

**WALMER PARISH COUNCIL**  
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Dated this 7th day of March 2018

**To Councillors P Heath, R Hobbs, Mrs M Ludwig, D Thompson & Mrs M Beard Gould**

I am writing to confirm that the next meeting of the **EVENTS WORKING GROUP** will take place on **Tuesday 13 March 2018 at 10.30am** 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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**AGENDA**

1. **WELCOME AND APOLOGIES**
2. **MINUTES OF THE PREVIOUS MEETING**
  - i) To approve the minutes of the meeting held on Tuesday 12 December 2017. **Attach 1**
  - ii) To receive a verbal update from the chairman on the recommendations made at the last Events meeting and subsequently approved at the Council meeting of Wednesday 7 March
3. **MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA**
4. **KITES ON THE BEACH – Saturday 9 June 2018**
  - i) To discuss the event with Malcolm Ford of Kent Kite Flyers
  - ii) To discuss the attendance at the event of Little Gulls outdoor playgroup with Rachel Stevens-Hall
5. **BROCANTE – Bank Holiday Monday May 7 2018**
  - i) To receive and consider a quote for first aid services
  - ii) To receive an update on bookings
  - iii) To receive and consider the planning document **Attach 2**
6. **PICNIC ON THE GREEN– Saturday 18 August 2018**

To receive an update
7. **DATE OF NEXT MEETING – Tuesday 10 April 2018 10.30 a.m. Parish Office**

## WALMER PARISH COUNCIL

Minutes of the meeting of the **Events Working Group** held on **Tuesday 12<sup>th</sup> December 2017** at the Parish Council Offices, 8 The Strand, Walmer at 10.30am

**Present: Councillors P Heath, Mrs M Beard-Gould & R Hobbs**  
**Officer Present: Mrs K Holroyd**

- 497. WELCOME AND APOLOGIES.**  
 Apologies were received from Cllr D Thompson & A Herring
- 498. MINUTES OF THE PREVIOUS MEETING**  
 Members approved the minutes of the meeting held on Tuesday 12 September 2017 and they were signed by the Chairman as a true record.
- 499. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA**  
 None
- 500. KITES ON THE BEACH – Saturday 9 June 2018**  
**RESOLVED;** that the Clerk start buying kites as soon as they become available in Poundland in the New Year
- 501. BROCANTE – Bank Holiday Monday 7 May 2018**
- a) Members were due to consider a quote to provide event toilets but unfortunately this had not been received
  - b) Members considered the booking form  
**RESOLVED: that the form be approved with the additional tick box to say stall-holders have checked they have the necessary public liability insurance.**
  - c) Members considered the updated letter to prospective stall-holders  
**RESOLVED: That the document may be sent out.**
  - d) Members considered the updated final letter to stall-holders  
**RESOLVED: that the letter may be sent out to those who have paid for a stall.**
  - e) Members considered three different designs for the publicity poster.  
**RESOLVED: that a poster was chosen and can be reproduced for display around Walmer and Deal.**
  - f) Members considered a quote for four ads in the East Kent Mercury and the What's On guide.  
**RESOLVED: that the quote be accepted at a cost of £161.46**
  - g) Members were due to consider a quote for first aid services but unfortunately this had not been received.
  - h) Members were due to consider a quote to provide stewards for the event but unfortunately this had not been received.  
**RESOLVED: that the stewards should be asked to work from 6am until 10 am and then 2.30 until 4.30pm.**
  - i) Members considered a request from The Street Pantry to provide catering at the event  
**RESOLVED: that the Street Pantry be invited to attend. Fees to be considered at the next meeting.**
- 502. SPORTS EVENT – Bank Holiday Monday**  
 Members received a written report from Cllr Thompson. It was noted that he has established a closing date for expression of interest from clubs in mid-January and therefore at the next meeting of this committee it will be clear whether the event will go ahead in 2018 or be postponed for a year.

**503. DATE OF THE NEXT MEETING**

Tuesday 13 February 2018 at 10.30 am at the Parish Office.

The meeting closed at 11.00am.

Signed .....

Date .....

## 2018 SPRING BROCANTE PLANNING DOCUMENT

ITEMS		ACTION	Booked?
<b>ACTIVITIES</b>			
<b>VALUATIONS</b>	- Canterbury Auction Galleries to provide service – 2 auctioneers. - WPC to provide booking system.	KH	
<b>OFFICE ADMIN</b>	Letter to stallholders + Parking Permit to be sent on receipt of payment	JW	
<b>SITE ARRANGEMENTS</b>			
Site booked	With Sandra Killick at DDC	KH	yes
Bandstand booked	With Paul Rutterford at Bandstand Committee	KH	yes
Site Plan	Final plan showing layout of stalls & site to be drawn up in conjunction with Regatta Stewards and EWG	commit tee	
Risk Assessment	Detailed Risk Assessment to be done once all factors known	KH	Yes
Insurance	Check with Zurich that everything is covered	KH	yes
Parking/Stewarding	Planning meeting to be held with R Stone to agree - Emergency Plan - Highways Issues – signing - Crowd control - Barriers/fencing requirements – hazard tape?  Planning meeting with early morning stewards / set up team to discuss use of range poles and marker paint	KH/ R Stone  KH/ PH	
Toilets	4 portaloos to be booked PLUS Use of Paddling Pool toilets	KH	yes
Power and music	Available from Bandstand if required.		
Catering	Check PLI and Hygiene certificate for all catering outlets Provide catering vouchers for stewards/Councillors use.	KH and DDC KH	
Tables & Chairs	All stallholders to provide their own. Any gazebos/tents to be checked for secure fixings 2 tables and 8 Chairs required for bandstand for valuations plus additional chairs for people waiting	KH	
Waste disposal	Bin Liners to be made freely available DDC to be alerted to event. SITA to be asked to do		

	sweep at the end of the day.		
First Aid			
<b>PUBLICITY</b>			
Press Releases	<ul style="list-style-type: none"> <li>• Save the date – February</li> <li>• Update on Bookings (sold out?) – March</li> <li>• Attract visitors - April</li> </ul>	KH/JW	yes
Publicity Material	<ul style="list-style-type: none"> <li>• Posters</li> <li>• Leaflets/Booking Forms – producing in house</li> <li>• Banners – 3 event banners to be updated</li> <li>• Parking Signs – check with Regatta stewards for requirements</li> </ul>	KH	
Advertisements	<p>East Kent Mercury  Dover Express  The Antique Trade Calendar  Antiques Diary</p>	KH	
Photography	EKM to be invited on the day		
Other Issues			
<b>ON THE DAY</b>			
	<p>Catering Vouchers  Print out full list of stall holders (include whether or not they are business or charity)</p>		
<b>AFTER EVENT</b>	<p>Letter of thanks CAG  Letter of thanks and donation J Trickey re carnival stewards  Letter of thanks and donation bandstand committee  Letter of thanks Roy Stone  Letter with donation Walmer Lifeboat</p>		