



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

Tel: 01304 362363

Web site: www.walmercouncil.co.uk E-mail: clerk@walmercouncil.co.uk

Dated this 22nd January 2025

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

You are hereby summoned to attend a meeting of the EVENTS COMMITTEE to take place on Tuesday 28th January 2025 at 5.30pm – 62 The Strand, Walmer.

**Roland Aldred
Town Clerk**

AGENDA

1. WELCOME AND APOLOGIES.

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 Tuesday 3rd December 2024. Attach 1

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

6. EVENTS BUDGET

- i. To receive the Events Budget 2024-25. Enc 1
- ii. To receive the agreed Budget for 2025-26. Enc 2

7. CHRISTMAS CAROLS & CLASSICS EVENT 2024 REVIEW.

- i. To conduct a review of the event.

8. EVENT PLANNING CHILDREN'S FESTIVAL 2025

- i. To receive an update report from officer. Attach 2
- ii. To discuss quotes received for hire of portable toilets and agree provider. Attach 3
- iii. To agree quote obtained for First Aiders (Wantsum Medical Ltd). Attach 4

9. EVENT PLANNING BROCANTE 2025

- i. To receive an update report from officer on outstanding actions agreed in 2024 event review on 19th November 24. Attach 5
- ii. To agree pitch sizes and pitch prices for 2025 event. Attach 6
- iii. To agree quote obtained for portable toilets as included in Attach 3 above.
- iv. To agree quote obtained for First Aiders (Wantsum Medical Ltd). Attach 7

10. FUTURE/OTHER EVENTS.

- i. Marke Wood "Open Day" opportunity (Cllr Grist).
- ii. Volunteers' presentation event (Cllr Ludwig).
- iii. Discussion future (new) event ideas.

11. DATE OF NEXT MEETING.

Tuesday 25th March 2025 @ 5.30pm.



WALMER TOWN COUNCIL

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

Tel: 01304 362363

Web site: www.walmercouncil.co.uk E-mail: clerk@walmercouncil.co.uk

Minutes of the Events Committee held on Tuesday 3rd December 2024 at No 62 The Strand, Walmer at 5.30pm.

Present: Cllr Tony Grist (Chairman); Cllr Diana Richardson, Cllr Adrian Friend, Cllr Ludwig.

Officers Present: Lynne Simmons – Events Officer.

402. WELCOME AND APOLOGIES FOR ABSENCE.

Cllr Simpson and Cllr Crockford offered apologies that were accepted.

403. DECLARATIONS OF INTEREST.

No interests were declared.

404. OPENNESS AND TRANSPARENCY.

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

405. MINUTES OF THE PREVIOUS MEETING.

Members considered the minutes of the meeting held on Tuesday 19th November 2024.

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

Proposed by: Cllr Friend

Seconded by: Cllr Ludwig

For 4 Against 0 Abstain 0

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

None.

407. EVENT PLANNING FOR CHRISTMAS EVENT 2024.

- i. Members reviewed the final site plan and noted that the recommendation from both Marquee provider (Dallas Event Services) and Sound Engineer (Mark One Music) is to position the marquee with the open side at the 9m end of the marquee with the staging set at the other end. The rationale for this is that the apex of the marquee provides increased viewing ability in this position and greater protection against the elements for this time of year.

RESOLVED. It was proposed that three sides of the marquee should be set up as fully intact unless directed otherwise by Dallas Event Service on the day.

Proposed by Cllr Grist

Seconded by Cllr Ludwig

For 4 Against 0 Abstain 0

- ii. Members reviewed the setup timings of the day including site arrivals and sound checks.

NOTED.

- iii. Members discussed the draft running order and performance timings.
RESOLVED. Members agreed that both schools should sing a total of four songs each. Members asked Cllr Richardson to contact The Downs School to request that performance time is kept to a maximum of 12 minutes and four songs. This will help to ensure all performances can be delivered within the planned duration of the overall event.
Proposed by - Cllr Friend
Seconded by – Cllr Ludwig
For 4 Against 0 Abstain 0
- iv. Members discussed the need for printed programmes and the content. It was agreed that printed programmes should contain lyrics for the schools' section of the event only plus finale and that all lyrics should be sent to the officer no later than Tuesday am, 10th December. It was also agreed that 300 programmes should be printed, along with the availability of a QR code to access the event programme via mobile phones.
RESOLVED.
Proposed by - Cllr Friend
Seconded by – Cllr Ludwig
For 4 Against 0 Abstain 0
- v. Members reviewed the volunteer roles required on the day. The following key responsibilities were agreed:
- Cllrs Richardson and Ludwig will meet Dallas Event Services on site from 8.30am.
 - Mrs Simmons (Events Officer) will meet Mark One Music on site from 11.30am and will meet/greet singers on site from 3.30pm.
 - Cllr Richardson will meet/greet school choirs and will marshal them during performances.
 - Other volunteers from the events committee and staff will arrive on site from 3pm for all other set up tasks, including setting up a family area, signage, decorations as required and to meet/greet audience on arrival.
 - All volunteers will remain on site post event to support with tidy up.

It was also proposed that the officer should be given delegated authority to spend up to £50 on the purchase of additional decorations (eg batteries and fairy lights) if required.

RESOLVED.

Proposed by – Cllr Grist

Seconded by - Cllr Richardson

For 4 Against 0 Abstain 0

The officer was also actioned to email all Walmer Town Council members to update and inform them about the event. **NOTED.**

Members also discussed the viability of car parking directly on the Green for the event. In light of the local weather forecast over the next 10 days, members agreed that no parking at all will be provided. The officer was actioned to communicate this decision to Dover District Council.

RESOLVED.

Proposed by – Cllr Friend

Seconded by - Cllr Ludwig

For 4 Against 0 Abstain 0

408. FUTURE/OTHER EVENTS 2024

Members agreed to carry this item forward to the next meeting.

RESOLVED.

Proposed by – Cllr Ludwig

Seconded by – Cllr Friend

For 4 Against 0 Abstain 0

409. DATE OF NEXT MEETING

Tuesday 28th January 2024 @ 5.30pm.

The Chairman closed the meeting at 7.08pm.

Signed

Date



Item: Children's Festival Update 2025

Date: 22/01/2025

Meeting: Events Committee meeting Tuesday 28th January 2025

From: Lynne Simmons

Please find below an update on all actions taken to date regarding all bookings and requests to community organisations for the Children's Festival in 2025.

Paid for Activity/ Organisation	2025 Cost	Update
Applause Rural Touring	TBC	13/1/25: Emailed Applause for details & costs of 2 acts in Outdoor Season brochure. 20/1/25: Follow up email. <i>Caspian The Crab – see attached</i> <i>Aquanauts Adrift – see attached</i>
Urban Displays	£800	Booked and deposit paid.
Junk Orchestra	£900 TBC	Booked for event.
Circus Sensible	£420	Booked for event – the usual drop in “circus skills workshops”.
Anna's Face Candy	£225	Booked for event. Discussed option of 2 nd face painter to provide additional support as there were long queues throughout the event for 2024. Has recommended the face painter below.
Bizzie Lizzie's Face Painting	£225	Booked for event. A local face painter who has worked alongside Anna in other events.
Kellet Gut Shantymen	TBC	<i>Emailed 24/9/24. No response received yet.</i>
Volunteer Organisations:		
Kent Kite Flyers	Confirmed: date in diary – no charge to WTC for 2025.	
RNLI Walmer	Confirmed: date in diary for 2025.	
Walmer Castle & Gardens	Confirmed: date in diary for 2025.	
Kent Fire & Rescue	Online request submitted – confirmation of request received.	
DAPA	Confirmed: date in diary for 2025.	
Carnival Court 2025	Confirmed: date in diary for 2025.	

Additional Activities and Ideas for 2025 - Progress To Date:

Organisation/Activity	Update
Goodwin Sands Trust	Confirmed: date in diary for storyteller to attend.
Family Picnic Area	Internal action only when planning 2025 event.
Deal Pirates	Confirmed: date in diary.
Deal HM Coastguard	Contacted via Facebook – no response received. <i>Awaiting contact information from Dan @ RNLI Walmer.</i>
Other emergency services	Kent Police – Dover Junior Cadets confirmed. <i>Awaiting email response from Sophie Bramble.</i> Kent Ambulance – website advises no resources available currently to support local/community events. Tried to contact Deal First responders (volunteers) but email address bounces back, no recent Facebook posts and no telephone contact numbers available. <i>Awaiting contact information from Dan @ RNLI Walmer.</i>
Community Roots Van	Confirmed: date in diary for both Community Roots Van and Speed cage. (Both subject to DDC priority events eg, Dover Regatta.)
Children's Centre	Now renamed Family Hub and operates from centre next to Tides. Confirmed: date in diary and welcomed involvement in our community event.
Additional Face Painter	Bizzie Lizzie's Face Painting has been booked for 2025 event.
A Hydration Station	Water solutions for outdoor events and festivals investigated online appear to mainly cater for large volumes of water dispensed from (plastic looking) water bowzers with tap fittings. They start at 1000L upwards. Prices are only available on request. <i>I have emailed Wingham Well Spring, who are a local provider of office water solutions to see if they are able to provide an outdoor solution which is more suitable for our smaller event.</i>
Additional Live Music	The rationale for this is that the music played prior to the first bike stunt display show started to draw the crowds towards the beginning of the 2024 event and that the event would benefit from music at certain points in the programme to add to the ambience. <i>DJ (David Hawkes) has confirmed he is happy to support the event.</i>
Bubble Machine	It was agreed not to pursue this at the events committee meeting 16 th October 24.
Healthy Food making/additional craft style activities	Not yet investigated for 2025 event due to already confirmed number of additional activities.

Members to discuss and agree the following:

1. To decide if they wish to book the two suggested shows from Applause Rural Touring, subject to confirmation of availability and costs.
2. To decide if they wish to follow up with Kellet Gut Shantymen, given the potential alternative of a DJ for specific sets/times during the event.
3. To decide if they wish to continue to pursue the concept of a "Hydration Station" for the event.

Food and Drink Vendors plus pricing for Children's Festival 2025

Vendor Category	Childrens Festival 2025
Ice cream van & other small value items (eg sweets/cakes)	£50
Hot food, snacks and drinks	£100

It has already been agreed that 6 vendors would be the optimum number of food vendors for the Children's Festival in 2025 and that pricing would remain at the same level as 2024.

To date the following interested vendors have been confirmed:

Tonibell (ice-cream)
Solleys (ice cream)
Godmersham Grills

Hog & Bean are not available.

The new pizza restaurant in Deal Holy Dough has been emailed – no reply has yet been received.

Rich Aroma 21 (who did book a pitch in 2024) have not yet replied to my email (followed up on 22/1/25 with a different email address found on Facebook).

Online research into "Lilian's Kitchen" based in Gravesend, a suggestion offered by Cllr Richardson, shows this catering outlet is now closed.

Work will continue to try and secure a minimum of 5 vendors offering a variety of food items for this event.

Outdoors 2025

Caspian the Crab

LASTheatre

In the rockpools of a town called Crabbiton lives a little crab. Although **SMALL** in stature, he had a **BIG** curiosity and loved watching the humans who lived near the shore. But, over time, he became worried about the impact they were having on his watery home.

One stormy night, a strange magic surged through sea and town, connecting both worlds and transforming Caspian into a giant **TALKING** crab! What follows is a remarkable tale of a crustation who becomes mayor of Crabbiton, a cruel cabal who plot to cook him for dinner, and a little town that grows closer to nature.

Join LASTheatre for Caspian's Storm, a family-friendly adventure in the seaside town of Crabbiton!

Packed with puppetry, music, and plenty of laughs, Caspian's Storm is a fast-paced, interactive show that will have kids and adults laughing out loud. Through his wild adventure, Caspian inspires the town of Crabbiton to grow closer to nature and appreciate the world around them.

Commissioned by Applause, 1DegreeEast + 101 Outdoor Arts.









For more information visit: www.lastheatre.com



With its quirky humour, toe-tapping music, and an important message about protecting our environment, **Caspian's Storm** is the perfect family outing. With the help of the audience, one indefatigable actor, tells this fantastical tale. Get ready to laugh, cheer, and dive into the magic of Crabbiton!

Based in Thanet

Key Information

Show Duration 3 x 20 minutes 	Set Up Times / Take Down Times Set Up: 2hrs Take Down: 1hr 30m 	Company Size 2 Performers 1 Crew 	Host Fees Please contact touring@applause.org.uk 
Access Needs 	Parking Required Space for small van 	Space Required 5m x 4m x 3m 	Tech Requirements 13 amp plug if available. We can bring own generator if not. 

applause

Walkabout/Static
Interactive, Eco

Outdoors 2025

Aquanauts Adrift

Enter Edem

Bubbles and barnacles are everywhere! You just can't miss Aquanauts Adrift! Explore their trawl and see what you find in their nets, with wonderful Krill puppetry, eye-catching bubble spectacles and fantastical storytelling sea shells, come and join these deep sea divers on their journey from the ocean.

Aquanauts Adrift will have eye-catching spectacles, engaging and gathering audiences through the visually stunning 'bin liner and barnacle' aesthetic of the vintage Deep Sea Divers. The fantastical iconic visual appeal combined with their bubble helmets and giant bubble trawl nets will work in any outdoor environment, gathering a crowd and offering joyful and fun bubble entertainment while engaging in the stories of the ocean, through magical moments of puppetry and 'Story-telling sea shell' audio.

There will be static moments of bubble performance, as children will be encouraged to interact and become part of the spectacle. The act will appear for 3 x 30 minute sets throughout your event.

Co-commissioned by Applause and Gravesham Borough Council.

For more information visit: <https://www.enteredem.co.uk>











'It was great. Perfect for the event, the public loved the mammoth and it had a real wow factor.' Harmony Maidstone on previous Enter Edem commissioned show, The Woolly Wonder.

'They were amazing, really brilliant with the children' Rainhall Host, after a previous Enter Edem performance

Based in Gravesham!
Bubbles!

Key Information

Show Duration 3 x 30 minutes walkabout/ performances.		Set Up Times / Take Down Times Set Up: 1hr Take Down: 45m		Company Size 2 Performers		Host Fees Please contact touring@applause.org.uk	
Access Needs		Parking Required 1 large car/small van		Space Required Pop-up 'large' bubble/ bubbleology show 6x6x3m.		Tech Requirements N/A (self sufficient tech)	



Item: Portable Toilets Quotes for Summer Events 2025
 Date: 22/01/2025
 Meeting: Events Committee meeting Tuesday 28th January 2025
 From: Lynne Simmons

Further to my recent email communication, I have now approached two companies for quotes for the provision of portable toilets for our two summer events in 2025.

Environmental Services – East Studdal, Dover.

This local company recently provided the portable toilet at Hawkshill. I discovered that it's not Environmental Services who provided the portaloos, but their sister company called True Loos (also based in East Studdal).

A quick review on Companies House shows that True Loos Ltd was established in April 23 with no customer reviews posted as yet. True Environmental Services Ltd, the sister company, was incorporated in May 2017.

The quote provided is as follows and I am currently waiting for some further details about delivery and pick up dates from the director of both companies Andy Hodges.

Saturday 5th July 25 – Children's Festival which runs from 12.00pm to 16.00pm.

Two event standard chemical toilets and one disabled toilet.

£170 plus VAT including delivery charges

Monday 25th August 25 – Brocante which runs from 08.00am to 16.00pm.

Three event standard chemical toilets and one disabled toilet.

£200 plus VAT including delivery charges

Toilets+ Ltd – Wymondham, Norfolk – supply portable toilets across Southern England

Toilets+ are the company we have used previously due to their competitive pricing.

The portable toilets are usually delivered on the Friday before each event and picked up on the Monday after the event.

The quotes provided, along with a comparison for 2024 charges are below:

Saturday 5th July 25 – Children's Festival which runs from 12.00pm to 16.00pm.

Two event standard chemical toilets and one disabled toilet

£310 plus VAT (2024 price £295 plus VAT)

Monday 25th August 25 – Brocante which runs from 08.00am to 16.00pm.

Three event standard chemical toilets and one disabled toilet

Brocante £380 plus VAT (2024 price £360 plus VAT)

Members to decide if they wish to accept one of these quotes and proceed with booking.

QUOTE

Walmer Town Council
Walmer Town Council
62 The Strand
Walmer
Deal
Kent
CT14 7DP
GBR

Date
13 Jan 2025

Expiry
20 Jan 2025

Quote Number
QU-23057

Reference
Children's Festival

VAT Number
433623707

Wantsum Medical Group
Limited
F24 The Marlowe
Innovation Centre
Marlowe Way
Ramsgate CT12 6FA
Kent
United Kingdom
finance@wantsummedic
al.com
0333 533 0999

Description	Quantity	Unit Price	VAT	Amount GBP
Emergency Care Assistant -Non Blue Lights Per Hour 05/07/25 (11:00 - 16:30) Inc setup and breakdown,	5.50	26.25	No VAT	144.38
First Responder Per Hour Std Rate 05/07/25 (11:00 - 16:30) Inc setup and breakdown	5.50	23.50	No VAT	129.25
Equipment, Clinical Waste Disposal, Administration.	1.00	42.00	20%	42.00
Secure Digital Radio	2.00	0.10	20%	0.20
Cost of fuel	30.00	0.34	20%	10.20
Parking at Cost - Added on additional invoice after the event if applicable				
Medical Gazebo Hire Per Day (Size 3x3)	1.00	5.75	20%	5.75
		Subtotal		331.78
		TOTAL NO VAT		0.00
		TOTAL VAT 20%		11.63
		TOTAL GBP		343.41

Terms

Quotes are valid for a period of 7 days.

If you accept our quotation we will raise your booking deposit invoice and send you a copy of our terms and conditions, along with a booking form. These must be completed and returned.

Booking deposits must be paid within 7 days, all bookings must be fully paid at least 14days before your event.



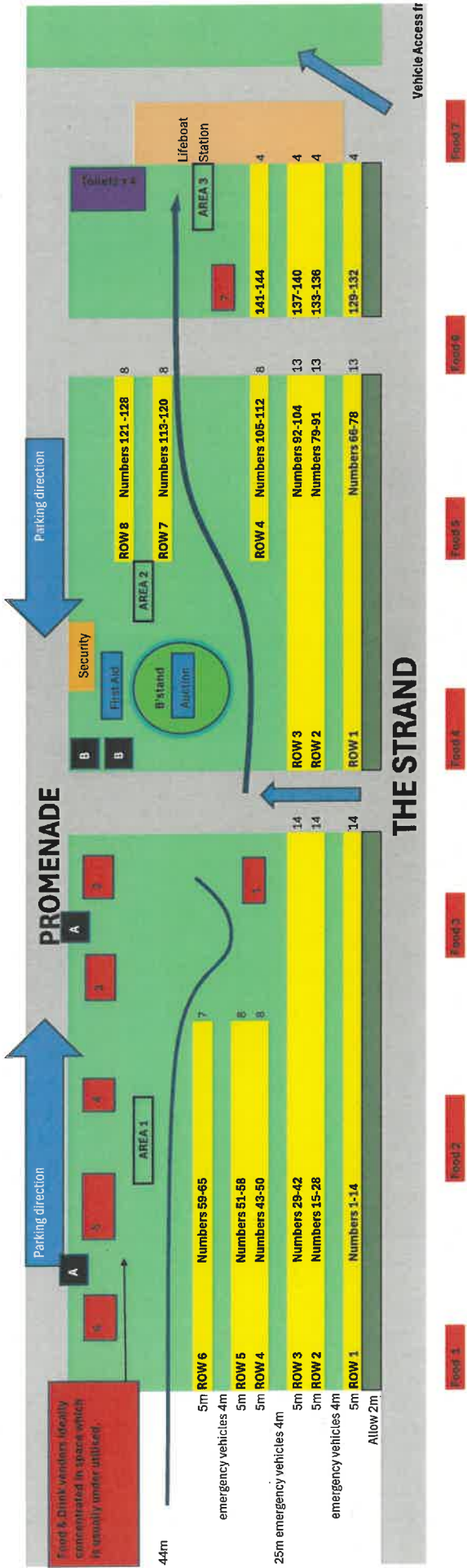
Item: Brocante 2024 Review Actions Update
 Date: 22/01/2025
 Meeting: Events Committee meeting Tuesday 28th January 2025
 From: Lynne Simmons

Please find below the list of further actions agreed on Tuesday 19th November 2024 following the review of Brocante in 2024.

Agreed Actions	Update
To confirm with DDC the permissions for car parking on Walmer Green and to establish any constraints which will be put in place under the new DDC Events Policy.	Emailed DDC (Rebecca Dyer) 20/1/25. Response received 21/1/25 advising that the site plan is still being worked on, and they will look to share this with us by the end of the month.
To discuss with John Trickey the possibility of having additional trained volunteers from Deal Carnival for support with car parking and whether additional radios could also be borrowed from Deal Carnival for the event.	LS will raise with JT 1/2/25.
To identify what the requirements are with regards to the provision of security personnel for the event. Following this, to set out what different options there may be to achieve this.	Emailed events team DDC 21/1/25 for clarification of requirements and guidance from the HSE Purple Guide.
To confirm with DDC the schedule for cleaning of the public toilets at Marine Road and how peak periods are managed effectively.	Emailed DDC (Rebecca Dyer) 20/1/25. Response received 21/1/25 advising that she has contacted the assets team with regards to the schedule and she will respond more fully in due course.

The events officer will continue to follow up each action and will update Councillors with progress at the next Events committee meeting.

BROCANTE LAYOUT 2025: PITCH SIZE 6M WIDTH (NARROWER) X 5M DEPTH (ALMOST DOUBLE FROM 23)



2024

PITCHES	Single 6m(w) x 5m(d)	£50
	Double 12m(w) x 5m(d)	£85

144 spaces in total
20 x doubles
104 x singles

Pitch Income
£6,900
(Exc Eventbrite charges)

2025

Members to decide:

1. If they wish to keep the revised 2024 pitch size the same in 2025.
2. If they wish to continue to offer a combination of single & double pitches and if so at the same levels ie 20D/104S.
(144 pitches offered all as singles @ £50 would generate a potential income of £7,200 before Eventbrite charges are deducted.)
3. If they wish to review pricing for the pitches for 2025.

QUOTE

Walmer Town Council
Walmer Town Council
62 The Strand
Walmer
Deal
Kent
CT14 7DP
GBR

Date
13 Jan 2025

Expiry
20 Jan 2025

Quote Number
QU-23058

Reference
Brocante

VAT Number
433623707

Wantsum Medical Group
Limited
F24 The Marlowe
Innovation Centre
Marlowe Way
Ramsgate CT12 6FA
Kent
United Kingdom
finance@wantsummedic
al.com
0333 533 0999

Description	Quantity	Unit Price	VAT	Amount GBP
Ambulance Technician Inc Drugs Per Hour 25/08/25 (07:00 - 16:30) Inc setup and breakdown.	9.50	30.25	Exempt	287.38
Emergency Care Assistant -Non Blue Lights Per Hour 25/08/25 (07:00 - 16:30) Inc setup and breakdown,	9.50	26.25	Exempt	249.38
Equipment, Clinical Waste Disposal, Administration.	1.00	42.00	20%	42.00
Medical Gazebo Hire Per Day (Size 3x3)	1.00	5.75	20%	5.75
Secure Digital Radio	2.00	0.10	20%	0.20
Cost of fuel	30.00	0.34	20%	10.20
Parking at Cost - Added on additional invoice after the event if applicable				
			Subtotal	594.91
			TOTAL VAT 20%	11.63
			TOTAL EXEMPT	0.00
			TOTAL GBP	606.54

Terms

Quotes are valid for a period of 7 days.
If you accept our quotation we will raise your booking deposit invoice and send you a copy of our terms and conditions, along with a booking form. These must be completed and returned.
Booking deposits must be paid within 7 days, all bookings must be fully paid at least 28days before your event.