



WALMER PARISH COUNCIL

Minutes of the Events Working Group held on Monday, 5 July 2021 at 8 The Strand, Walmer at 7pm

Present: Cllr Mrs M Beard-Gould (Chairman), Cllr Mrs F Fisher, Cllr P Heath, Cllr P Jull, Cllr D Thompson,

Officers Present: Mrs J Watson (Admin)

701. WELCOME AND APOLOGIES

Apologies received from Cllr G Bearman.

702. MINUTES OF THE PREVIOUS MEETING

Members considered the minutes of the meeting held on 6 April 2021 and the report dated 7 June 2021.

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

703. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA

The Chairman will remain as Cllr Mrs M Beard-Gould and Vice Chairman will be Cllr G Bearman.

Resolved: All agreed.

704. Brocante – Bank Holiday Monday, 30 August 2021

The Report prepared by Joanne Watson was discussed and the following actions agreed:-

a) **Event Management Plan.**

RESOLVED: Document completed and sent to Dover District Council.

b) **Risk Assessment Document.**

RESOLVED: RESOLVED: Document completed and sent to Dover District Council.

c) **Stewarding Guidelines.**

RESOLVED: Document completed and sent to Dover District Council.

- d) **Site Plan.**

RESOLVED: Document completed and sent to Dover District Council.

- e) **Caterers'.**

RESOLVED: All now booked and confirmed, awaiting payment from a couple of vendors.

- f) Members to receive 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 8 Large pitches are still available.

- g) Quotes have been received from two external companies to supply 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.

- h) Members discussed placing an advert in the East Kent Mercury.

RESOLVED: An advert to be placed at a cost of £161 + VAT on 19 August 2021, East Kent Mercury (covering Dover, Deal & Sandwich) + The What's On magazine (countywide coverage) 8x3 (8cm x 10.1cm). To be discussed if a further advert required the following week 26 August.

- i) The Canterbury Auction Galleries are sadly not able to attend this year.

RESOLVED: To remove their logo from any new adverts/posters and to invite along next year.

- j) Members discussed the setting up of the green to accommodate all booked car pitches. Cllr P Heath explained a set-up/map that had worked well in previous years. Cllr P Heath has agreed to explain and show Councillors at an agreed time before the event how the setting up of the event happens. On the Sunday prior to the event Cllr P Heath, Cllr D Thompson and a few other Councillors will meet on the green and spray the grass ready for the arrival of pitch holders.

RESOLVED: Cllr P Heath unable to assist in the early morning of the event as has a previous engagement. Cllr P Jull unable to confirm if he is able to help. Cllr's Mrs M Beard-Gould, Cllr Mrs S Fisher and Cllr D Thompson available to help during the event. Awaiting confirmation from other Councillors. Admin Assistant to provide Councillors with documents/information that would assist them in helping on the day.

- k) Members discussed notifying several organisations prior to the event to make them aware.

RESOLVED: That the Admin Assistant will contact our PCSO's; Veolia for an extra bin round; DDC for extra toilet rolls for Marine Road Toilets; Bandstand Trust to confirm keys etc.

- l) The Clerk asked the committee if the date for future Brocante's could be held on the Saturday or Bank Holiday Monday in August in future rather than in May due to the problem that the tax year falls over two years.

RESOLVED: The Committee would see how this event goes this year in August and then look at other events in Walmer around this date and decide.

705. CAROLS BY TORCHLIGHT

RESOLVED: Deal Music & Art to confirm if able to assist with this event. Revd. Canon Seth Cooper available on Saturday, 18 December 2021. We are unable to stand on the bandstand itself this year. We are awaiting confirmation that we can use the electric and PA system belonging to the Bandstand Trust still as in previous years.

706. OTHER EVENTS

Cllr D Thompson suggested holding a Sports Festival on Walmer Green next year. Further information to follow in due time.

707. DATE OF NEXT MEETING

Tuesday, 27 July 2021 – 7 pm - Walmer Parish Office

The meeting closed at 20.15 pm

Signed

Date