



WALMER TOWN COUNCIL

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

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DRAFT Minutes of the Events Committee held on Wednesday 17th June 2026 at No. 62 The Strand, Walmer at 5.30pm.

Present: Cllr Tony Grist, Cllr Diana Richardson and Cllr Adrian Friend.

Officers Present: Lynne Simmons – Deputy Clerk.

106. APOLOGIES FOR ABSENCE.

Apologies were received and accepted from Cllr Ludwig.

107. DECLARATIONS OF INTEREST.

No interests were declared.

108. OPENNESS AND TRANSPARENCY.

The Chairman reminded those present of the terms of openness and transparency.

109. MINUTES OF THE PREVIOUS MEETING.

Members considered the minutes of the meeting held on Wednesday 27th May 2026.

RESOLVED – That the minutes be taken as a true and accurate record.

Proposed by: Cllr Friend

Seconded by: Cllr Richardson.

For 3 Against 0 Abstain 0

110. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE ON THE AGENDA.

None.

111. EVENTS BUDGET.

Members received the Events Budget for 2026/27.

NOTED.

112. CHILDREN'S FESTIVAL 2026.

- i. The officer provided an update on all previous actions, planning and preparation work currently underway for the festival.

The Downs Sailing Club have very kindly offered use of the facilities in the sailing club for changing purposes for the Applause performers.

NOTED.

A total of 1,000 children's wristbands for use across our summer events have now been ordered.

NOTED.

All posters and banners have been distributed. A Facebook event has been set up and the budgeted spend of £30 for a Facebook boost has been actioned. Early statistics available on the event are promising with 170 overall responses and 4,128 views.

NOTED.

Members reviewed an A5 flyer detailing butterfly species present at Hawkshill Common for handing out at The Butterfly Show.

NOTED.

RESOLVED. Members approved a proposal to issue food & drink vouchers of up to £20 each to volunteers.

Proposed by Cllr Friend

Seconded by Cllr Richardson

For 3 Against 0 Abstain 0

- ii. The officer reported that the site plan has required updating due to the removal of two organisations who are no longer able to attend on the day. Members reviewed the updated plan and noted the changes made to the layout.

NOTED.

- iii. Members discussed the roles of the volunteers and the timings of the day. Attendance of staff and councillors at the event were confirmed and are shown within Appendix 1 attached. Cllr Grist kindly offered his support on Friday 3rd July for pitch marking if required.

NOTED.

113. BROCANTE 2026.

- i. The officer updated members on the one charity pitch which remains unsold, the numbers on the waiting list for pitches and confirmed that the event management plan has been submitted to DDC.

An application has been made for the required Street Trading Consent Licence and DDC have confirmed final numbers will be required 7 days prior to the event.

Members actioned the officer to obtain a further explanation from DDC Licensing department regarding the determination of the charges to be applied, ensuring this meets the criteria as set out within the Fees section of the published guidance notes.

NOTED.

114. FUTURE/OTHER EVENTS 2026.

- i. The officer reported that the start date on site has been moved to Thursday 2nd July as we continue to wait for the Compound Licence to be issued by DDC Legal dept. In light of this we are not yet able to set a formal opening date for the gym.

The Outdoor Gym working party will continue to move forward with plans for an opening ceremony as soon as practicable following the completion / handover of the gym, followed by a series of organised, user specific training sessions led by qualified personnel.

115. DATE OF NEXT MEETING

Wednesday 22nd July 2026 @ 5.30pm.

The Chairman closed the meeting at 18.32pm.

Signed

Date

Appendix 1: Children's Festival Timings and Staffing – Saturday, 4th July 2026. Event open to public: 12 pm to 4 pm

Personnel	AM 9.30 am	AM 11 am	PM 12 pm	PM 1 pm	PM 2 pm	PM 3 pm	PM 4 pm	PM end
Roland	✓	✓	✓	✓	✓	✓	✓	✓
John	✓	✓	✓				✓	✓
Lynne	✓	✓	✓	✓	✓	✓		
Louise Ludwig		✓	✓	✓	✓	✓	✓	✓
Adrian Friend	✓	✓	✓	✓	✓	✓	✓	✓
Diana Richardson	✓	✓	✓	✓	✓	✓	✓	✓
Elinor Crockford								
Tony Grist	✓	✓	✓	✓				
Keith Lee								
Paul Ludwig	✓	✓						
Peter Findley								
Richard Blackwell								
Sarah Waite-Gleave				✓	✓	✓		
Peter Jull								
Mike Eddy								
James Murray								
Trevor Bond								
Mark Simpson								
Roy Stone	9.00am	✓	✓	✓	✓	✓	✓	✓

Key Timings:-

3 x toilets arriving – True Loos 9.00am (pick up 5pm same day)

- 9.00 am Roy Stone arrives for setting up car park
- 9.30 am Staff & Councillors arrival at Walmer Green
- 9.45 am All items from office to Green if needed
- 10.00 am Set up bike/DAPA and tents
- 10.00 am Kent Kite Flyers arrive
- 10.00 am Wheel 2 Wheel team arrive
- 10.00 am Food / Drink Stall holders arrive
- 10.30 am Applause Rural Touring teams (need meet & greet)
- 10.30 am Other Activities & stalls set up
- 11.30 pm First Aiders arrive
- 12.00 pm Public start arriving
- 4.00 pm Food / Drink Stall holders will start to pack up/leave
- 4.00 pm Start to clear down & take back items to office
- 4.15 pm Full litter pick
- 5.00 pm Walmer Green vacated and cleared away

BEFORE EVENT

Mark out and number pitches (Thursday 2nd / Friday 3rd July)

ROLES DURING EVENT

Directing stall holders & entertainers onto Green to set-up for the day

Walking around checking everyone ok; rubbish picked up; toilets clean/have toilet rolls.

Help in car park – AF to support.

Someone in WTC base as point of contact/lost person post

End of day escorting off site and collecting rubbish