



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

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Dated this 11<sup>th</sup> June 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 17<sup>th</sup> June 2025 at 5.30pm – 62 The Strand, Walmer.**

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

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## **AGENDA**

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

### **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 27<sup>th</sup> May 2025.

Attach 1

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

**6. EVENTS BUDGET**

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

Enc 1

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

- i. To receive a verbal update from officer on event planning.
- ii. To receive an updated event site plan.
- iii. To agree volunteers, set up times and roles at the event.
- iv. To discuss options and approve purchase of branded gazebo.

Attach 2

Attach 3

**8. EVENT PLANNING BROCANTE 2025**

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

**9. FUTURE/OTHER EVENTS.**

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

**10. DATE OF NEXT MEETING.**

Wednesday 23<sup>rd</sup> July 2025 @ 5.30pm.



# **WALMER TOWN COUNCIL**

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## **DRAFT Minutes of the Events Committee held on Tuesday 27<sup>th</sup> May 2025 at No. 62 The Strand, Walmer at 5.30pm.**

Present: Cllr Tony Grist; Cllr Diana Richardson, Cllr Adrian Friend, and Cllr Louise Ludwig.

Officers Present: Lynne Simmons – Events officer.

### **52. ELECTION OF CHAIRMAN FOR 2025/26.**

Cllr Grist was nominated as Chairman.

**RESOLVED.** That Cllr Grist is duly elected as Chairman of the Events Committee.

Proposed by Cllr Friend

Seconded by Cllr Richardson

For 4      Against 0      Abstain 0

### **53. ELECTION OF VICE-CHAIRMAN FOR 2025/26.**

Cllr Richardson was nominated as Vice-Chairman.

**RESOLVED.** That Cllr Richardson is duly elected as Vice-Chairman of the Events Committee.

Proposed by Cllr Ludwig

Seconded by Cllr Friend

For 4      Against 0      Abstain 0

### **54. APOLOGIES FOR ABSENCE.**

Cllr Simpson offered apologies which were accepted.

### **55. DECLARATIONS OF INTEREST.**

No interests were declared.

### **56. OPENNESS AND TRANSPARENCY.**

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

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

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

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

Proposed by: Cllr Friend

Seconded by: Cllr Grist.

For 3      Against 0      Abstain 1

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

None.

**59. EVENTS BUDGET.**

Members received the Events Budget for 2025/26.

**NOTED.**

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

- i. The officer provided an update on all planning underway for the festival.

**RESOLVED.** Members approved a proposal to spend £25 on advertising to boost the Facebook event during June 25.

Proposed by Cllr Richardson

Seconded by Cllr Friend

For 4    Against 0       Abstain 0

**RESOLVED.** Members agreed a further spend of up to £85 on stationery resources if needed for the festival. This is in line with Budget. This will be required if the acrylic paint pens purchased in 2024 are unusable.

Proposed by Cllr Friend

Seconded by Cllr Ludwig

For 4    Against 0       Abstain 0

The officer provided an update on the recent meeting with Deal Radio. Cllr Grist is booked a "drop-in" slot on Wednesday 11<sup>th</sup> June 25 radio show @ 12.30pm with Lee Akroyd, where he will be talking about the Children's Festival. Deal Radio are also confirmed to be attending the festival, broadcasting live via the internet and will be conducting interviews of attendees and participants during the event. The officer was asked to create a schedule of interviewees at regular time slots across the afternoon.

**NOTED.**

Deal Pirates have confirmed the charity they will be supporting in 2025 is the Deal and Walmer Community Association. Any funds raised via donations/collection buckets at the festival will go towards improvement works at The Landmark Centre.

**NOTED.**

Members discussed how best to support local traders for this year's festival following the feedback received in 2024.

**RESOLVED.** It was proposed that Cllr Grist should speak with local traders along The Strand and ask them to let us know if they are planning anything special for the festival, so that we can include the details in our pre-event advertising.

Proposed by Cllr Richardson

Seconded by Cllr Ludwig

For 4    Against 0       Abstain 0

Cllr Richardson proposed that we invite representatives from Kooth, a free mental health service for children, young people and adults, as they had recently expressed their interest in attending the event.

**RESOLVED.** The officer was actioned to contact the representative from Kooth.

Proposed by Cllr Richardson

Seconded by Cllr Ludwig

For 4    Against 0       Abstain 0

- ii. Members discussed the DDC email response to our event management plan.  
**RESOLVED.** Members agreed to order an 1100L waste bin from DDC at a cost of £276, given that there is a new family picnic area planned for the festival. This bin will be placed close to the family picnic area and will be delivered and collected by DDC.  
Proposed by Cllr Richardson  
Seconded by Cllr Grist  
For 4    Against 0        Abstain 0

- iii. Members reviewed the most recent version of the site plan and discussed whether there is the need for an additional gazebo to support events. The officer was actioned to investigate options for the purchase of a new, potentially WTC branded gazebo of up to £400, this being the budget set aside for the purchase of new equipment. The requirement is that it is easy to put up, with side panels, robust in windy conditions and is a size of approx. 3m x 3m.  
**NOTED.**

**61. EVENT PLANNING BROCANTE 2025.**

- i. The officer provided an update on planning for this event. Ticket sales have progressed well with the current position now as follows:  
Standard pitches 139 sold, 1 left to sell.  
Charity pitches 2 sold, 2 left to sell.

The event management plan has been submitted to DDC along with our preferred parking plan.  
Six catering vendors have been confirmed for the event.

The officer updated members on the positive response received from Kent Coast Volunteering who have offered to help publicise the need for volunteer parking marshals for the event.

The office was actioned to complete and return the KCV Volunteer Role Profile to move this forward.

**NOTED.**

**RESOLVED.** Members agreed to order two 1100L waste bins from DDC at a cost of £276 each to support the event. The bins will be placed close to the catering area and will be delivered and collected by DDC.

Proposed by Cllr Richardson

Seconded by Cllr Ludwig

For 4    Against 0        Abstain 0

**Cllr Friend left the meeting at 18.39pm.**

- ii. Members discussed the request from Cllr Waite-Gleave for the provision of a power supply from the Bandstand for the Pop-Up Repair Café at the event.  
**RESOLVED.** Members agreed that having the Repair Café at the Brocante to promote the service is a great idea. It was proposed that the Repair Café should liaise directly with the local organisations who might be able to provide an external electrical supply, and that Walmer Town Council would provide a pitch close to the source of the supply on the day.  
Proposed by Cllr Ludwig  
Seconded by Cllr Grist  
For 3    Against 0        Abstain 0

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

- i. Members received a verbal update from the officer on all costs identified so far for the Christmas event for 2025, as well as some initial communication about the event with Deal Music & Arts and Deal Radio.

Cost confirmed to date include the hire of a marquee, staging and lighting quoted as £1,510 plus VAT. The matting and carpet options were also discussed, at a cost of £375 (DDC mats plus staffing time it would take to lay and put away mats at the event) and £230 plus VAT for Dallas Event Services to lay carpet within the marquee for the event. Both options generated further questions / concerns over additional H&S measures which may be required to support these options.

**RESOLVED.** Following a lengthy discussion, it was proposed that we do not go ahead with a Christmas event in 2025 for several reasons as detailed below, with this decision to be reviewed early in 2026.

1. The increasing annual cost and complexity of this event, partly due to the requirements of meeting the new conditions set by the DDC Events Policy introduced in 2024.
2. Concerns over whether the event which runs for between 60-90 minutes, now provides value for money for residents.
3. Consideration given to the high number of other similar local Christmas events now taking place at this time of year - is there a continuing demand/need for it, within what has become an increasingly full local calendar of events.

Proposed by Cllr Grist

Seconded by Cllr Richardson

For 3    Against 0        Abstain 0

**63. FUTURE/OTHER EVENTS 2025**

- i. Members discussed the proposal for an annual community awards evening. Members asked the officer to carry this item forward to enable more detailed planning to take place at the next meeting. All were asked to consider the following aspects and bring views to the next meeting for discussion: what the scope of a community evening should be, which community and volunteer groups the event would encompass, the potential numbers involved, as well as location and ideal timing of the evening in the year.

**NOTED.**

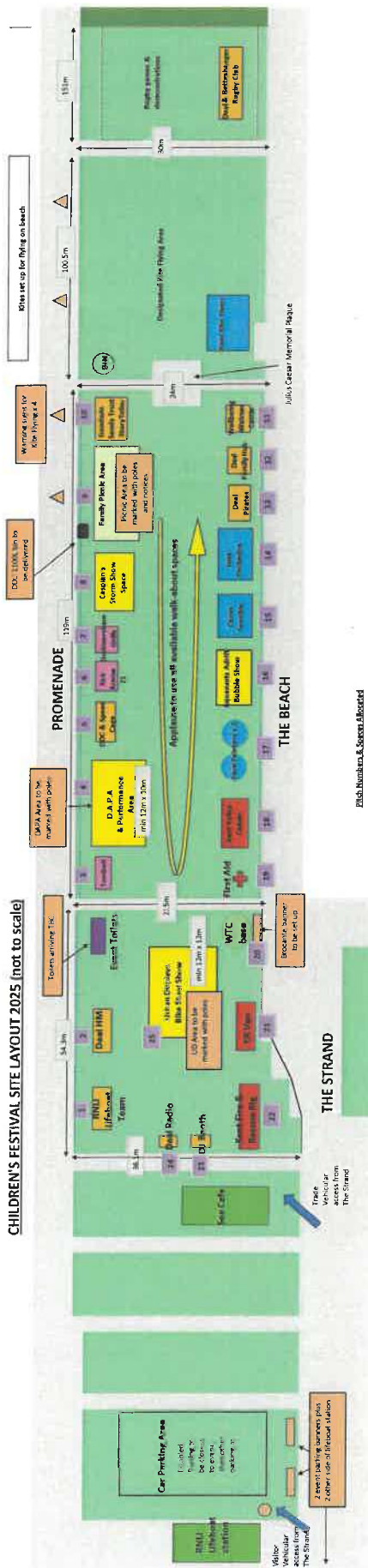
**64. DATE OF NEXT MEETING**

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

The Chairman closed the meeting at 19.22pm.

Signed .....

Date .....



**Pitch Numbers & Spacing Allowed**

Children's Festival Timings – Saturday, 5<sup>th</sup> July 2025. Event open to public: 12 pm to 4 pm

Personnel	AM 9.30 am	AM 11 am	PM 12 pm	PM 1 pm	PM 2 pm	PM 3 pm	PM 4 pm	PM end
Roland	✓	✓	✓	✓	✓	✓	✓	✓
John	✓	✓	✓					
Lynne	✓	✓	✓	✓	✓	✓	✓	✓
Louise Ludwig								
Mark Simpson								
Adrian Friend								
Diana Richardson								
Elinor Croxford								
Tony Grist								
Keith Lee								
Paul Ludwig								
Peter Findley								
Richard Blackwell								
Sarah Waite-Gleave								
Peter Jull								
Mike Eddy								
James Murray								
Trevor Bond								
Roy Stone and team	10.30am	✓	✓	✓	✓	✓	✓	✓

Key Timings:-

3 x toilets arriving – TBC date/time. (email sent to True Environmental 10/6/25)

9.30 am Staff & Councillors arrival at Walmer Green  
 9.45 am All items from office to Green if needed  
 10.00 am Set up bike/DAPA and picnic areas & tents  
 10.30 am Roy Stone arrives for setting up car park  
 10.30 am Kent Kite Flyers arrive  
 10.30 am Urban Displays team arrive  
 10.30 am Applause Rural Touring teams (need meet & greet)  
 10.00 am Food / Drink Stall holders arrive  
 10.30 am Other Activities & stalls set up  
 11.30 am First Aiders arrive  
 12.00 pm Public start arriving  
 4.00 pm Food / Drink Stall holders will start to pack up/leave  
 4.00 pm Start to clear down & take back items to office  
 4.15 pm Full litter pick  
 5.00 pm Walmer Green vacated and cleared away

BEFORE EVENT

Mark out and number pitches (Friday 4<sup>th</sup> July)

ROLES DURING EVENT

Directing stall holders & entertainers onto Green to set-up for the day

Walking around checking everyone ok; rubbish picked up; toilets clean/have toilet rolls.

Help in car park if needed.

Someone in WTC base as point of contact/lost person post

End of day escorting off site and collecting rubbish