



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

Tel: 01304 362363

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

Dated 30th January 2025

To All Councillors

You are hereby summoned to attend the **COUNCIL MEETING** of **WALMER TOWN COUNCIL** to be held on **Wednesday 5th February 2025 Walmer Baptist Church, Kelvedon Road. At 7pm.**

**Roland Aldred
Town Clerk**

AGENDA

- 1. APOLOGIES FOR ABSENCE.**
To receive any apologies.
- 2. DECLARATIONS OF INTEREST.**
To receive any declarations of interest from Members in respect of business to be transacted on the agenda. Attach 1
- 3. OPENNESS AND 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 is in addition to 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 any meeting of the Council or a committee is responsible for any claims or other liability from them so doing.
- 4. CHAIRMAN'S REPORT**
Update on various matters from the Chairman.
- 5. MINUTES** Attach 2
To approve the minutes of the Council meeting of the 15th January 2025.

6. REPORT ON ACTIONS FROM LAST MEETING

To receive a report on the actions from the last meeting

7. QUESTIONS AND/OR OBSERVATIONS FROM THE ELECTORATE OF WALMER

i) To agree to suspend the meeting for up to 15 minutes to allow discussion with members of the electorate of the Parish of Walmer present at the meeting on items of the agenda. Any items not on the agenda that members of the public wish to speak on will be noted for consideration of including on a future agenda.

ii) To receive a report from the DDC/KCC Members for Walmer.

8. CRIME AND ANTI SOCIAL BEHAVIOUR REPORTS

To receive a report from the Police on crime and anti-social behaviour in Walmer.

9. COMMITTEE REPORTS + MINUTES

i. To receive any reports and any agreed minutes as follows:

- a. Amenities & Environment – No minutes to report.
- b. Finance & General Purposes – from 27th November 2024. Attach 3
- c. Walmer in Bloom Minutes from 5th November, 2024. Attach 4
- d. Events Committee – from 3rd December, 2024. Attach 5
- e. Planning Committee – No minutes to report
- f. Climate Emergency Working Group — No minutes to report.

ii. To receive any comments about the draft minutes on Walmer Town Councils website. The following draft minutes are available on the website.

- a. Finance & General Purposes from the meeting held January 22, 2025.
- b. Walmer in Bloom from the meeting held January 14, 2025.
- c. Events Committee from the meeting held January 28, 2025.

10. REPORT OF THE CLERK

To receive a report from the Clerk on matters received.

11. FINANCIAL REPORT

For noting:

- a. Bank balances. Attach 6
- b. Monthly statement for January 2025.

12. MEETING DATES

To decide on meeting dates for 2025/26. Attach 7

13. GRANTS

To decide on recommendations from the Finance & General Purposes Committee for the award of grants to: Attach 8

- a. The Deal Society.
- b. Deal and Dover Tennis CIC
- c. Air Ambulance charity Kent, Sussex and Surrey

- 14. OUTDOOR GYM** Attach 9
To receive an update and agree proposed Gantt Chart draft timings for the project.
- 15. DDC TOILETS** Attach 10
To decide on offer from Dover District Council for support of the public toilets.
- 16. LOCAL RESILIENCE PLAN** Attach 11
To receive a report from Cllr Waite-Gleave for noting.
- 17. CONFIDENTIAL TO BE HELD UNDER THE PUBLIC BODIES (admission to meetings) ACT 1960**
To move to a private session to hear matters of a confidential nature.
- 18. OFFICE FRONTAGE** ENC 1
To decide on quotes for painting the office frontage.
- 19. HR MATTERS** ENC 2
To decide on recommendations from the HR Committee in respect of Wage increases for April 2025.
- 20. PLAYPARK AT MARKE WOOD PAYMENT TERMS** ENC 3
To receive an update on questions asked at Finance and General Purposes committee and decide on next steps in regard to payment.
- 21. DATE OF NEXT MEETING**
5th Mar 2025 7.30pm at Walmer Parish Hall.

Declarations of interest

Disclosable Pecuniary Interest (DPI)

Where a Member has a new or registered 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 in 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 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 that they have a DPI in the matter they should declare the interest immediately and, subject to any dispensations, withdraw from the meeting.

Other Significant Interest (OSI)

Where a Member is declaring an 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 the 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.

Voluntary Announcement of Other Interest (VAOI)

Where a Member does not have either a DPI or OSI but is of the opinion that for transparency reasons alone they should make an announcement in respect of a matter under consideration, they can make a VAOI. A Member declaring a VAOI may still remain at the meeting and vote on matter under consideration

Note to the code:

Situations in which a member may wish to make a VAOI include membership of outside bodies that have made representations on agenda items; where a Member knows a person involved, but does not have a close association with that person; or where an item would affect the wellbeing of a Member, relative or close associate, employer ect. but not their financial position. It should be emphasised that an effect on the financial position of a Member, relative, close associate, employer ect would probably constitute either an OSI or in some cases a DPI.

**WALMER TOWN COUNCIL**

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Minutes of the Meeting of Walmer Town Council held on Wednesday 15th January 2025 – 7 pm at The Baptist Church Hall, Kelvedon Road, Walmer.

Present Councillors: Cllr T Bond (Chairman), Cllr L Ludwig, Cllr M Eddy, Cllr R Blackwell, Cllr A Friend, Cllr J Murray, Cllr D Richardson, Cllr P Ludwig, Cllr M Simpson Cllr S Waite-Gleave, Cllr E Crockford, and Cllr P Jull.

Officer Present: Roland Aldred, Town Clerk

454. APOLOGIES FOR ABSENCE

Cllrs Lee, Grist and Findley offered apologies that were accepted.

455. DECLARATIONS OF INTEREST

Cllr Bond declared a VAOI in respect of item 463 report of the Clerk as his wife had worked at Tides previously and would likely conduct business there in the future and item 468 as he uses Mr Atherton for legal advice.

456. OPENNESS AND TRANSPARENCY

The Chairman reminded all those present of the openness and transparency statement.

457. CHAIRMAN'S REPORT

Cllr Bond reported:

- i. The residents of Kennedy Road raised over £1100 with their Christmas light display this year for charity.
- ii. KCC had voted to be considered for the first tranche of authorities to move over into the unitary system. Not all the Councils who apply will be selected, the decision of which authorities have been selected will be announced at the end of February. The new system will involve the County and Districts merging to form a Unitary Councils. Across Kent there will be 3 or 4 such bodies and an additional Mayor of Kent position will be created. This follows a government white paper on how Councils will be formed for the future. Little detail of how this will be achieved or what the exact responsibilities will be are known at this point. A request has been made alongside the application to suspend the County Council elections next year, to save the cost of £3 million. Were Kent to be accepted County elections would cost £3 million pounds and members would only have a short time in office

before the Unitary authority replaced them. A key point in making the decision to apply for the first tranche was the opportunities that being first tranche would give to shape how the Unitary Authorities would operate. Those in later tranches would only have limited opportunity to amend the processes.

Cllr Waite-Gleave add that she had attended the meeting as a member of the public and had concerns about where the Unitary Council would be based and that the Mayoral Position had no committee to which it was accountable.

Cllr Murray had concerns about what assets would be passed to the Town Council and the costs of managing and maintaining these assets.

Cllr Eddy was keen to learn what additional powers if any Local Councils would receive.

458. MINUTES

Members received the minutes of the Council meeting held on Wednesday, 6th November 2024.

RESOLVED: That the minutes be approved and signed.

Proposed by Cllr Friend

Seconded by Cllr Eddy

For 12 Against 0 Abstain 0

459. REPORT ON ACTIONS FROM THE LAST MEETING

The Clerk reported:

The Outdoor Gym Working Party had an initial meeting. To progress the project, advice on planning matters is required.

RESOLVED – To spend up to £90 to engage with Dover District Council on pre-planning advice. Ensuring we take advantage of the 50% discount for local councils if it is available.

Proposed Cllr Eddy

Seconded Cllr Waite-Gleave

For 12 Against 0 Abstain 0

460. MARKE WOOD TREES

Members received a written report from the Clerk and a presentation on the night from an officer of DDC about a request for financial support in planting trees at Marke Wood.

RESOLVED – To support the planting of trees at Marke Wood to the amount of £2000 to be taken from the tree planting reserve.

Proposed Cllr Blackwell

Seconded Cllr L Ludwig

For 8 Against 4 Abstain 0

461. QUESTIONS AND/OR OBSERVATIONS FROM THE ELECTORATE OF WALMER

- i. No members of the public were present
- ii. No members of Dover District or Kent County Council had a report to give.

462. CRIME AND ANTI-SOCIAL BEHAVIOUR REPORTS

Cllr Crockford reported that several local public houses had joined a voluntary accreditation scheme. A vape shop in Deal had been raided and more than 1300 illegal vapes, and 12,000 illegal cigarettes had been seized. A Drink Driving campaign had led to more than 100 arrests. There is a continuing campaign on illegal e-scooters.

463. COMMITTEE REPORTS AND MINUTES

i. To receive any reports and any agreed minutes as follows:

- a. Amenities + Environment - Minutes from Sept 25, 2024.
- b. Finance + General Purposes – Minutes from July 24, 2024.
- c. Walmer in Bloom Minutes from Sept 23, 2024.
- d. Events Committee – Minutes from Nov 19, 2024.
- e. Planning Committee – Minutes from November 12 and Dec 10, 2024.
- f. Climate Emergency Working Group — Minutes from Sept 19, 2024.
- g. Public Engagement Working Group – no minutes to present.

RESOLVED: Members agreed to note the minutes of all the above committees.

Proposed Cllr Friend

Seconded Cllr Eddy

For 12

Against 0

Abstain 0

ii. To receive any comments about the draft minutes of meetings taken place since the last council meeting.

- a. Amenities + Environment from the meeting held Dec 4, 2024.
- b. Finance + General Purposes from the meeting held Nov 27.
- c. Walmer in Bloom from the meeting held Nov 5, 2024.
- d. Events Committee from the meeting held Dec 3, 2024
- e. Planning Committee – from the meeting held Jan 8, 2025.
- f. Climate Emergency Working Group — from the meeting held Nov 14, 2024

RESOLVED – To note

Proposed Cllr Friend

Seconded Cllr Eddy

For 12

Against 0

Abstain 0

iii. Cllr Richardson put forward a proposal to disband the Public Engagement Working group for now as the ethos of the project of talking to the public was in place and members are discussing issues with the public without the need for events.

RESOLVED – To disband the Public Engagement Working Group

Proposed – Cllr Richardson

Seconded – Cllr Jull

For 12

Against 0

Abstain 0

464. REPORT OF THE CLERK

The Clerk reported:

- i. That Dover District Council have finalised the decision on the replacement for the Leisure Centre at Tides. A decision has been made to close all the facilities at Tides from the 31st March 2025, where previously the sports hall and tennis centre had been indicated to remain open. Clerk has received correspondence from one resident on this matter and there are some complaints on social media about this situation. Members to advise Clerk if they would like an item added to the next agenda to discuss this.
- ii. The KCC LNRS consultation launches on the 16th January 2025.
- iii. Volunteers from Hawkshill took part in a brush cutting course funded by the UK Prosperity fund over the weekend of the 11-12 January 2025. Walmer Town Council also organised for volunteers from Gazen Salts and the Captains Garden to attend to fill the course.

465. FINANCIAL REPORT

- i. Bank Balances
Members received the bank balances
Bank Balances as at 31/12/24

Charity Bank	£100,000.00
Redwood bank	£100,000.00
Unity Trust current	£25,138.59
Unity Trust Deposit	£133,600.14
Total	£358,738.73

RESOLVED – Members agreed to note the bank balances and monthly finance update.

Proposed Cllr Eddy

Seconded Cllr Friend

For 12

Against 0

Abstain 0

466. BUDGET

Members received the recommendations of the Finance and General Purposes Committee for the budget, precept and reserves for 2025/26.

RESOLVED – To accept the recommendations of the Finance and General Purposes Committee and set a budget of £283,780 and demand a precept of £261,312.20 with the difference coming out of unallocated reserves.

Proposed – Cllr Jull

Seconded – Cllr P Ludwig

For 7

Against 0

Abstain 5

467. CONFIDENTIAL TO BE HELD UNDER THE PUBLIC BODIES (admission to meetings) ACT 1960

To move into a private session to discuss matters of contractual legal or of a confidential nature.

RESOLVED – To move to a private session.

Proposed – Cllr Friend

Seconded – Cllr Jull

For 12

Against 0

Abstain 0

468. HR MATTERS

Members received a written recommendation from the Human Resources Committee on annual wage increases.

RESOLVED – To increase the pay in line with the NJC SCP scales.

Proposed – Cllr Jull

Seconded – Cllr Eddy

For 9

Against 0

Abstain 3

RESOLVED – To request the Clerk provide a report detailing the current and training dependant pay scales for all members of staff.

Proposed – Cllr Bond

Seconded – Cllr Eddy

For 11

Against 1

Abstain 0

469. LEGAL ADVICE

Members received a written report about an item for consideration of whether legal advice is required.

RESOLVED – To seek advice on the issue.

Proposed – Cllr Eddy

Seconded – Cllr P Ludwig

For 10

Against 2

Abstain 0

RESOLVED – To speak to Mr R Atherton in the first place to seek if this is within his area of expertise as a solicitor and seek a price Members have authorised an initial amount of £1000 for this advice.

Proposed – Cllr Friend

Seconded – Cllr Eddy

470. MARKE WOOD PLAYPARK

Members received a written report from the Clerk and prior to the public meeting a presentation from Dover District Council about financially contributing to the refurbishment of Marke Wood play park. Member received further a verbal report from Cllrs Blackwell and Richardson who had been appointed to work with Dover District Council on reviewing the project. Members felt that the additions brought about by the £25,000 contribution previously agreed subject to sign off when designs were completed showed value for money

RESOLVED – To approve the spend of £25,000 to be used in partnership with Dover District Council in revitalising Marke Wood playground.

Proposed – Cllr Richardson

Seconded – Cllr Blackwell

For 12

Against 0

Abstain 0

471. DATE OF NEXT MEETING

5th February 2025.

The meeting closed at 20.45 pm.

Signed: Date:



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MINUTES

Minutes of the meeting of the Finance & General Purposes Committee held at 7pm on Wednesday 27th November 2024 at 8 The Strand, Walmer

Present: Cllr P Jull (Chairman), Cllr P Ludwig, Cllr D Richardson, Cllr M Eddy, Cllr A Friend, Cllr P Findley, Cllr J Murray, and Cllr L Ludwig (ex officio)
Officer(s) Roland Aldred (Town Clerk)

395. APOLOGIES FOR ABSENCE.

Cllrs Simpson, Waite-Gleave and Lee offered apologies that were accepted.

396. DECLARATIONS OF INTEREST.

No declarations were made

397. OPENNESS AND TRANSPARENCY.

The Chairman reminded all present of their responsibilities under the Local Government Audit and Accountability act in respect of the public attending and recording meetings.

398. MINUTES.

The minutes of the meeting held on the Tuesday, 24th July 2024 were received.

RESOLVED – To accept the minutes as a true and accurate record of the Tuesday, 24th July 2024 meeting.

Proposed – Cllr Richardson

Seconded – Cllr Eddy

For -8

Against -0

Abstain -0

399. COUNCIL FINANCE UPDATES.

- i. To receive the first 2 quarters of 2024/25 financial position vs the budget vs 2023/24 financial position for the councils spend.

RESOLVED – To note the report.

Proposed – Cllr Eddy

Seconded – Cllr Friend

For -8

Against -0

Abstain -0

- ii. To note the bank reconciliation up to 30/09/24

RESOLVED – To note the reconciliation.

Proposed – Cllr Jull

Seconded - Cllr Richardson

For -8

Against -0

Abstain -0

400. BUDGET AND PRECEPT FOR 2025/26.

Members received a draft budget for 2025/26.

RESOLVED – To recommend to Full Council to accept the budget for 2025/26 with amendments to set the budget for Legal cost to be set at £0 and DDC Toilets to be set at £29k.

Proposed Cllr Friend

Seconded Cllr Richardson

For -7

Against -0

Abstain -1

RESOLVED – To recommend to Full Council to set the precept at such a rate that a 0% increase on the rate of Council Tax is levied by Walmer Town Council. The actual number will be set once the figures for tax base is available from Dover District Council, the overspend in the budget vs the precept will be funded from unallocated reserves.

Proposed Cllr Jull

Seconded Cllr P Ludwig

For -6

Against -2

Abstain -0

401. DATE OF NEXT MEETING.

22nd January 2025.

The meeting ended at 19.40.

Chairman:

Date:



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Minutes of the meeting of the Walmer in Bloom Committee held on Tuesday 5th November 2024 at 62 The Strand, Walmer, at 7.00 pm.

Present: Cllr L Ludwig (Chairing), Cllr D Richardson, Cllr P Ludwig, Cllr P Findley, Cllr S Waite-Gleave, Mrs D Bogue, Miss A Late.

Officers present: J Miles (Administration Officer)

340. APOLOGIES FOR ABSENCE

Apologies received Cllr E Crockford

341. DECLARATIONS OF INTEREST

None declared

342. MINUTES OF LAST MEETING

RESOLVED – That the minutes be taken as an accurate record with one minor change to Entry 272:1.

Proposed by: Cllr Findley

Seconded by: Cllr P Ludwig

For 5 Against 0 Abstain 0

343. QUESTIONS AND/OR OBSERVATIONS FROM THE ELECTORATE OF WALMER

None

344. ADMIN REPORT

I. **NOTED:** Report has been forwarded to the committee members.

II. Cllr L Ludwig to forward information regarding UK Prosperity Fund to other committee members.

Proposed by: Cllr Findley

Seconded by: Cllr P Ludwig

For 5 Against 0 Abstain 0

345. WALMER PEACE GARDENS

An update regarding the Peace Gardens was received from Mrs D Bogue.

I. Quote received from Red Dog Garden Services for the trimming of the hedges.

II. **RESOLVED:** Quote agreed on, admin to advise Red Dog to start as soon as possible.

Proposed by: Cllr L Ludwig

Seconded by Cllr P Ludwig

For 5 Against 0 Abstain 0

III. Hedge cutting may need a tree shredder for use to dispose of hedge cuttings.

RESOLVED: To sanction the hiring of a shredder for 2 days for WPG to limit of £150, admin to contact Jayne Miles regarding possible funding.

Proposed by: Cllr Richardson

Seconded by Cllr P Ludwig

For 5 Against 0 Abstain 0

IV. **RESOLVED:** To purchase a new header board for the Walmer Peace Garden Sign.

Proposed by: Cllr P Ludwig

Seconded by Cllr Findley

For 5 Against 0 Abstain 0

346. HAWKSHILL

- I. **NOTED:** The ecological/ habitat management plan completed awaiting Cllr Ludwig foreword and acknowledgements before publishing.
- II. **NOTED:** Brush cutter course moved to January; one brush cutter will need to be replaced. Cllr Findlay to forward information about cutters used at Gazen Salts for consideration.

347. LOCAL CAMPAIGN 2024

- I. **NOTED:** Evaluation Plan distributed to members of the committee:
 - a. Possible expansion of the poster campaign with the addition of school entries into the flower competition.
 - b. Template for posters to be considered for ease of entry
 - c. Entries to be returned to the schools at end of competition
 - d. School Presentations to go ahead earlier than before.
 - e. Prizes to be considered closer to the time.
 - f. Several planters require guardians, St Saviours gardeners could be approached for help. Cllr Waite-Gleave to contact Volunteer service to see if they can find a volunteer
 - g. Walmer to enter South and South East in Bloom campaign in 2025.
 - h. Garden competition to have new criteria decided on before the next campaign
 - i. Format & venue of the presentation to be developed. Ideas include cream tea at Walmer castle and publicity at The Childrens Festival.
 - j. A member of the public has approached the committee to donate £100 for the purchase of a trophy in memory of a former entrant and winner of Walmer In Bloom categories.
- II. **NOTED:** Cllr Ludwig to liaise with Mr Chapman to fully understand state of repairs and cost of replacement chains and liaison with Youngs nurseries if appropriate about replacement containers bring back to next meeting.
- III. **NOTED:** As part of 347.I.

348. VOTE TO EXTEND MEETING FOR 10 MINUTES WAS TAKEN

- I. **RESOLVED:** Meeting extended
Proposed by: Cllr Waite Gleave
Seconded by: Cllr P Ludwig
For 5 Against 0 Abstain 0

349. BUDGET

- I. **RESOLVED:** Budget to be modified as requested and forwarded to F&GP.
Proposed by: Cllr Findley
Seconded by: Cllr Waite Gleave
For 5 Against 0 Abstain 0

350. CHANGE OF NAME FOR COMMITTEE

- I. Deferred to January Meeting as first item on agenda.

Proposed by: Cllr L Ludwig
Seconded by: Cllr Waite Gleave
For 5 Against 0 Abstain 0

351. ISSUES FOR INCLUSION ON NEXT AGENDA

I. All issues for inclusion have been accepted for the next agenda.

352. DATE OF NEXT MEETING

Tuesday 14th January 2025 at 19:00.

The Meeting closed at 21:15

Signed _____

Dated _____



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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 2025 @ 5.30pm.

The Chairman closed the meeting at 7.08pm.

Signed

Date

Bank Balances as at 30/01/25

Charity Bank	£100,000.00
Redwood bank	£100,000.00
Unity Trust current	£31,896.25
Unity Trust Deposit	£115,600.40
Total	£347,496.65



Item: Meeting Dates.

Date: 29/1/25.

Meeting: Feb Full Council.

From: Roland Aldred .

Overleaf are the proposed meeting calendar for the 2025/26 year. Currently Deal Town Council have not produced their list of meeting dates to compare this with.

Options

Accept meeting dates as detailed overleaf.

Defer item till next meeting when Deal Town Councils meeting dates will be available.

Members to decide.

Walmer Town Council Meetings Schedule 2025/26

Meeting	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Council	07/05/2025	04/06/2025	02/07/2025		03/09/2025	01/10/2025	05/11/2025		14/01/2026	04/02/2026	04/04/2026	01/04/2026	06/05/2026
Planning	13/05/2025	10/06/2025	08/07/2025	12/08/2025	09/09/2025	07/10/2025	11/11/2025	09/12/2025	07/01/2026	10/02/2026	10/03/2026	07/04/2026	05/05/2026
Annual Town Meeting												15/04/2026	
Finance and General Purposes			24/725			15/10/2025	26/11/2025		22/01/2026			30/04/2025	
Human Resources		18/06/2025				22/10/2025		11/12/2025			19/03/2026		
Amenities and Environment													
Events	27/05/2024	17/06/2025	23/07/2025	20/08/2025	25/09/2025	16/10/2025	19/11/2025	02/12/2025	28/01/2026	26/02/2026	25/03/2026	23/04/2025	27/05/2025
Climate Emergency Working Group	29/05/2025		16/07/2025	18/09/2025			13/11/2025		20/01/2026		26/03/2026		28/05/2026
Walmer in Bloom	20/05/2025	25/06/2025	15/07/2025	07/08/2025	02/09/2025		18/11/2025		15/01/2026	17/02/2026	17/03/2026		19/05/2026

The following applications have been reviewed by the Finance and General Purposes Committee

Applications for a small Grant

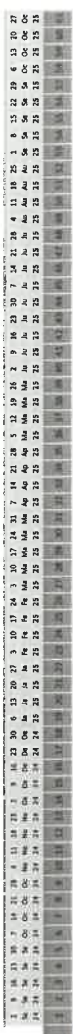
Applicant	Details of project	Amount applied for	Relevant Documentation provided	F&GP recommendation
Deal Society	Toward printing costs of the Heritage open days leaflet.	£100	Yes	£100
Deal and Dover Tennis CIC	Towards the cost of free tennis lessons for children.	£500	Yes	£500
Air Ambulance Charity, Kent, Sussex and Surrey	Money to be used as part of funding activities to continue to operate the service.	£500	Yes	£500

Outdoor Gym Project Draft Project Plan

Walmer Town Council

Project Start: 02/09/2024

Key: Grey: Project Tasks - Blue: Full Council Decisions/Milestones - Green: Working Party Milestones - Purple: External Organisation Actions - Orange: Community



Task Description	Responsibility	Priority	Task Start	Task End
Project Scoping & Planning				
Produce Draft Project plan	WP	75%	06/01/2025	03/02/2025
Define Project Objectives & Key Deliverables	WP	100%	20/01/2025	03/02/2025
Identify Project Boundary/ Scope, Constraints & Assumptions	WP	100%	20/01/2025	03/02/2025
Finalize Project Scope Statement to present to Full Council	WP	0%	03/02/2025	03/02/2025
Gym Design & Supplier Evaluation				
Contact 4 suppliers to obtain initial quotes and suggested gym designs	LS	100%	02/09/2024	19/11/2024
Meet with project fitness consultants to determine final design requirements (Meeting to be arranged)	LS/LS	0%	03/02/2025	23/02/2025
- Agree final / preferred gym design from proposals received	WP	0%	24/02/2025	24/02/2025
Register for contractorsfinder.gov.uk	LS	0%	25/02/2025	25/02/2025
Create specification for the goods, materials, services & execution of works	WP	0%	25/02/2025	09/03/2025
Create invitation to Tender documentation	WP	0%	25/02/2025	09/03/2025
- Submit to Full Council for Approval to publish on Government website "contractfinder.gov.uk"	LL	0%	02/04/2025	02/04/2025
- Invitation to Tender documentation online on contractfinder.gov.uk	LS	0%	03/04/2025	27/04/2025
Evaluate formal tenders received and prepare proposal for Full Council Approval	WP	0%	28/04/2025	11/05/2025
Appoint supplier to install outdoor gym	FC	0%	04/06/2025	04/06/2025
Planning & Permissions Required				
Details of foundation design and equipment to DDC for review - emailed MF 15/12/25	LS	100%	15/01/2025	15/01/2025
- Action feedback from DDC regarding foundation design and equipment	WP	100%	16/01/2025	16/01/2025
Contact DDC to discuss Licence for beach location - emailed MF 15/12/25	LS	100%	15/01/2025	15/01/2025
- Discuss and agree terms proposed by Rf for Terms of Licence. Submit recommendations to Full Council.	WP	0%	03/02/2025	26/02/2025
Seek Pre-Planning Advice from DDC - cost of £67.50. Approved by FC 15/12/25	WP	0%	03/02/2025	16/02/2025
- Identify all costs and paperwork to support the planning process	LL	0%	17/02/2025	16/03/2025
Present costs associated with Planning Permission to Full Council For Approval.	WP	0%	02/04/2025	02/04/2025
Prepare Planning Application/obtain required surveys/documents to support	WP	0%	03/04/2025	30/05/2025
Submit Planning Application to DDC	WP	0%	02/06/2025	02/06/2025
Planning Permission granted by DDC	DDC	0%	03/06/2025	31/08/2025
Agree Terms of Licence to Use with DDC	FC	0%	06/03/2025	06/03/2025
Licence to Use granted by DDC	DDC	0%	07/03/2025	31/08/2025
Budget & Funding				
Collate costs for Planning & Legal fees	WP	10%	20/01/2025	16/03/2025
Finalise costs from supplier re installation (from tender evaluation process)	WP	0%	28/04/2025	11/05/2025
Agree final project budget and requirements for project delivery (inc contingency sum and present to Full Council for approval	WP	0%	04/06/2025	04/06/2025
Discuss grant funding opportunities with DDC - meeting scheduled for 3/2/25 @ 4pm.	WP	10%	15/01/2025	28/02/2025
Investigate Sport England grant funding	WP	0%	03/02/2025	24/02/2025
Investigate other sources of grant funding eg UK Prosperity Fund/KCC etc	WP	0%	03/02/2025	24/02/2025
Produce funding strategy proposal and present to full council for approval	WP	0%	05/03/2025	05/03/2025
Write bids and submit applications to funding organisations	WP	0%	10/03/2025	31/05/2025
Funding applications approved/respected	EXT	0%	01/06/2025	31/08/2025
Communication Full Council				
Progress Update to Full Council - Seek approval for Pre-Planning advice	HA	100%	15/01/2025	15/01/2025
Progress Update to Full Council - Draft Project Plan & update on progress.	LL	0%	05/02/2025	05/02/2025
Progress Update to Full Council - Present Project Scope Document and Funding Strategy. Approval required for Terms Of Licence with DDC.	LL	0%	05/03/2025	05/03/2025
Progress Update to Full Council - Seek approval for invitation to tender documentation & planning application permission.	LL	0%	02/04/2025	02/04/2025
Progress Update to Full Council - Update on funding bids submitted & draft budget requirements	LL	0%	07/05/2025	07/05/2025
Progress Update to Full Council - Seek Approval for Supplier Selection, Full Budget requirements and Project Approval.	LL	0%	04/06/2025	04/06/2025
Progress Update to Full Council - Planning Permission Decision, DDC Licence Issued, Update on funding Applications and Implementation Plan Approval.	LL	0%	05/09/2025	05/09/2025
Communication: Community Updates				
Community Update on Progress - final Gym Design & next steps	WP	0%	12/03/2025	12/03/2025
Community Update on Progress - full council approval for project	WP	0%	04/06/2025	04/06/2025
Community Update on Progress - implementation plan/draft	WP	0%	04/09/2025	04/09/2025
Community updates on progress & pictures through the installation phase	WP	0%		
Implementation				
Create and agree implementation plan with selected supplier	WP/SUP	0%	05/06/2025	31/08/2025
Implementation plan commences	WP/SUP	0%		
On Site installation commences	WP/SUP	0%		
Installation completes with handover & training delivered	WP/SUP	0%		
Post Implementation/opening ceremony and community initiatives	WP/SUP	0%		

Attach 9



Item: DDC Toilets.
Date: 28/1/25.
Meeting: Feb Full Council.
From: Roland Aldred.

The chairman and clerk met with Roger Walton of Dover District Council in June to discuss the contribution Walmer Town Council was to make towards the running of the public toilets in Walmer. Walmer Town Council had questioned the support of the Marine Road Toilets with a previous agreement having been made that DDC would operate Marine Road without support from Walmer Town Council.

The outcome of the meeting was that DDC, who previously had proposed asking Walmer Town Council to cover half the cost of the Marine Road toilets and the full amount for both Borrow Pit and Marke Wood, would look to see if they could put together an improved offer.

Dover District Council have put now produced a revised proposal.

For 2024/25 – To pay £23271.58 – the cost of Granville Road and Marke Wood Toilets only
For 2025/26 – To pay an additional £1163.58 (5% increase) to cover additional costs for Marke Wood and Granville Road no support requested for Marine Road.

Further forward the toilet contract will be put out to tender from 2026/27. DDC will engage with, and WTC will be asked to participate in the tender process should they wish to.

Options

To accept the offer for 2024/25 and 2025/26 and authorise the Clerk to pay the invoice for £23,271.58.

To try further negotiations to amend the amount requested.

Recommendation

The initial negotiations were on the basis that WTC had an agreement to not pay for Marine Road going forward this has now been achieved. Therefore, the recommendation is to accept the offer

Members to decide



Item: Local Resilience plan.

Date: 28/1/25.

Meeting: Feb Full Council.

From: Cllr Waite-Gleave.

The Kent Resilience Forum gave a forty-five-minute presentation to Dover Forum- KALC in July 2024. It flagged up that in the light of the extreme weather events they expect, out-ages that have occurred, and what has been learnt about community resilience during Covid lockdowns, (including interruption of food and other imports), KRF wanted all local councils across Kent to review their **Local Resilience Plans**, update them and make them considerably more comprehensive.

I presented some suggestions on this matter (including ways of getting DDC to appreciate natural solutions to climate change to reduce flood / drought risks that can be applied in rural parishes) to the Oct 2024 DF-KALC. These were well received and as a result I was tasked by DF-KALC with contacting DDC resilience Manager David Parratt and exploring the possibility of him and KRF staff running a workshop for clerks or a representative Cllr of all 35 level 1 councils in the district to share the load / speed up the work of updating the Local Resilience Plans. (KRF officer Mr Andrea Allegra, KRF 'S Senior Community Resilience Officer who I spoke to at KALC AGM also keen to support).

Accordingly, I met with David Parratt and his colleague Kayleigh at DDC offices on 10th Jan, our DF-KALC suggestions were very well received and David pointed out it would help his small team to better understand capacity across Dover district 's communities.

The date DP has pencilled in for the four hour work shop is 26th March 2025, he has booked the DDC council chamber. The plan is for a 4-6pm slot, a comfort break, a 6.15 to 8.15pm slot approximately. Two sessions to be recorded for those invited but not able to attend. These sessions are TBC once KRF have confirmed their availability.

Note from the Clerk

Resilience plans are to replace the current emergency plans Local councils have in place. Walmer Town Council does have an emergency plan, this mostly consists of rooms to keep warm in case of the need to have people move away from their homes.