



## WALMER PARISH COUNCIL

### Minutes of the Events Working Group held on Tuesday, 27 July 2021 at 8 The Strand, Walmer at 7pm

Present: Cllr Mrs M Beard-Gould (Chairman), Cllr G Bearman, Cllr Mrs F Fisher, Cllr P Heath

Officers Present: Mrs J Watson (Admin)

#### 708. WELCOME AND APOLOGIES

Apologies received from Cllr D Thompson.

#### 709. MINUTES OF THE PREVIOUS MEETING

Members considered the minutes of the meeting held on 5 July 2021.

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

#### 710. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA

Councillors thanked the Admin Assistant for her diligent organisation skills to date with organising the Brocante for the first time.

#### 711. Brocante – Bank Holiday Monday, 30 August 2021

a) Event Management Plan.

**RESOLVED: Document with Dover District Council awaiting confirmation by 28 July 2021.**

b) Risk Assessment Document.

**RESOLVED: RESOLVED: Document with Dover District Council awaiting confirmation by 28 July 2021.**

c) Stewarding Guidelines.

**RESOLVED: Document with Dover District Council awaiting confirmation by 28 July 2021.**

- d) Site Plan.

**RESOLVED: Document with Dover District Council awaiting confirmation by 28 July 2021.**

- e) Caterers'.

**RESOLVED: All payments and documents received from vendors.**

- f) Members received 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 4 Large pitches are still available.**

- g) External 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. Two additional marshals approved by committee from 5 am to 9 am to assist with the setting up of the event. Awaiting confirmation from Probe Security Ltd that they can supply.**

- h) Advertising.

**RESOLVED:**

- a) **An advert to be placed on 19 August 2021, East Kent Mercury (covering Dover, Deal & Sandwich) + The What's On magazine (countywide coverage) 8x3 (8cm x 10.1cm). Also an advert and editorial piece be placed in the Outlook Magazine on 30 July.**
  - b) **Facebook advertising to be focused on pages outside of Deal.**
  - c) **Large advertising banners to be placed around Walmer.**
- i) Marshalls and Layout of Walmer Green.

Cllr M Beard-Gould produced an updated map showing layout of Walmer Green and Cllr P Heath explained to members the process for parking vehicles on the day. Discussions regarding providing refreshments for marshals throughout the day were had.

**RESOLVED:**

- a) **That a document giving information that would assist marshals in helping on the day approved and will be distributed to all involved.**
- b) **It was agreed that on Sunday, 29<sup>th</sup> August, several Councillors will meet on Walmer Green and go over procedures for the morning; spray paint the grass and prepare the area ready for the arrival of pitch holders.**

- c) **Cllr M Beard-Gould to update spreadsheet detailing times marshals available to help throughout the day.**
- d) **The Clerk to approach local food establishments along the Strand to see if they would be able to provide refreshments for marshals and arrange payment after the event. A set amount would be given for drinks; breakfast; lunch – entitlement would be determined by the hours worked. Vouchers will be produced for use.**
- j) Members discussed notifying several organisations prior to the event to make them aware.

**RESOLVED: The Admin Assistant has contacted PCSO's; Veolia for an extra bin round; DDC for extra toilet rolls for Marine Road Toilets; Bandstand Trust to confirm keys etc.**

**712. CAROLS BY TORCHLIGHT – Saturday, 18 December 2021**

Members discussed investigating if they could move the event to the other side of the Lifeboat Station and asking the Sea Café if they would assist with providing services – electricity for PA system.

**RESOLVED: To be discussed at next meeting.**

**713. OTHER EVENTS**

**RESOLVED: To be discussed at future meetings.**

**714. DATE OF NEXT MEETING**

Councilors resolved to meet again immediately prior to the Brocante to mark out rows – date to be confirmed.

**Tuesday 21 September - Walmer Parish Office**

The meeting closed at 20.15 pm

Signed .....

Date .....