

WALMER PARISH COUNCIL

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26 July 2017

To: Councillors C Grant, P Heath, D Thompson, Mrs M Beard-Gould & R Evans

I am writing to confirm that the next meeting of the **World War One Event Committee** will take place on **Thursday 3 August 2017** at 10am at the Parish Council Offices, 8 The Strand, Walmer to discuss matters set out below: -

Kirsty Holroyd
Kirsty Holroyd
Clerk to Walmer Parish Council

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A G E N D A

1. APOLOGIES FOR ABSENCE

2. MINUTES OF PREVIOUS MEETING OF 6 July 2017

Attach 1

3. MATTERS ARISING

4. PROJECT PLAN

i) The Assembly

- a) To receive an update on responses to invitations received.
- b) To approve the proof for the Order of Service.
- c) To consider a directional document for the stewards

ii) The Procession

iii) The Service

iv) The return

v) Refreshments

vi) Dispersal

5. PUBLICITY - To receive an update on publicity

6. DATE OF NEXT MEETING:

WALMER PARISH COUNCIL

Meeting of the WW1 committee held on Thursday 6 July 2017 at the Parish Office at 10 am.

Present: Cllrs P Heath, C Grant and Mrs M Beard-Gould

Officer present: Mrs K Holroyd

129. APOLOGIES

Apologies with reason were accepted from Cllr David Thompson and Cllr Roger Evans

130. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 8 June 2017 were approved as a true record and duly signed by the Chairman.

131. MATTERS ARISING

none

132. PROJECT PLAN

i) The Assembly

a) Members received an update on responses to invitations. Most people had responded.

b) Members considered the draft response and joining instructions to those guests with mobility problems.

RESOLVED: that the document be finalised by Cllr Mrs Beard-Gould and forwarded to the Parish Clerk for sending out.

c) Members were due to approve the draft order of service but unfortunately it has not been received.

RESOLVED: Enquiries are to be made with another printer.

d) Cadets

Members received a spreadsheet upon which Cllr Grant had detailed the specific locations and responsibilities of each of seventeen cadets.

RESOLVED: That another meeting is necessary with the cadets' co-ordinator to iron out the very small remaining details. An additional meeting with the cadets' officers on site would also be helpful.

ii) The Procession

Members agreed that a suitable robing room still needs to be found for the Clergy in the Castle prior to the procession. Precise arrangements for wet weather contingencies also need consideration.

RESOLVED: A further meeting with Admiral the Lord Boyce is necessary as soon as possible.

iii) The Service

a) Members received an update on the progress with the concrete base for the commemorative stand. Cllr Grant had attended the site that morning and work had started. He expected concrete to be poured the following day so all is on schedule.

b) Members considered when to request delivery of the Commemorative Stand and to where. Cllr Grant reported that it may be possible for the Stand to be stored for a short period in Cllr

Mrs Johnson's garage. He will continue to liaise between Cllr Mrs Johnson and Malcolm Lane & Sons.

Members also considered the security of the site between the times of Four Jays finishing erecting the marquees and the first guests arriving.

RESOLVED: That the Clerk make enquiries about two security guards from 2pm until 6pm to put out chairs and keep members of the public and dogs away from the immediate area prior to the service. They could also ensure that members of the public keep to the public area during the service and have access to hymn sheets if they wish.

iv) The return.

It was agreed that the Parade Marshall ought to be asked to make a general announcement to the guests at the end of the service inviting them to return to the castle for the reception.

v) Refreshments

Nothing further to add this meeting

vi) Dispersal

Nothing further to add this meeting

133. BUDGET

Members agreed that the additional £00 approved by Council at the last meeting will ensure that all the last minute arrangements can be met comfortably.

134. PUBLICITY STRATEGY

Members received an update on TV and Radio coverage and photographer

RESOLVED:

i) That a press release be sent to both the BBC to cover TV and radio and also to Meridian news.

ii) That a second press release be supplied to local press to invite members of the public to attend.

iii) That Jim Whalley be invited to take photos at the event.

iv) That a member from Deal Camcorder Club also be invited to record the day

v) That the event and the history of the site will be publicised by means of a display in the Parish Office window for the whole of August.

vi) That Cllr Mrs Beard-Gould will take a stand at the picnic to publicise the event.

vii) That a pullup display banner be designed and bought for this purpose.

135. DATE OF NEXT MEETING

3 August 2017 at 10am in the Parish Office

The meeting closed at 11.30 am.

Signed..... Date.....