



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 14th August 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 Wednesday 20th August 2025 at 5.30pm – 62 The Strand, Walmer.

**Roland Aldred
Town Clerk**

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 their 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 Wednesday 23rd July 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 BROCANTE 2025

- i. To receive a verbal update from officer on event planning.
- ii. To review final site plan, parking and signage proposals. Attach 2
- iii. To receive response from AJ Gallagher Insurance re PLI cover. Attach 3
- iv. To agree volunteer roles for the event including pitch marking. Attach 4

8. FUTURE/OTHER EVENTS.

- i. To receive further detail re DDC Armed Forces Day event for 2026.
- ii. Sea Shanty Festival.

9. CHILDRENS FESTIVAL 2026

- i. To agree package option for Wheel2Wheel Display shows. Attach 5

10. DATE OF NEXT MEETING.

Thursday 16th October 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

DRAFT Minutes of the Events Committee held on Wednesday 23rd July 2025 at No. 62 The Strand, Walmer at 5.30pm.

Present: Cllr Tony Grist (Chairman); Cllr Mark Simpson, Cllr Adrian Friend, and Cllr Diana Richardson.

Officers Present: Lynne Simmons, Events Officer.

Cllr Richardson was not present at the start of the meeting.

163. APOLOGIES FOR ABSENCE.

Cllr L Ludwig offered apologies which were accepted.

164. DECLARATIONS OF INTEREST.

No interests were declared.

165. OPENNESS AND TRANSPARENCY.

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

166. MINUTES OF THE PREVIOUS MEETING.

Members considered the minutes of the meeting held on Tuesday 17th June 2025.

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

Proposed by Cllr Friend

Seconded by Cllr Grist

For 2 Against 0 Abstain 1

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

None.

168. EVENTS BUDGET.

- i. Members received the Events Budget for 2025/26.

NOTED.

- ii. Members discussed the need to purchase new radio communication equipment due to the age and battery related issues of the current radios used for events.

RESOLVED – Members agreed to the purchase of 6 new Motorola two-way radios at a cost of £189.99 plus VAT.

Proposed by Cllr Friend

Seconded by Cllr Simpson

For 3 Against 0 Abstain 0

169. EVENT PLANNING CHILDREN'S FESTIVAL 2025.

- i. The officer shared a report containing post event feedback received from participants, Facebook and from attendees at the event. Feedback was overwhelmingly positive with comments such as "What a successful event, I have never seen so many happy children enjoying themselves on Walmer Green before".

Members also undertook a "What went well/ What can we do better" exercise which generated the following outcomes:

- The officer was actioned to investigate the possibility of branded WTC wristbands to hand out to families with small children. These wristbands, commonly used at outdoor festivals, can be used to record parental contact details inside the wristband to help in the event of a lost child.
- The officer was actioned to write to Applause Rural Touring to advise how much everyone enjoyed the Caspian's Storm shows and that we would very much like to work with the same theatre group in 2026, especially if they are able to develop a different show.
- The officer was asked to contact the Wheel2Wheel display team to book their shows for our event in 2026.
- It was agreed that a handheld megaphone should always be available as back up for site-wide public communication, regardless of other PA/sound systems on site.
- An additional catering vendor should be sourced for 2026.

RESOLVED – Members agreed to move forward with the above actions/decisions for 2026.

Proposed by Cllr Simpson

Seconded by Cllr Grist

For 3 Against 0 Abstain 0

- ii. Members considered a provisional date for the event in 2026.

RESOLVED – Members agreed that Saturday 4th July 2026 should be booked with Dover District Council.

Proposed by Cllr Friend

Seconded by Cllr Grist

For 3 Against 0 Abstain 0

170. EVENT PLANNING BROCANTE 2025.

- i. Members received a verbal update from the officer on the planning for Brocante.

The officer shared the agreed site plan with members and advised that Dover District Council had not raised any concerns/feedback with regards to our preferred one-way car parking solution utilising the exit close to Cambridge Road along The Beach.

NOTED.

A member of the public has purchased a charity pitch for £10 but has not responded to two email requests to supply a Charity Registration number.

RESOLVED- A proposal was made for the officer to send a further email asking the ticketholder to provide a Charity Registration Number within 7 days. If this is not received the ticket should be cancelled and refunded.

Proposed by Cllr Simpson

Seconded by Cllr Friend

For 3 Against 0 Abstain 0

The officer was actioned to email Cllr Waite-Gleave to ask for an update with regards to the Deal Repair Café and if it was still their intention to attend the Brocante.

NOTED.

RESOLVED - Members agreed that if there are any remaining Charity pitches unsold three weeks prior to the event, these should be offered to the next members of the public on the waiting list.

Proposed by Cllr Friend

Seconded by Cllr Simpson

For 3 Against 0 Abstain 0

Members discussed the possibility of offering some Defibrillator training sessions to members of the public during the event. The officer was actioned to email the Deal First Responders contact to see if this was something they would be able to deliver.

NOTED.

The officer shared with members that DDC Licensing had emailed on 9th July to advise that “street trading consent” is required for this event. An email response was sent asking for further information given that the event has been taking place for more than 20 years and we had not previously been informed this was a requirement. The issue remains unresolved despite extensive efforts to contact both the Licensing team and the DDC Event Management team this week on the officer’s return from annual leave. To date there has been no response from either team.

Information available online indicates that there is a potential cost attached to the consent which for an “Occasional Street Market” amounts to an annual fee of £1,250.

RESOLVED – Members agreed to delegate further decision-making responsibility to the Chairman and Officer given that the event is now only four weeks away. It was also agreed to pay if necessary, up to £1,250 for the cost of the consent, subject to the agreement of full council.

Proposed by Cllr Friend

Seconded by Cllr Simpson

For 3 Against 0 Abstain 0

Members discussed the requirement for suitable volunteers to support at the event and what steps could be taken to show our appreciation for the support provided.

RESOLVED – Members agreed to increase the daily food and drinks allowance for volunteers to a maximum of £20.

Proposed by Cllr Grist

Seconded by Cllr Simpson

For 3 Against 0 Abstain 0

Cllr Richardson arrived at 18.33pm to join the meeting.

At this point in the meeting Cllr Simpson requested permission to put forward a proposal for an event in 2026 as he had to leave the meeting at 18.45pm. The Chairman agreed to hear his proposal at this point which would otherwise have been heard under item 171 point ii.

Cllr Simpson shared that he had attended the recent Armed Forces Day event at Dover Castle. He has had some initial positive conversations with DDC with a view to moving this event to Walmer Green in 2026. This celebratory event would take place on Saturday 27th June 2026. Cllr Grist asked that Cllr Simpson continue to clarify the details of the event to bring back to the next Events Committee meeting for further discussion.

NOTED.

Cllr Simpson left the meeting at 18.45pm.

Members continued to discuss the need for volunteers and in particular the need for suitable individuals to help support with the busy on-site car parking/traffic management activities throughout the day.

The officer reported that there had been no response to date from the advert posted with Kent Coastal Volunteers advertising for car parking stewards.

RESOLVED – It was proposed to book two car parking marshals from the external company (Envisage Agency), who had previously quoted for the supply of trained car parking stewards. Members approved a spend of up to £500 plus VAT to enable the officer to move ahead with the booking.

Proposed Cllr Richardson

Second Cllr Grist

For 2 Against 0 Abstain 1

The officer was actioned to review the details of Walmer Town Council's public liability insurance cover to address concerns raised of personal liability when working as a councillor or volunteer at events.

NOTED.

The officer was actioned to email all members of full council requesting support at the event.

NOTED.

Members discussed different options for the spraying and marking out of the pitches on Walmer Green.

RESOLVED- A decision was made to stick to current methodology for 2025 and revisit in good time for 2026.

Proposed by Cllr Grist

Seconded by Cllr Friend.

For 3 Against 0 Abstain 0

Members discussed the areas for display of banners. The officer was actioned to ask RNLI to display the large banner outside the lifeboat station and to ask The Sea Café if they would be able to display a banner on their property. Cllr Friend also offered to display a banner on his fencing.

NOTED.

ii. Dover District Council's response to the event management plan was dealt with as part of item i. above.

iii. Members reviewed stallholder paperwork to be issued.

RESOLVED – It was proposed to alter the wording on the document to reflect that a refund of 50% of the pitch fee would be issued to stall holders in the event that Walmer Town Council cancels the Brocante due to adverse weather conditions.

Proposed by Cllr Friend

Seconded by Cllr Richardson

For 3 Against 0 Abstain 0

iv. Members confirmed their availability for the event.

NOTED.

171. FUTURE/OTHER EVENTS 2025

- i. Cllr Friend updated members with further suggestions for the proposed community awards evening.
Cllr Richardson updated members that the planned celebration for Walmer In Bloom winners is likely to take place at Walmer Castle on Monday 18th August 25. This consists of a maximum of 30 cream teas and a tour around Walmer Castle & Gardens.
- ii. This item was discussed above within item 170, point i.

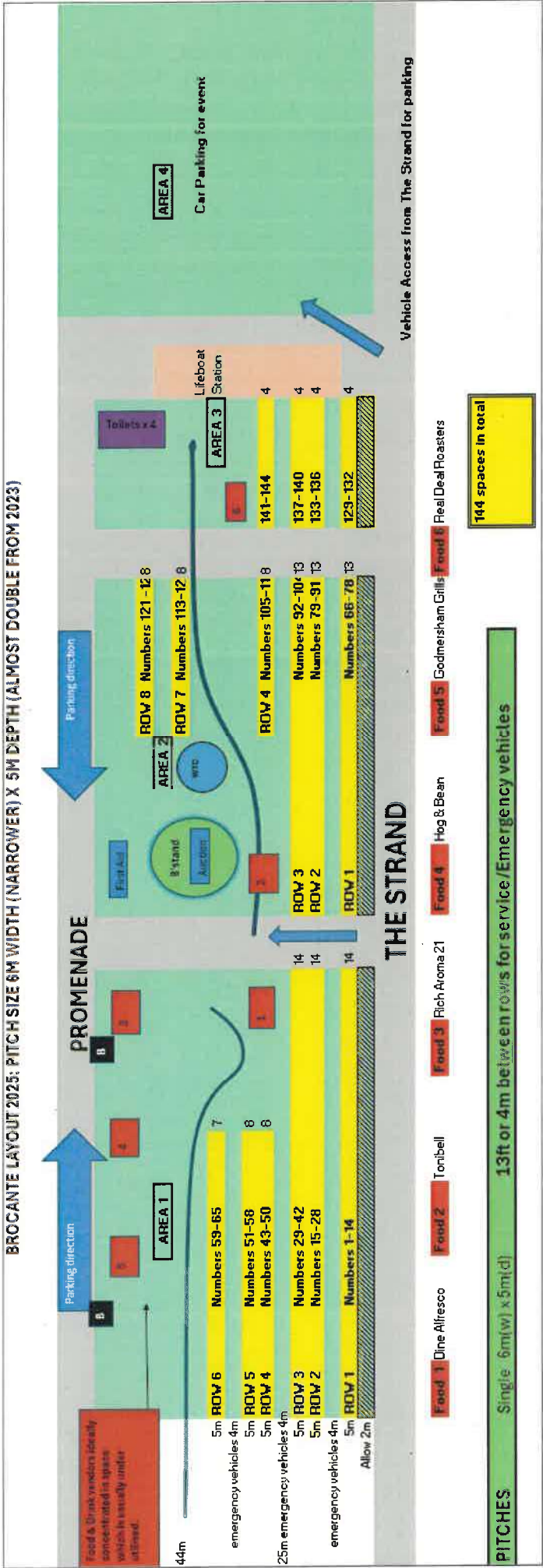
172. DATE OF NEXT MEETING

Wednesday 20th August 5.30pm.

The Chairman closed the meeting at 19.26pm.

Signed

Date



Admin - Walmer Town Council

From: Clerk - Walmer Town Council
Sent: 11 August 2025 09:47
To: Admin - Walmer Town Council
Subject: FW: Questions
Attachments: AJG Communities Events Guide.pdf; Hiscox - Excluded events and activities.pdf
Categories: Awaiting Committee Decision

Regards
 Roland Aldred
 Town Clerk
 Walmer Town Council
 62 The Strand, Walmer, Kent CT14 7DP

Tel: 01304 362363
clerk@walmercouncil.co.uk
www.walmercouncil.co.uk

From: Emily Newland <Emily_Newland@ajg.com> **On Behalf Of** UK.CommunityRenewals
Sent: 05 August 2025 10:04
To: Clerk - Walmer Town Council <clerk@walmercouncil.co.uk>
Subject: RE: Questions

Good Morning,

Hiscox insures events and activities which are solely organised by the Council or a working party operating under their governance.

Please check that the attached conditions and exclusions, especially points such as the 1,000 person at any one time attendance limit, and let me know if you have any questions.

Provided there are no issues with the policy condition cover will be afforded automatically under the Employers' and Public Liability Insurance sections of the policy for no additional premium. A £10 million limit of indemnity is provided under both of these policy sections.

I am also attaching our advice guide to organising events.

Where outside organisations, businesses and individuals attend a council run event to provide entertainment, catering, run a stall etc. they should have their own Public Liability Insurance as their responsibilities are not covered by the Council's policy.

I trust this advice is of assistance but if you have any queries please contact me.

Kind regards,

Emily Newland
 Client Advisor - Community Team

Gallagher Blenheim House, 1-2 Bridge Street, Guildford, GU1 4RY

M:

E: emily_newland@ajg.com | AJG.com/uk

From: Clerk - Walmer Town Council <clerk@walmercouncil.co.uk>

Sent: Tuesday, July 29, 2025 12:42 PM

To: UK.Community <community@ajg.com>

Subject: Questions

[EXTERNAL]

Good afternoon

Policy Number: **34743276**

I have been asked some questions regarding an upcoming event we have planned that I hope you can provide the answers to

In term of our public liability insurance cover to set out what councillors and volunteers are covered for in the event of any incident when working at one of our events? The question raised was if everyone working for the council (either paid or unpaid) at a WTC event would be fully covered for any liability claims made arising from any incident during the relevant event, or if not, under what circumstances would the WTC PLI not cover them as individuals?

Regards

Roland Aldred

Town Clerk

Walmer Town Council

62 The Strand, Walmer, Kent CT14 7DP

Tel: 01304 362363

clerk@walmercouncil.co.uk

www.walmercouncil.co.uk



Events

For events to be insured under the Councils' insurance policy, the Council, a working party or a subcommittee of the Council must be the sole organiser of the event.

We should be advised of any event with more than 1,000 attendees at any one time, and the following is a guide to the information we would require:

- A full list of activities and who is responsible for them. All third parties must have their own public liability insurance evidenced to the Council, for example: catering vans, fair rides, pony rides, bouncy castles and other inflatable bouncy devices, bands, and stalls that aren't organised by the Council. All permits and licences must be in place, especially if you are seeking road closures and, if required, the police and fire brigade should be notified.
- A risk assessment should be carried out and documented prior to the event. The location should be suitable for the event.
- There should be sufficient marshalls for the number of people attending. Please note the risk assessment of the event will determine the marshalling.
- Will there be any music? If yes, what type i.e., local band, type of music. If the band is semi-professional/professional, they will need their own public liability insurance in place.
- A qualified first-aider should be in attendance and they must have means to call the emergency services.
- Start and finish time of the event: If the event is for more than one day; how many days, start and finish times, security overnight.
- Will there be any electrics? If yes, how will it be generated? For example, if it is a generator, what is the security on the generator? If it is plugged into mains, will there be circuit breakers in place? Will the cables be covered with matting and is there a contingency plan for wet weather?
- If the beacon is a basket type attached to a building or a pole, a risk assessment should be undertaken to ensure the public is kept at a safe distance and there is no danger of the flames or hot particles affecting nearby properties or vehicles. If the beacon will be a bonfire type, cover is subject to the Council providing their insurers with a copy of their risk assessment to approve at least 14 days prior to the event. The bonfire site should be at least 75 metres away from property or vehicles which are not owned, hired or rented by the Council. If this is an issue, you will need to seek your insurer's approval before cover can be confirmed.
- If you need loss and damage cover for hired equipment such as generators, toilets, or lighting, we will need to know the sum insured required, the duration of the hire, security arrangements and storage details.
- Upon referral to Gallagher, stalls run for no financial gain by local people or groups who do not have their own public liability insurance in place may be covered under the policy. The Council must take responsibility for the risk assessment, and health and safety of the stall. The Council should be aware that if a claim occurs then it would be defended under the Council's policy and this may affect the terms and conditions at the next renewal.
- If the Council is responsible for a BBQ, then it must be placed where people cannot walk into it, fire-fighting equipment must be in place (sand/water) and the food must be kept chilled until it is cooked.
- If the Council is organising a tug-of-war, they must ensure that all competitors are wearing suitable clothing and footwear, and are using the correct type of rope.

If you require event cancellation cover please contact us for a quote.

For more information about how we can help you with your insurance requirements, for a no-obligation quotation, or to find out more about the services we offer, please get in touch.

Would you like to talk?

T: +44 (0)8000 622 030

E: community@ajg.com

ajg.com/uk | [in gallagher-uk](https://www.linkedin.com/company/gallagher-uk) | [@GallagherUK](https://twitter.com/GallagherUK)

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Hiscox Insurance – Excluded events and activities

Any activity involving the use of or provision of any:

- i. mechanically driven rides or any activities at speeds exceeding ten miles per hour; or
 - ii. inflatable play equipment including but not limited to bouncy castles, slides and rides; or
 - iii. pyrotechnics, sparklers or any airborne lantern, sky candle or wish lantern; or
 - iv. weapons; or
 - v. sporting or roller skates, blades or boards.
- b. any activity taking place:
- i. in or on water; or
 - ii. underground; or
 - iii. more than five metres above ground when outside a building or structure or five metres from floor level when inside a building or structure;
- c. aerial activity of any kind including bungee jumping;
- d. winter sports including but not limited to skiing, ice skating and the use of bobsleighs or skeletons;
- e. any kind of race:
- i. held on the public highway or where the public highway needs to be closed or crossed;
 - ii. with over 250 participants;
 - iii. held over distances exceeding 10,000 metres;
 - iv. crossing water;
 - v. involving children under the age of 16 or the use of bicycles where the route is close to water or the public highway;
- f. fell running, any kind of endurance test, strength test, assault or obstacle course which is known to carry a significantly increased risk of **bodily injury** including but not limited to a marathon, biathlon, triathlon, iron man competition, mountain bike race, weightlifting or commando challenge;
- g. horse riding or any other equestrian activities;
- h. gymnastics or trampolining;
- i. extreme activity including but not limited to mountaineering, rock-climbing or potholing;
- j. any activity that requires the use of guides or ropes (other than tug-of-war);
- k. any contact sport or professional sports of any kind;
- unless declared to **us** and agreed by **us**.

BROCANTE STAFF & VOLUNTEERS **Monday 25th August 2025**

Personnel	5.30am-8am	8am - 12pm	8am onwards	10 am - 2 pm	12pm - 4pm	4pm - 5pm
	Check-in Vehicles Directing Cars to pitches	WTC gazebo Stall checks, Litter	Public Car Parking	Oversee Canterbury Auction Galleries in Bandstand	WTC gazebo Stall checks, Litter	Pitches close/move from site 4pm Clean up of site.
Roland	Y	Y	Y cover		Y	Y
John	Y		Y			Y
Lynne	Y	Y			Y	Y
Tony Grist	Y	Y	Y cover		Y	Y
Louise Ludwig				Y		Y
Adrian Friend	Y		Y			Y
Diana Richardson	Y	Y	Y cover		Y	Y
Mark Simpson	Y		Y			Y
James Murray						
Mike Eddy*						
Peter Jull*						
Sarah Waite-Gleave					Y (times tbc)	
Trevor Bond					2pm onwards	
Keith Lee						
Elinor Crockford						
Paul Ludwig	Y		Y			
Peter Findley*						
Richard Blackwell (Y tbc)						
Roy Stone / 2 parking marshals			Y			

*Requires follow up to confirm if available

DRAFT Rota & Minimum Staffing Requirements

5.30am: 2 teams of 2 parking cars on green. 2 booking cars on arrival.

Team 1 car parking PL/DR, Team 2 car parking RA/MS, Meet/Greet TG/LS

Floating /set up car park with RS – AF & JM. Gazebo set up after car park set up & stall holders arrival.

Duration of event – 1 or 2 members based in WTC gazebo, 1 member supporting CAG 10am to 2pm. 1 patrolling/litter pick.

Car parking: min 5 to manage parking at all times.

RS – chief steward and 2 agency staff (all day with breaks)

Dedicated support from WTC – AF/JM/MS/PL

Rota basis between RA/DR/TG/ for breaks etc

Name	8am	9am	10am	11am	12pm	1pm	2pm onwards & closedown
Roland	Patrol/cover	Patrol/cover	Patrol/cover	Car Park	Break	Car Park	Patrol/cover
John	Car Park	Break/Car Park	Car Park	Car Park	Patrol/litter	Break	Car Park
Lynne	Gazebo	Patrol/litter	Gazebo	Break	Gazebo	Patrol/litter	Patrol/litter
Tony	Gazebo	Gazebo	Car Park	Break	Break	Car Park	Gazebo
Lou			Bandstand	Bandstand	Bandstand	Bandstand	TBC
Adrian	Car Park	Break/Car Park	Car Park	Car Park	Break	Break	Car Park
Diana	Patrol/litter	Gazebo	Car Park	Gazebo	Break	Break	Car Park
Mark	Car Park	Car Park	Break	Break	Car Park	Car Park	
Paul	Car Park	Car Park	Break	Break	Car Park	Car Park	
Sarah						Gazebo	Gazebo
Roy	Car Park	Car Park	Break/Car Park	Car Park	Car Park	Break	Car Park
Agency staff x2	Car Park	Car Park	Break/Car Park	Car Park	Car park	Break (30 mns ea)	Car Park to 4pm
Car Park cover	7	7 (cover for breaks)	7 (cover for breaks)	6	6	5	6
Gazebo cover	2	2	1	1	1	1	2
Patrol/litter	2	2	1		1	1	3
Bandstand	0	0	1	1	1	1	0
To Be Confirmed							

Car Park team numbers front loaded to help with busy am period and breaks.

Car park team to take breaks as needed/suggested – Roland available to cover throughout the morning.

Roland to essentially be a floater / trouble shooter if needed – safety checks around site, cover for car park team as required etc.

Admin - Walmer Town Council

From: james sheridan <wheel2wheel@outlook.com>
Sent: 06 August 2025 12:27
To: Admin - Walmer Town Council
Subject: Re: Walmer Town Council's Children's Festival 2026

Hey Lynne,

Date held! As I say, we would love to come back for 2026. It is one of our favourite shows to deliver!

I have placed below the different package options including pricing for your information:

Standard Package: (as used previously for the children's festival)

X1 rider (Multiple British and European Cup Champion)
 X1 commentator, accompanied my music and our PA system
 Up to X2 25 minute shows throughout your event
 Our standard display rig, including a range of exiting obstacles and team van

Total cost: £750

Enhanced Package:

X2 riders (one of which is a multiple British and European Cup Champion)
 X1 commentator, accompanied my music and our PA system
 Up to X3 30 minute shows throughout your event
 Our Enhanced display rig, including team van and an impressive range of exciting obstacles
 Crowd giveaways during each show

Total cost: £1100

Gold Package (Only for standalone arenas)

X3 riders (one of which is a multiple British and European Cup Champion)
 X1 commentator, accompanied by music and our PA system
 Up to X3 35/40-minute shows throughout your event
 Our FULL GOLD display rig, including team, team trailer and a huge range of obstacles to take your event to the next level
 Crowd giveaways during each show

Total cost: £1900

That is all our package options that we have available. Hope this helps. I am really excited to hear from you soon

Many thanks

James Sheridan

Wheel2Wheel Display Team

Mob: 07902 192 877