



**WALMER TOWN COUNCIL**

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

Tel: 01304 362363

Web site: [www.walmercouncil.co.uk](http://www.walmercouncil.co.uk) E-mail: [clerk@walmercouncil.co.uk](mailto:clerk@walmercouncil.co.uk)

**DRAFT Minutes of the Events Committee held on Wednesday 23<sup>rd</sup> 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 17<sup>th</sup> 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 4<sup>th</sup> 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 9<sup>th</sup> 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 27<sup>th</sup> 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 18<sup>th</sup> 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 20<sup>th</sup> August 5.30pm.

The Chairman closed the meeting at 19.26pm.

Signed .....

Date .....