



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

Tel: 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 17<sup>th</sup> April 2024

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

Local Residents: Marguerite Beard-Gould

You are hereby summoned to attend a meeting of the **EVENTS COMMITTEE** to take place on **Tuesday 23<sup>rd</sup> April 2024 at 5.30pm – No 8 The Strand, Walmer.**

**Roland Aldred**  
**Town Clerk**

\*\*\*\*\*

## **AGENDA**

- 1. ELECTION OF CHAIRMAN OF THE EVENTS COMMITTEE FOR THIS MEETING.**
- 2. APOLOGIES FOR ABSENCE.**
- 3. 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.

#### **4. 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.

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

To approve the minutes of the meeting held on 5<sup>th</sup> March 2024.

Attach 1

#### **6. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE ON THE AGENDA.**

#### **7. EVENTS BUDGET 2024/25.**

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

Enc 1

#### **8. CHRISTMAS EVENT 2024.**

- i. To receive an update and proposals from Cllr Richardson regarding planning for Christmas 2024 event.

#### **9. NSSA 2026 REGATTA.**

- i. To receive an update from Cllr Grist regarding minutes of DDC meeting 5<sup>th</sup> March 24.

#### **10. EVENT PLANNING FOR CHILDREN'S FESTIVAL 2024.**

- i. To receive an update from officer regarding invitations to local organisations.
- ii. To receive an update from officer regarding the event programme. Attach 2
- iii. To review and decide the set up /site plan for the event. Attach 3
- iv. To discuss and agree proposal for press editorial (CommunityAd publication). Attach 4

#### **11. EVENT PLANNING FOR BROCANTE 2024.**

- i. To receive an update from officer regarding Brocante pitch sales.

#### **12. FUTURE/OTHER EVENTS 2024.**

- i. To approve quote for new 10' x 3' banners
- ii. Discussion future (new) event ideas.

Attach 5

#### **13. DATE OF NEXT MEETING.**

Tuesday 28<sup>th</sup> May 2024 @ 5.30pm.



**WALMER TOWN COUNCIL**

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

Tel: 01304 362363

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**DRAFT Minutes of the Events Committee held on Tuesday 5<sup>th</sup> March 2024 at No. 8 The Strand, Walmer at 5.30pm.**

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

Officers Present: Lynne Simmons – Administration officer.

**501. WELCOME AND APOLOGIES**

Cllr Simpson offered apologies due to family reasons.

Mr Thompson offered apologies and a verbal notice of resignation from the committee. The resignation was noted by the committee.

**502. DECLARATIONS OF INTEREST**

No interests were declared.

**503. OPENNESS AND TRANSPARENCY**

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

**504. MINUTES OF THE PREVIOUS MEETING**

Members considered the minutes of the meeting held on 30<sup>th</sup> January 2024.

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

Proposed by: Cllr Friend

Seconded by: Mrs Beard-Gould, Chairman.

For 4    Against 0    Abstain 1.

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

None.

**506. EVENTS BUDGET 2024/25**

Members received the Events working Budgets for 2024/25.

**NOTED.**

**507. CHRISTMAS EVENT 2024**

- i. Members discussed ideas and format for the Christmas event in 2024. A majority of members felt the focus of the event going forward should be less traditional, more lighthearted and a festival for all to celebrate, possibly through a combination of traditional, well-known Christmas carols and other popular Christmas songs. Cllr Richardson suggested this could be achieved using free local musical talent.

The committee agreed that Cllr Richardson would take the lead organising a revised event.

**RESOLVED.**

Proposed by Mrs Beard-Gould, Chairman.

Seconded by Cllr Grist

For 4    Against 0    Abstain 1

Mrs Beard-Gould, Chairman requested the minutes to record that her preference would be for the traditional Christmas Story based event to continue.

- ii. Members discussed the quotes received for different sized marquees, and staging. Concerns over budgetary constraints were raised as the original budget agreed for the Christmas event stands at £2k which is unlikely to be sufficient to support a larger marquee/staging for a revised event.

A proposal was made to move an additional £1.1k of the funds set aside for an additional new event in 2024 (Budget £3.5k), to the revised Christmas event 2024. This proposal will need to go to Full Council for approval in the next meeting on Wednesday 3<sup>rd</sup> April 24.

**RESOLVED.**

Proposed by Cllr Richardson

Seconded by Cllr Grist

For 3    Against 2    Abstain 0

**508. NSSA 2026 REGATTA**

There was no verbal report from the DDC meeting Tuesday 5<sup>th</sup> March. Cllr Grist reported that the meeting had been moved to Teams online and he had been unable to join. Sarah Horan (DDC Community Development Officer) has confirmed minutes of the meeting will be sent.

**509. EVENT PLANNING FOR CHILDRENS FESTIVAL 2024**

- i. Members reviewed the pictures of craft activity options as no physical samples were received.

A proposal was made to not move forward with Creation Station, as it was felt that the activity prices are too expensive and to continue to research alternative craft activities.

**RESOLVED.**

Proposed by: Mrs Beard-Gould, Chairman.

Seconded by: Cllr Friend

For 5    Against 0    Abstain 0

- ii. Members discussed other organisations to invite to the Children's Festival. The officer was asked to contact the following groups: Goodwin Sands Trust, Breastfeeding Group, Children's Centre (Blossoms), Community Roots.

**NOTED**

- iii. Members reviewed the Event Programme options and agreed that the second option with Never a Gull Moment performing for 3 sessions of 30 minutes was the preferred option.

**RESOLVED.**

Proposed by: Cllr Richardson

Seconded by: Mrs Beard-Gould, Chairman

For 5 Against 0 Abstain 0

- iv. Members reviewed the draft new webpage proposal. The overall design was approved with one small amendment.

**RESOLVED.**

Proposed by: Cllr Richardson

Seconded by: Cllr Friend

For 5 Against 0 Abstain 0

- v. The officer provided some options for food and drink vendors for the Children's Festival.

Members proposed the following vendors for the event:

Tonibell (ice-cream), Rich Aroma 21 (coffee, tea, homemade savouries & cakes), Crumbly Monkey (homemade cakes) and Godmersham Grills (BBQ Grill including burgers, a children's menu and bean stew).

**RESOLVED.**

Proposed by: Mrs Beard-Gould, Chairman.

Seconded by: Cllr Ludwig

For 5 Against 0 Abstain 0

#### 510. **EVENT PLANNING FOR BROCANTE 2024**

- i. Members reviewed the Brocante documentation in readiness for go-live with booking of pitches on 4<sup>th</sup> April 24.

Members agreed the wording of communication to be sent/published.

**RESOLVED.**

Proposed by: Cllr Ludwig

Seconded by: Cllr Richardson

For 5 Against 0 Abstain 0

A proposal was made to keep the single-sized pitch price to £50 and increase the double-sized pitch price to £85.

**RESOLVED.**

Proposed by: Mrs Beard-Gould, Chairman.

Seconded by: Cllr Friend

For 4 Against 0 Abstain 1

Members agreed to keep the current arrangements for Charity pitches in place: To limit the number of pitches available to a maximum of 4 and to charge £10 per pitch if selling items.

**RESOLVED.**

Proposed by: Mrs Beard-Gould, Chairman.

Seconded by: Cllr Friend

For 5 Against 0 Abstain 0

- ii. Members reviewed the quote obtained for the provision of on-site security: A 2-man team for a total of 10 hours between the hours of 6am through to 4pm, £495 plus VAT. A proposal was made to accept this quote.

**RESOLVED.**

Proposed by: Mrs Beard-Gould, Chairman.

Seconded by: Cllr Friend

For 5 Against 0 Abstain 0

- iii. The officer provided some options for food and drink vendors for the Brocante. Members proposed the following vendors for the event:  
Tonibell, Rich Aroma 21, Godmersham Grills, Hog & Bean, Dine Alfresco, Southeast Burgers.

**RESOLVED.**

Proposed by: Mrs Beard-Gould, Chairman.

Seconded by: Cllr Friend.

For 5 Against 0 Abstain 0

**511. FUTURE/OTHER EVENTS 2024**

- i. Members discussed the quotes received for the new 10'x3' banners. RK Graphics (local company) have quoted £396 plus VAT for the two banners, whilst HFE Signs (online) have quoted £142 plus VAT.

A proposal was made for the officer to return to RK Graphics to see if they can match the price obtained from HFE Signs. The officer was also requested to email the response received to the committee to enable a prompt decision to be made.

**RESOLVED.**

Proposed by: Mrs Beard-Gould, Chairman.

Seconded by: Cllr Richardson

For 4 Against 0 Abstain 1

- ii. Several ideas for future years' new events were suggested. The chairman suggested that ideas needed to be worked up in detail and presented to committee at a future meeting.

**512. DATE OF NEXT MEETING**

Tuesday 23<sup>rd</sup> April 2024 @ 5.30pm.

The Chairman closed the meeting at 19.24pm.

Signed .....

Date .....



Item: Children's Festival Event Programme Update  
 Date: 17/04/2024  
 Meeting: Events Committee 23<sup>rd</sup> April 2024  
 From: Lynne Simmons.

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Following the Events Committee meeting held on Tuesday 5<sup>th</sup> March 24 it was agreed that there should be 3 x 30mns performances from the Applause Rural Touring Team performing "Never A Gull Moment". This is now booked and factored into the overall event programme below.

I have also contacted Martin Thompson from Kellet Gut Shantymen, who has confirmed that their preference would be to perform one set only. I have therefore scheduled this into the latter half of the event, commencing at 2.45pm (or as soon as Wheel2Wheel Display finish their display).

I have also contacted the Wheel2Wheel Display team who have commented that they usually suggest an hour's gap between their performances. You will see below I have taken this into account in scheduling their displays at 12.45pm and 2.15pm respectively.

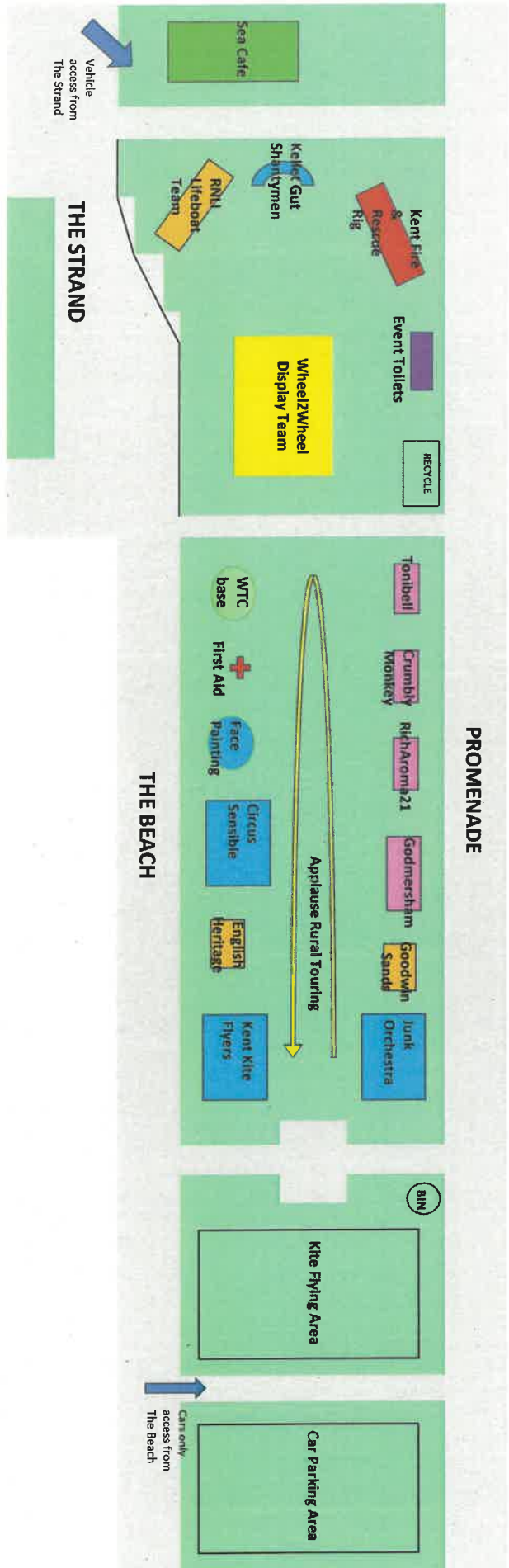
**From 12pm to 4pm drop-in activities AND Kent Kite Flyers**  
**Face Painting, Circus Sensible, Junk Orchestra and more!**

**Performances starting at 12.15pm and through to 4pm**  
**Applause Rural Touring Presents:**

Doris Drake & Daria The Dragon	12.15pm, 1.30pm, 2.30pm
Never a Gull Moment	1.00pm, 2.00pm, 3.00pm
Wheel2Wheel Display Team	12.45pm
Wheel2Wheel Display Team	2.15pm
Kellet Gut Shantymen	2.45pm

*Members to agree this event programme.*

CHILDREN'S FESTIVAL SITE LAYOUT 2024 (not to scale)





# Walmer Town Council Presents

# Children's Festival

Walmer Town Council is pleased to announce the event programme for our annual Children's Festival. This **FREE** family event will take place on **Saturday 29th June 2024 on Walmer Green 12pm - 4pm.**

There is an exciting line up of shows, activities and live performances including local band Kellet Gut Shantymen, along with some brand new surprise additions as well this year. Please join us for all the fun!

We are thrilled 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.*

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".*

**applause**

Cultivating creativity  
Connecting communities

*This is made possible by Applause Rural Touring*

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

**Face Painting, Circus Sensible, Junk Orchestra and more!**

**Performances** starting at 12.15pm and through to 4pm

**Applause Rural Touring Presents:**

Doris Drake & Daria The Dragon 12.15pm, 1.30pm, 2.30pm  
Never a Gull Moment 1.00pm, 2.00pm, 3.00pm

Wheel2Wheel Display Team 12.45pm  
Wheel2Wheel Display Team 2.15pm  
Kellet Gut Shantymen 2.45pm



The Kent Kite Flyers Club travels 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.



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

## 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.*



## Circus Sensible

Circus Sensible are back in town with their usual mix of circus skills drop-in workshops.

**Admin - Walmer Town Council**

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**From:** Admin - Walmer Town Council  
**Sent:** 13 March 2024 15:56  
**To:** Events Committee; Marguerite Beard-Gould  
**Subject:** FW: Walmer Town Council Request for quotes for new banners

Dear all,

As agreed in our recent events committee meeting, please see below the email thread and response received from Roger Knight @ RK Graphics regarding our request to review prices for the two banners.

Please can you all let me know how you each wish to proceed (and reasons why) following this response, the options being:

1. Proceed with RK Graphics at a cost of £396.00 plus VAT for the two banners.
2. Proceed with HFE Signs at a cost of £141.80 plus VAT for the two banners.

Many thanks to you all,

Kind regards

Lynne Simmons  
Events Administrator

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

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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**From:** Roger Knight <r.k@rkgraphics.co.uk>  
**Sent:** Wednesday, March 13, 2024 3:38 PM  
**To:** Admin - Walmer Town Council <admin@walmercouncil.co.uk>  
**Subject:** RE: Walmer Town Council Request for quotes for new banners

Dear Lynne

Thank you for the email.

Unfortunately, this is a problem we, and most small local businesses face these days, large scale online companies offering mass production pricing, sadly we cannot compete and won't try too.

We offer a high quality assured personal service which you will not get with online companies, this is why we are still able to trade successfully.

You can pick up the phone or call into our offices.

As a District Cllr myself, I completely understand the need to show 'best value' and why it is important, but often you get what you pay for and there is usually a reason for something being the cheapest.

So, I am sorry I appreciate the feedback but on this occasion, I cannot be of service.

Best wishes Roger

*With kind regards*

**Roger Knight** Managing Director



DESIGN – PRINTING - SIGNS – EDUCATION  
PICTURE FRAMING - BANNERS - MEDIA  
Tel: 01304 821000 [www.rkgraphics.co.uk](http://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](mailto:admin@walmercouncil.co.uk)>  
**Sent:** Wednesday, March 13, 2024 2:14 PM  
**To:** Roger Knight <[r.k@rkgraphics.co.uk](mailto:r.k@rkgraphics.co.uk)>  
**Subject:** RE: Walmer Town Council Request for quotes for new banners

Dear Roger,

Thank you very much for your patience whilst waiting for our councillors to approve the quotes provided.

Councillors have asked me to come back to you to see if you can improve on the price you quoted us at all. I am sorry to ask but we have been quoted below from an online company and as you can see the quote is much lower for the two banners we need.

Although we are keen to support our local businesses, we also need to be mindful that we are spending public money, so we thought we would return to you first and foremost with this request. I hope you don't mind!

Thank you very much Roger, I look forward to hearing from you.

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
				<b>Sub Total</b>	<b>£141.80</b>
				<b>VAT</b>	<b>£28.36</b>
				<b>TOTAL</b>	<b>£170.16</b>

Lynne Simmons  
Events Administrator

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

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**From:** Roger Knight <[r.k@rkgraphics.co.uk](mailto:r.k@rkgraphics.co.uk)>  
**Sent:** Wednesday, February 7, 2024 2:23 PM



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

**Subject:** RE: Walmer Town Council Request for quotes for new banners

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](http://www.rkgraphics.co.uk)

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***Out of hours by appointment.***

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

**Sent:** Wednesday, February 7, 2024 2:14 PM

**To:** Sales - RK Graphics <[sales@rkgraphics.co.uk](mailto: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

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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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
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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
				<b>Sub Total</b>	<b>£141.80</b>
				<b>VAT</b>	<b>£28.36</b>
				<b>TOTAL</b>	<b>£170.16</b>

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