



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

Dated this 7th day of September 2017

To Councillors: P Heath, R Hobbs, Mrs M Beard-Gould, D Thompson, Mrs M Ludwig and Miss A Herring

I am writing to confirm that the next meeting of the **EVENTS WORKING GROUP** will take place on **Tuesday 12 September 2017 at 10.30am** at the Parish Council Offices, 8 The Strand, Walmer to discuss matters set out below: -

Kirsty Holroyd
Clerk to Walmer Parish Council

AGENDA

1. **WELCOME AND APOLOGIES**
2. **MINUTES OF THE PREVIOUS MEETING**
To approve the minutes of the meeting held on Tuesday 11 July 2017. **Attach 1**
3. **MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA**
4. **BROCANTE – Bank Holiday Monday 7 May 2018**
5. **KITES ON THE BEACH – Saturday 9 June 2018**
6. **PICNIC ON THE GREEN – Saturday 13 August 2016**
 - i) To evaluate the success of the event and consider any changes to be made
 - ii) To suggest a date and basic outline for the event in 2018.
 - (a) Date & Time
 - (b) Music
 - (c) Bandstand – To consider making a donation of appreciation
 - (d) Community Groups/Marquees
 - (e) Site layout/arrangements
 - (f) Publicity
 - (g) Catering
 - (h) Stewarding – To consider making a donation of appreciation
 - (i) Budget - To receive this year's final budget and consider requirements for 2018/2019

Attach 2
7. **NEW PROJECT: SPORTS EVENT**
To receive and consider a proposal from Cllrs Thompson and Miss Herring
8. **DATE OF NEXT MEETING – Tuesday 12 December 2017 10.30 a.m. Parish Office**

WALMER PARISH COUNCIL

Minutes of the meeting of the **Events Working Group** held on **Tuesday 11th July 2017** at the Parish Council Offices, 8 The Strand, Walmer at 10.30am

Present: Councillors P Heath, Mrs Beard-Gould, R Hobbs, D Thompson, Mrs Ludwig & Miss A Herring

Officer Present: Mrs K Holroyd

482. WELCOME AND APOLOGIES.

All councillors were present. Malcolm Ford from Kent Kite Flyers was welcomed.

483. ELECTION OF CHAIRMAN AND VICE-CHAIRMAN FOR 2017/18

RESOLVED: That Cllr Pat Heath continue as chairman and Cllr M Ludwig continue as vice chairman.

484. MINUTES OF THE PREVIOUS MEETING

Members approved the minutes of the meeting held on Tuesday 9 May 2017 and they were signed by the Chairman as a true record.

485. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA

None

486. KITES ON THE BEACH

Everyone agreed that the event had been very successful. Members of the public, councillors and the Kent Kite Flyers had enjoyed the day equally.

RESOLVED:

i) That the event be repeated next year on Saturday 9 June.

ii) That more signage is needed to keep the public away from the large kites, to indicate event parking and to keep kite flyers out of the car park.

iii) That a letter of thanks and a cheque for £100 ought to be sent to the Deal Regatta stewards without whom the event would not have been possible.

iv) That next year 400 kites ought to be purchased and made up in advance to be given away to children free of charge.

v) That for this and other Parish Council events vouchers for stewards' refreshments ought to be redeemable in the Sea Café only.

487. PICNIC ON THE GREEN – SATURDAY 19 AUGUST 2017

i) Members considered the list of confirmed attendees

RESOLVED: that all those on the list be invited to attend on a first come first served basis.

ii) Members discussed caterers. The Clerk reported that Dine Alfresco did not wish to attend but Gates Gutbusters did.

RESOLVED:

i) That Gates Gutbusters be asked to attend for a pitch fee of £90.

ii) That Melvin Nobbs and Solley's ice creams be asked to attend for a fee of £60 each.

iii) That the candyfloss supplier be invited to attend for a fee of £30

iv) That no additional caterers are needed this year.

- iii) Invitations
 - a) Members reviewed the list of invitees.
RESOLVED: That the list is up to date with the addition of Walmer Castle staff and new Hawkshill Volunteers.
 - b) Members considered the draft invitation
RESOLVED: that the invitation is ready to be sent.
- iv) Members discussed attractions. The Clerk confirmed that the Fairground suppliers have received both a verbal and written invitation. However they have not confirmed as yet exactly what they will be bringing with them.
Cllr Thompson confirmed that the table tennis club will be bringing a marquee and table tennis equipment. He will also chase up the fencing club as it was agreed this would make a good visual addition to the event.
- v) Site plan
Members considered the Plan and where to place everything.
RESOLVED:
 - i) That the two ice cream vendors be placed at opposite ends of the site.
 - ii) That the other caterer be placed in the centre of the site.
 - iii) That the candy floss maker be positioned next to the bandstand in order to access the power supply.
- vi) Members considered the draft poster and leaflet.
RESOLVED: That the documents can be approved with the following changes:
 - i) That the logo needs to be changed to black and yellow
 - ii) That the Council's address needs to be added to the back page along with the artist's name.
 - iii) That there needs to be mention that the picnic is a free event.
- vii) Members considered press releases and photo calls
RESOLVED:
 - i) That a press release be issued as soon as possible to advise the public of the date.
 - ii) That a photo call be arranged with the bands and with the table tennis club.
 - iii) That the event continue to be advertised on Facebook
- viii) Members considered help on the day.
RESOLVED:
 - i) That the Clerk request that the bandstand chair shed be opened by a committee members just before 9am.
 - ii) That three people are needed to set out the chairs from 9am onwards
 - iii) That three people are needed to put the chairs away at 5pm onwards
 - iv) That two people are needed to help litter pick from 5pm onwards
- ix) Members considered the planning document
RESOLVED: Members agreed to note
- x) Members considered whether to produce a booklet for the day listing all the community groups taking part.
RESOLVED: that a booklet detailing all participants' details as well as Councillors' contact details was a good idea.

488. DATE OF THE NEXT MEETING

Tuesday 12 September 2017 at 10.30 am at the Parish Office.

The meeting closed at 11.15am.

Signed

Date

WALMER GREEN COMMUNITY PICNIC 2017

FINANCIAL SUMMARY (ex VAT)

Expenditure	2016 budget	2017
Site Hire	45	45
Bandstand donation	60	
Live band	650	650
Flyers/Posters/Print & Delivery	78	78
Insurance	n/a	0
First Aid Cover	140	140
Stewards	100	
Toilets Hire & delivery	235	330
Tables hire and delivery	112	112.50
Stewards/helpers refreshments	39	12
Marquee hire	1139	1442.64
Advert in press	0	0
banners	0	0
TOTAL EXPENDITURE		2810.14 + donations
income		
Stevens Ice Cream	60	60
Burger bar	90	90
Fairground Rides Donations	125	150
Candy Floss	30	30
The Street Pantry	60	0
TOTAL INCOME	365	330
COST		

For information: Profit from Brocante 2016: £4723
 Profit from Brocante 2017: £5138