



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

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Dated this 21<sup>st</sup> May 25

**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 27<sup>th</sup> May 2025 at 5.30pm – 62 The Strand, Walmer.**

**Roland Aldred**  
**Town Clerk**

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#### **AGENDA**

- 1. ELECTION OF CHAIRMAN FOR 2025/26.**
- 2. ELECTION OF VICE-CHAIRMAN FOR 2025/26.**
- 3. APOLOGIES FOR ABSENCE.**
- 4. 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.

**5. 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.

**6. MINUTES OF THE PREVIOUS MEETING.**

To approve the minutes of the meeting held on Tuesday 22<sup>nd</sup> April 2025.

Attach 1

**7. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE ON THE AGENDA.**

**8. EVENTS BUDGET**

- i. To receive the Events Budget 2025-26.

Enc 1

**9. EVENT PLANNING CHILDREN'S FESTIVAL 2025**

- i. To receive a verbal update from officer on event planning.
- ii. To receive DDC response to event documentation submitted.
- iii. To receive an updated event site plan.

Attach 2

Attach 3

**10. EVENT PLANNING BROCANTE 2025**

- i. To receive a verbal update from officer on event planning.
- ii. To discuss request received to provide a power supply for Pop-Up Repair Cafe.

Attach 4

**11. CHRISTMAS CAROLS & CLASSICS EVENT 2025.**

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

**12. FUTURE/OTHER EVENTS.**

- i. To discuss the proposal for an annual community awards evening.

**13. DATE OF NEXT MEETING.**

Tuesday 17<sup>th</sup> June 2025 @ 5.30pm.



# WALMER TOWN COUNCIL

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## **DRAFT Minutes of the Events Committee held on Tuesday 22<sup>nd</sup> April 2025 at No 62 The Strand, Walmer at 5.30pm.**

Present: Cllr Tony Grist (Chairman), Cllr Louise Ludwig and Cllr Adrian Friend.

Officer Present: Lynne Simmons – Events Officer.

### **629. WELCOME AND APOLOGIES FOR ABSENCE.**

Apologies were received and accepted from Cllr Richardson, Cllr Simpson and Cllr Crockford.

### **630. DECLARATIONS OF INTEREST.**

No interests were declared.

### **631. OPENNESS AND TRANSPARENCY.**

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

### **632. MINUTES OF THE PREVIOUS MEETING.**

Members considered the minutes of the meeting held on Tuesday 25<sup>th</sup> March 2025.

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

Proposed by: Cllr Friend

Seconded by: Cllr Ludwig

For 3 Against 0 Abstain 0

### **633. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE ON THE AGENDA.**

None.

### **634. EVENTS BUDGET.**

- i. Members received the budget and current financial position vs the agreed budget for 2025/26.

**NOTED.**

### **635. EVENT PLANNING CHILDREN'S FESTIVAL 2025.**

- i. Members received a report on all planning completed to date for the Children's Festival.

**RESOLVED.** It was proposed that Cllr Grist should attend a "drop-in" session at Deal Radio to promote the event. Cllr Grist is available on Wednesday 28<sup>th</sup> May 25 and any subsequent Wednesday during June 25. The officer was actioned to confirm a date with Deal Radio.

Proposed by: Cllr Friend

Seconded by: Cllr Ludwig

For 3 Against 0 Abstain 0

Members discussed the number and variety of catering vendors confirmed for the Children's Festival. The officer reported that there has been no response from the recent Facebook post asking for local vendors who specialise in healthy/vegetarian offers.

**RESOLVED.** It was agreed that Cllr Grist should approach local traders to discuss the possibility of a "Children's Festival" special on the day, to gauge the level of interest in this initiative.

Proposed by: Cllr Friend

Seconded by: Cllr Ludwig

For 3    Against 0    Abstain 0

Members reviewed the draft festival webpage and event programme.

**RESOLVED.** A proposal was made to approve both the design of the page and the suggested event programme.

Proposed by: Cllr Ludwig

Seconded by: Cllr Grist

For 3    Against 0    Abstain 0

- ii. Members reviewed the updated site plan which has now been submitted to DDC as part of the Event Management Plan.

**NOTED.**

#### **636. EVENT PLANNING BROCANTE 2025.**

- i. Members discussed the update report provided by the officer.

The officer reported that pitches were selling well with 120 of 140 pitches sold as of 22<sup>nd</sup> April 25. No charity pitches have yet been sold with a total of 4 set aside for this purpose. The officer was actioned to contact local charities directly to promote the event.

**NOTED.**

Members discussed the sourcing and provision of event car parking marshals.

The quote provided by Envisage Promotions of £214 plus VAT per marshal for the hours of 8am to 4pm on the day was noted.

Cllr Ludwig was actioned to follow up with the Rugby Club to discuss the possibility of volunteers from the club supporting this activity. The officer was also actioned to contact Kent Coast Volunteering to explore the possibility of their help and support with sourcing volunteers.

**NOTED.**

Members discussed the draft car parking options and agreed that Option A was the safest solution for both cars and pedestrians, with minimal two-way traffic flow in place using separate entrance and exits.

**RESOLVED.** It was proposed that Option A should be the car parking plan used to support the event management plan.

Proposed by: Cllr Ludwig

Seconded by: Cllr Friend

For 3    Against 0    Abstain 0

**637. CHRISTMAS CAROLS AND CLASSICS EVENT 2025.**

- i. The officer confirmed the date for the Christmas event has been moved and confirmed for Saturday 13<sup>th</sup> December 25.

Members also discussed the matting solution offered by DDC. A concern was raised over the additional work required to "lift and shift" the mats and how time consuming it would be for the event staff on the day to lay down, especially if the weather leading up to the event was particularly wet.

The officer was actioned to contact DDC to find out if the carpet solution proposed by Dallas Event Services would be a suitable alternative solution.

**NOTED.**

**RESOLVED.** Members agreed that the final decision on both matting and marquee solutions would be carried forward to the next Events meeting.

Proposed by: Cllr Friend

Seconded by: Cllr Grist

For 3 Against 0 Abstain 0

Members noted the changes to the event parking bay suspension charges by DDC.

**NOTED.**

**638. SUMMER ON THE GREEN POSTER AND LEAFLETS 2025.**

- i. Members reviewed the draft designs for the Summer 25 leaflets and poster.

**RESOLVED.** It was agreed to approve both designs in readiness for distribution.

Proposed by: Cllr Grist

Seconded by: Cllr Ludwig

For 3 Against 0 Abstain 0

**639. FUTURE/OTHER EVENTS.**

- i. Cllr Friend indicated that he would be keen to pursue the idea of an annual community awards evening, where volunteers and others could be thanked for their contribution to the community during the year.

**RESOLVED.** It was proposed to carry this idea forward to the next events meeting to explore this concept in more detail.

Proposed by: Cllr Friend

Seconded by: Cllr Grist

For 3 Against 0 Abstain 0

**640. DATE OF NEXT MEETING**

Tuesday 27<sup>th</sup> May 2025 @ 17.30pm.

The Chairman closed the meeting at 18.55pm.

Signed .....

Date .....

**Admin - Walmer Town Council**

**From:** DDC Events <Events@DOVER.GOV.UK>  
**Sent:** 13 May 2025 11:38  
**To:** Admin - Walmer Town Council  
**Subject:** YOUR EVENT HAS BEEN REVIEWED BY ESAG - Children's Festival (5 July 2025)  
**Categories:** Awaiting Committee Decision

Dear Lynne

The events safety advisory group have reviewed your event documentation and based on the information submitted in relation to this event the following advice and guidance has been put forward:

Health & Safety

The Risk Assessment mentions:

*Contractors are responsible for their own materials and equipment and for ensuring the area around their site is safe from trip hazards. Stewards monitor the area for potential problems. Pre event documentation is obtained from all contractors including risk assessments and public liability insurance.*

Would advise ensuring this documentation is received (including PL certificates). Note from the event plan it mentions an area will be taped off to mark out the bike stunt area (and dedicated performances areas). Would advise that the event organiser/display team (and other performers) ensure display areas are supervised e.g. to prevent a small child wondering into the display zone.

Waste Services

Please note that all Trade Waste needs to be removed by a registered Trade Waste Contractor. Organisers need to make arrangements for the removal of all other waste.

If further information is required, please contact 01304 872428. Dover District Council is not responsible for arranging for the waste disposal at events.

Can I just also double check that you do not use the space on Walmer Green by the bandstand for your event. I'm sure you are aware that the Royal Marines Memorial Concert is taking place on 6 July, and they have advised they will be starting set up on 5 July and I just wanted to ensure that this will not affect your event.

If you have any queries, please do not hesitate to contact me on [events@dover.gov.uk](mailto:events@dover.gov.uk).

Kind regards.

Sandra

**On Behalf of the Events Safety Advisory Group**



**Sandra Killick**  
**Business Support Officer (Community & Tourism)**  
 Dover District Council

Tel: 01304 872061

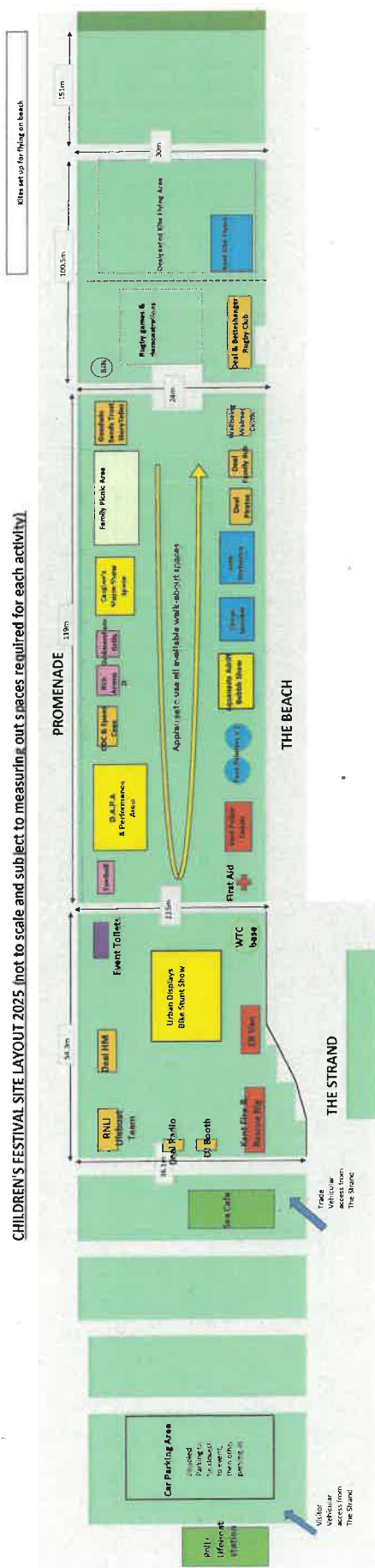
Email: [sandrakillick@dover.gov.uk](mailto:sandrakillick@dover.gov.uk)

Web: <http://whitecliffscountry.org.uk> / <http://dover.gov.uk>



Please consider the Environment before printing this email

CHILDREN'S FESTIVAL SITE LAYOUT 2025 (not to scale and subject to measuring out spaces required for each activity)



**Request Received For Provision of Power Supply for Pop-Up Repair Café for Brocante 2025**

**From:** Cllr. Sarah Waite-Gleave <cllrsarahwaite-gleave@walmercouncil.co.uk>  
**Sent:** 06 May 2025 12:12  
**To:** Events Committee <eventscommittee@walmercouncil.co.uk>; Cllr. Anthony Grist <cllranthonygrist@walmercouncil.co.uk>  
**Cc:** Admin - Walmer Town Council <admin@walmercouncil.co.uk>  
**Subject:** Walmer Brocante 25-8-2025

Dear Tony, Lynn and others on events committee,

When CEWG met in March, we all agreed it would be very suitable to have a pop-up repair cafe at Walmer Brocante, this year.

I have made enquiries among fellow fixers of Deal Repair cafe and my friends at Dover Repair Cafe, so we have volunteers for Mon 25 Aug.

Some fixing can be done without electricity. However a wider range of fixes could be done if we could have permission to run an extension lead from the bandstand to a pop-up Walmer Repair Cafe stall located near the bandstand. We have a gazebo, and I would be happy to pay (I hope at the cheaper not for profit rate) for the stall, if you are able to approve this.

The 2 Repair Cafes see this as a way to help Walmer and to publicise their year round monthly sessions.

On behalf of WTC CEWG, I hope you can make a stall near the Bandstand available.

Kind regards,  
 Sarah W-G

**From:** Admin - Walmer Town Council  
**Sent:** 06 May 2025 13:04  
**To:** Cllr. Sarah Waite-Gleave <cllrsarahwaite-gleave@walmercouncil.co.uk>; Cllr. Anthony Grist <cllranthonygrist@walmercouncil.co.uk>  
**Cc:** Events Committee <eventscommittee@walmercouncil.co.uk>  
**Subject:** RE: Walmer Brocante 25-8-2025

Hello all,

Hope you had a lovely bank holiday weekend! At least some of it was sunny and warmish.....

Roland and I have just had a very quick conversation about this Sarah. He has advised that the Bandstand Trust have had problems in the past with equipment "tripping" the electrical supply at the Bandstand and this has been why with recent events (Sports Festival and he thinks the Jubilee event too) WTC have had generators rather than using the supply.

The Brocante is slightly different as we're using the Trust's own equipment so they know that the equipment won't cause problems on the day.

If the Walmer Repair Café is fixing broken equipment that supply may not therefore be the best option in this case?



I'm sorry I don't have a top of my fingertips solution to hand!! My thoughts are to potentially base the electrical part of the café somewhere else close by (St Saviours maybe and tie in with their own open day?) and send possible repairs which need electrical repairs across the road from the main gazebo. Not sure if that would work but need to think outside the box maybe!

Hope these thoughts helps a little.

Kind regards

Lynne Simmons  
Events Officer

**From:** Cllr. Sarah Waite-Gleave <cllrsarahwaite-gleave@walmercouncil.co.uk>  
**Sent:** 09 May 2025 12:29  
**To:** Admin - Walmer Town Council <admin@walmercouncil.co.uk>; Cllr. Anthony Grist <cllranthonygrist@walmercouncil.co.uk>  
**Cc:** Events Committee <eventscommittee@walmercouncil.co.uk>  
**Subject:** Repair Cafe at Walmer Brocante -

Dear Lynn & Tony & events team,

Further to our exchange about a pop-up repair cafe at the Brocante, I raised your points with the electrical fixers who know better than me. This is the reply I had.  
"The electrical and electronics repair team for Repair Cafe always use our own Residual Current Device (RCD) on our end of the feeding extension cable which, when considered in conjunction with the impedance of the extension cable, assures discrimination from the Bandstand protection devices.

In other words, nothing we do will even remotely risk tripping other circuits at the Bandstand.

We do have access to a generator but it would be a terrible shame to cause all that pollution unnecessarily.

Of course, we could relocate nearby as suggested but of course this will also affect the sewing folks who will need power for sewing machines.  
Moreover, much of the PR value of this event is people seeing us fixing things and the electrical fixing is probably one of the sexier disciplines..."

If you could consider this please. I am happy to pop down and pay the non-profit- rate for a brocante stall whenever suitable and would be grateful if I could reserve one - so that this opportunity to serve the public isn't missed.

Best wishes , Sarah

***Members to consider if they wish to request additional use of the Bandstand power supply for this purpose on Monday 25<sup>th</sup> August 25.***