



## Minutes of the Events, Tourism and Development Meeting

Held at the Westgate-on-Sea Town Council Office

78 St Mildreds Road, Westgate-on-Sea CT8 8RF

on Wednesday 31<sup>st</sup> July 2024 at 6.30pm

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### Present

Cllr Wallin (Chairman of the Town Council)

Cllr King

Cllr Thomason

Ms Nabila Yakub – Interim Town Clerk

Ms Emma Dublin – Community Engagement Officer

1 x Members of the Public

### ETD/24/1 Apologies for Absence

Apologies for absence were received from Cllr Worrow and Cllr Scott.

### ETD/24/2 Declaration of Members' Interests

None.

### ETD/24/3 Public Participation Session

Ms Dublin reported that a member of the public who liaised with the traders on Christmas events had asked to be kept updated by the Town Council on any Christmas-related activities being planned. In particular, she had requested that the Christmas lights provided by the Town Council were put in place to coincide with the Christmas late night shopping which would be held on 14<sup>th</sup> November 2024.

### ETD/24/4 Election of Chairman of the Events, Tourism and Development Committee

The Chairman of the Town Council proposed Cllr Thomason to be Chairman of this Committee. Cllr King seconded. **The motion was voted upon and unanimously agreed.**

(Cllr Thomason would now be referred to in the minutes as the Chairman).

### ETD/24/5 Remembrance Sunday

Ms Dublin said this was an annual event and there was a folder in the office which detailed all the arrangements that had to be made. One of the biggest tasks was to arrange the road closures and to do that Ms Dublin said an Event Plan had to be in place and then details of the road closures had to be uploaded to TDC's EventApp. This had to be submitted to them 14 weeks before the date of the

event. She said a meeting had been held the previous week with the Chairman of the Town Council, the Town Clerk and other stakeholders to discuss the plan. The stakeholders had provided information on various aspects as they had experience in them from previous Remembrance Sunday events. The Town Clerk said that work was ongoing to complete the work by the end of the week which was the 14-week deadline. She said that fortunately the TDC portal held previous years' applications which would make the process easier. The TDC events team had also been supportive in dealing with various queries.

Ms Dublin said one issue that had been flagged up was that the Town Council did not have a Health & Safety Officer. She suggested that either the Town Clerk or a member of the office staff obtained the appropriate certification particularly for future events. Ms Dublin said that the previous Town Clerk had obtained the certification by attending a training course with Social Enterprise Kent. The Town Clerk agreed and said that it was important that a member of staff was trained in Health & Safety.

Ms Dublin said that the sound system also needed to be tested to ensure it worked.

#### **ETD/24/6 'Paint the Town Red'**

The Chairman said she understood this referred to displaying poppies as part of the Remembrance Sunday activities. Ms Dublin said this was a community-led activity where residents crocheted poppies and decorations for the town. She suggested nearer the time there should be a call out for volunteers which would give them ownership of the activity. The Chairman suggested that the local nursery was engaged too for children to paint poppies. Cllr King asked if the silhouettes of the soldiers would be used. He also suggested that alternative material was used for the poppies as when it rained they tended to sag and not look effective.

The Chairman of the Town Council said that it was important to fly a union flag on Remembrance Sunday possibly on a shop or outside the service club. Cllr King said he would speak to the Chairman of the club.

#### **ETD/24/7 VE and VJ Days**

It was agreed to mark the occasion of the 80th anniversaries of VE and VJ Days by flying a flag. Ms Dublin suggested that a small remembrance service was held. The Chairman suggested this item was kept on future agendas to monitor progress. The Chairman of the Town Council said that if a VE flag was not purchased then the union flag would be flown.

#### **ETD/24/8 Litter Picks**

The Chairman said that a litter pick had been arranged and asked for an update. Ms Dublin said this was a new initiative in connection with the Rotary Club. She said the plan was to hold an initial litter pick to see how successful it was and then inform residents to demonstrate that the Town Council was

proactive in keeping Westgate-on-Sea tidy. The Town Clerk said she arranged for their operatives to pick up the rubbish bags from the town council office on the Saturday following the litter pick. Ms Dublin said she had invited the Town Clerk to speak at a forthcoming Rotary Club meeting to introduce her and also talk about what the Town Council was currently doing on behalf of residents and to invite them to speak about how the Rotary Club could get involved. The Chairman asked if there was a schedule of future litter picks. Ms Dublin said the Rotary Club would be providing this.

#### **ETD/24/9 Update on Community Events**

The Town Clerk said there would not be a summer picnic as there had not been sufficient time to organise one. She said there had been a budget for the picnic but the proposal was to transfer it to other events / activities. The Chairman of the Town Council proposed the picnic budget was transferred for other activities. The Chairman seconded the motion. **The motion was voted upon and unanimously agreed.** There then followed a general discussion on using the funds for activities around Christmas and Easter. The Chairman suggested that the local community was engaged to offer suggestions.

#### **ETD/24/10 Councillor Surgery Dates**

The Town Clerk said she would draw up a schedule of dates and ask councillors to populate it with their availability. The Chairman of the Town Council recommended that there were two councillors for each Saturday with a reserve on call should one not be able to attend.

#### **ETD/24/11 Town Council Magazine**

Ms Dublin said it had been agreed with the publishers of the magazine that they would honour the commitment for the publication of the two outstanding issues. The first one would be 18<sup>th</sup> November 2024, which would take account of the Remembrance Sunday event. The next one would be 27<sup>th</sup> January, which would include the Christmas events. She said she had requested the font to be changed to seraph and to also increase the font size which would benefit the older demographic. She emphasised that the magazine must remain non-political. She had already collated a lot of content which she detailed to the committee.

In response to some items for the magazine, the Town Clerk said she was reviewing the allotments and becoming more engaged with allotment holders. Several allotments had been neglected and were in breach of the allotment rules. She would be terminating those that had not been cultivated despite warning notice. There was a waiting list and it was unfair to deny them the opportunity to cultivate an allotment.

Clr King asked for an update on the Poverty Alleviation Project. Clr Thomason said this was still work in progress. Clr King referred to the allotments and enquired if excess produce could be used in the food parcels. The Chairman of the Town Council said the Town Council had to be mindful of hygiene

regulations in putting unchecked produce into food boxes. Cllr King said in previous years allotment holders would invite residents to take excess produce. The Town Clerk suggested that a box of excess produce could be placed inside the office for residents to come in and collect.

**ETD/24/12 New Initiative: Winter Coat Drop/Swap**

Ms Dublin suggested a date in September where residents/children could donate or swap coats. Cllr Thomason said she had a clothes rail that could be used. The Town Clerk said this was a positive initiative for the council. **Agreed.**

**ETD/24/13 Christmas – Lights and Tree**

Cllr Thomason said that the Christmas lights previously used did not match between the Town Council's lights and the lights provided by the traders. She suggested for next year there was a budget to provide new lights. Cllr King suggested that 3 or 4 uplighters be used on blossom trees. He said that the results were very effective. Cllr Thomason said this would be looked into subject to having a power source. Regarding the existing lights she said an action point for the operatives was to check all the lights. There was a discussion regarding the purchase of a tree and an action point for the Town Clerk to source quotes. Cllr Thomason said she would contact Birchington Parish Council to find out where they obtained their tree from.

**ETD/24/14 Date of Next Meeting**

25<sup>th</sup> September 2024 at 6.30pm.