



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

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Dated this 11th June 26

To Councillors: Tony Grist, Adrian Friend, Louise Ludwig, Diana Richardson, Elinor Crockford

You are hereby summoned to attend a meeting of the **EVENTS COMMITTEE** to take place on **Wednesday 17th June 2026 at 5.30pm – 62 The Strand, Walmer.**

**Roland Aldred
Town Clerk**

AGENDA

1. APOLOGIES FOR ABSENCE.

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 Wednesday 27th May 2026.

Attach 1

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

6. EVENTS BUDGET.

i. To receive the Events Budget 2026-27.

Enc 1

7. CHILDREN'S FESTIVAL 2026.

- i. To receive a verbal update report from officer on event planning.
- ii. To receive an updated event site plan.
- iii. To agree volunteers, set up times and roles at the event.

Attach 2

8. BROCANTE 2026.

i. To receive a verbal update from officer on event planning.

9. FUTURE/OTHER EVENTS.

i. To receive an update on Outdoor Gym opening 2026.

10. DATE OF NEXT MEETING.

Wednesday 22nd July 2026 @ 5.30pm.



WALMER TOWN COUNCIL

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

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DRAFT Minutes of the Events Committee held on Wednesday 27th May 2026 at No. 62 The Strand, Walmer at 5.30pm.

Present: Cllr Tony Grist; Cllr Diana Richardson, Cllr Adrian Friend, and Cllr Louise Ludwig.

Officers Present: Roland Aldred – Town Clerk.

50. ELECTION OF CHAIRMAN FOR 2026/27.

Cllr Grist was nominated as Chairman.

RESOLVED. That Cllr Grist is duly elected as Chairman of the Events Committee.

Proposed by Cllr Friend

Seconded by Cllr Ludwig

For 4 Against 0 Abstain 0

51. ELECTION OF VICE-CHAIRMAN FOR 2026/27.

Cllr Richardson was nominated as Vice-Chairman.

RESOLVED. That Cllr Richardson is duly elected as Vice-Chairman of the Events Committee.

Proposed by Cllr Friend

Seconded by Cllr Ludwig

For 4 Against 0 Abstain 0

52. APOLOGIES FOR ABSENCE.

No apologies were received.

53. DECLARATIONS OF INTEREST.

No interests were declared.

54. OPENNESS AND TRANSPARENCY.

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

55. MINUTES OF THE PREVIOUS MEETING.

Members considered the minutes of the meeting held on Wednesday 22nd April 2026.

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

Proposed by: Cllr Friend

Seconded by: Cllr Richardson.

For 4 Against 0 Abstain 0

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

None.

57. EVENTS BUDGET.

Members received the Events Budget for 2026/27.

NOTED.

58. EVENT PLANNING CHILDREN'S FESTIVAL 2026.

Members received a written update on the activities, caterers and volunteer organisations that have confirmed for the Children's Festival.

- i. The officer provided an update on all planning underway for the festival.

Members will look to see if we have any windbreaks that Caspian's Storm can use on the day.

Members asked officers to approach the Downs Sailing club to ask if performers could make use of the facilities in the sailing club for changing purposes.

RESOLVED. Members approved a proposal to spend £34.98 on acrylic pens.

Proposed by Cllr Friend

Seconded by Cllr Ludwig

For 4 Against 0 Abstain 0

RESOLVED. Members approved the expenditure of £186.66 to purchase 6 new radios to replace the older versions where the batteries have perished.

Proposed by Cllr Friend

Seconded by Cllr Richardson

For 4 Against 0 Abstain 0

- ii. Members received confirmation that the event plan had been accepted by Dover District Council.
Noted.

- iii. Members received a draft copy of the advertising poster for the Children's Festival. Members requested minor changes to the design to reorganise the order in which the activities were presented.

- iv. Members received a copy of the event programme and webpage. Members were happy with this and asked that officers go ahead and upload this.

- v. Members received the design for the wristbands. These were approved and officers were asked to purchase these.

59. EVENT PLANNING BROCANTE 2026.

- i. The officer provided an update on planning for this event. Pitches have now sold out for standard pitches and there is one charity pitch remaining. A waitlist has been started for the standard pitches.

The event plan is completed and due to be uploaded.

Members discussed an application for a charity pitch from an unregistered charity. Members felt that an exception could not be made and that the charity pitches would only be available to registered charities.

61. FUTURE/OTHER EVENTS 2025

- i. Cllr Ludwig presented the vision for the Gym Launch Event. The date will still need to be confirmed; this will likely be a Saturday with a potential 10am-2pm time. The ribbon will be cut by members of the Working Party. A selection of sample sessions led by local professionals will occur with music to be provided if required by the professional. Officers to look if a gazebo on the beach would be accepted by Dover District Council for shade.

RESOLVED – To increase the delegated budget to £2000, Spend will be agreed by the officer and Chairman of Events Committee.

Proposed – Cllr Friend

Seconded – Cllr Richardson

For 4 Against 0 Abstain 0

62. DATE OF NEXT MEETING

Wednesday 17th June 2025 @ 5.30pm.

The Chairman closed the meeting at 18.45pm.

Signed

Date



Children's Festival Timings – Saturday, 4th July 2026. Event open to public: 12 pm to 4 pm

Personnel	AM 9.30 am	AM 11 am	PM 12 pm	PM 1 pm	PM 2 pm	PM 3 pm	PM 4 pm	PM end
Roland	✓	✓	✓	✓	✓	✓	✓	✓
John	✓	✓	✓				✓	✓
Lynne	✓	✓	✓	✓	✓	✓	✓	✓
Louise Ludwig								
Adrian Friend								
Diana Richardson								
Elinor Crockford								
Tony Grist								
Keith Lee								
Paul Ludwig								
Peter Findley								
Richard Blackwell								
Sarah Waite-Gleave								
Peter Jull								
Mike Eddy								
James Murray								
Trevor Bond								
Mark Simpson								
Roy Stone	9.00am	✓	✓	✓	✓	✓	✓	✓

Key Timings: -

3 x toilets arriving – True Loos 9.00am (pick up 5pm same day)

- 9.00 am Roy Stone arrives for setting up car park
- 9.30 am Staff & Councillors arrival at Walmer Green
- 9.45 am All items from office to Green if needed
- 10.00 am Set up bike/DAPA and tents
- 10.00 am Kent Kite Flyers arrive
- 10.00 am Urban Displays team arrive
- 10.00 am Food / Drink Stall holders arrive
- 10.30 am Applause Rural Touring teams (need meet & greet)
- 10.30 am Other Activities & stalls set up
- 11.30 pm First Aiders arrive
- 12.00 pm Public start arriving
- 4.00 pm Food / Drink Stall holders will start to pack up/leave
- 4.00 pm Start to clear down & take back items to office
- 4.15 pm Full litter pick
- 5.00 pm Walmer Green vacated and cleared away

BEFORE EVENT

Mark out and number pitches (Thursday 3rd / Friday 4th July)

ROLES DURING EVENT

Directing stall holders & entertainers onto Green to set-up for the day

Walking around checking everyone ok; rubbish picked up; toilets clean/have toilet rolls.

Help in car park – agree with Roy.

Someone in WTC base as point of contact/lost person post

End of day escorting off site and collecting rubbish