

WALMER PARISH COUNCIL

Minutes of the Events Working Group held on Tuesday 6 April 2021 via Zoom video conferencing at 7pm

Present: Councillors Mrs M Beard-Gould (Chairman), Cllr D Thompson, Cllr C Weale, Cllr G Bearman

Officers Present: Mrs J Watson (Admin)

692. WELCOME AND APOLOGIES

None.

693. MINUTES OF THE PREVIOUS MEETING

Members considered the minutes of the meeting held on Friday 24 July 2020 and it was agreed that they can be signed as a true record by the chairman at the next opportunity.

694. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA

None.

695. Brocante – Bank Holiday Monday, 30 August 2021

- a) **Event Management Plan** – Members received the draft document and considered any changes prior to submitting to DDC.

RESOLVED: Document partially completed by Administrator; the new Clerk would review once in post before submitting to DDC. May need to consider extra measures to include due to Covid.

- b) **Risk Assessment Document** – Members received the draft document and considered any changes prior to submitting to DDC.

RESOLVED: Document partially completed by Administrator; the new Clerk would review once in post before submitting to DDC.

- c) **Stewarding Guidelines** – Members received the draft document and considered any changes prior to submitting to DDC.

RESOLVED: Document partially completed by Administrator; the new Clerk would review once in post before submitting to DD.

- d) **Site Plan** - Members received the draft document and considered any changes prior to submitting to DDC.

RESOLVED: The new Clerk would review once in post before submitting to DDC.

- e) **Caterers**² - Members discussed the appointment of caterers already appointed in 2020 and possible new caterers to approach to see if available.

RESOLVED: Several business's that we had previously booked are now unable to make the new date. Contact will be made with some new venders. We will also contact some vegan/vegetarian caterers including The Fat Carrot and Veggie Planet. Cllr C Weale will contact Solley's Farm Ice-Cream.

- f) Members to agree that the charges and pitch sizes to remain the same as 2020 and whether this year we should use Eventbrite and Paypal for bookings.

RESOLVED: That charges and pitch sizes would stay the same as agreed in 2020. As we already have at least half of the pitches booked and paid for 2021 we would continue this year with the old system of booking, but would definitely start a fresh next year and use Eventbrite. We will also accept payment by Paypal this year if requested.

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

RESOLVED: Half of all pitches are already booked (carried over from 2020). We have a waiting list of approximately 36 so do not have many spaces left to sell. We have four Charity pitches booked so far, six pitches for Charity stalls available. Pitch holders must not sell food items only antiques/collectables/bric-a-brac.

- h) Members received and considered one quote for first aid cover.

RESOLVED: To contact P Wave Medical Ltd and ask for a new quote with a start time of 6.30 am rather than 8 am.

- i) Members received and considered quotes for toilets.

RESOLVED: That we would go with the quote from Four Jays as they would be able to deliver on the Sunday or Monday morning.

- j) Members discussed what publicity would be required.

RESOLVED: We would advertise on our Website, Facebook, Deal Radio, Rural Roundup, Antique publication on-line and East Kent Mercury.

- k) Members considered a proposal from The Canterbury Auction Galleries for a charity stall.

RESOLVED: That this would be allowed.

- l) Members considered getting quotes from external organisation to provide Marshalls for the day to assist Council members on day.

RESOLVED: To discuss further with the new Clerk once in position. All Councillors should help at this event if available.

696. HERITAGE OPEN DAYS

RESOLVED: that we would not participate this year but would consider again for 2022.

697. CHILDRENS FESTIVAL

RESOLVED: that we would not hold this year but would consider again for 2022.

698. CAROLS BY TORCHLIGHT

RESOLVED: Cllr Mrs M Beard-Gould would contact Deal Music & Art to see if they wish to join in with this event. Revd. Canon Seth Cooper to be contacted to see if available on Saturday, 18 December 2021. We have carol sheets. Extra lighting needed.

699. OTHER EVENTS

RESOLVED: No further events to be organised by Walmer Parish Council this year.

700. DATE OF NEXT MEETING

Monday, 7 June 2021 – 7 pm via Zoom

The meeting closed at 20.05 pm

Signed

Date