self Adhesive Cut Vinyl - 2195mm x 88mm Black Not Mirrored	£6.16	£6.16
D	1	Unit(s)	P&P - UK MAINLAND	£0.00	£0.00
				Sub Total	£125.80
				VAT	£25.16
				TOTAL	£150.96

Some locations incur a couriers surcharge, if this happens on a free delivery promotion the usual saving will be made and you will only pay the surcharge and not the full delivery rate

QUOTATIONS ARE VALID FOR 30 DAYS

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Yours sincerely,
Chris Eccles
chris@hfe-signs.co.uk



1x) 10ft x 3ft PVC Banner
Single Sided - Hem & Eyelets

80.04 mm

2259.59 mm

SATURDAY 29th JUNE 2024 12PM - 4PM

Self Adhesive Cut Vinyl - Black - Not Mirrored



1x) 10ft x 3ft PVC Banner
Single Sided - Hem & Eyelets

164.17 mm

1802.91 mm

**BANK HOLIDAY MONDAY 26th AUGUST 2024
8AM - 4PM**

Self Adhesive Cut Vinyl - Black - Not Mirrored