



Date of issue: 14.09.2023

To all members of the Events, Tourism and Development Committee

You are summoned to attend a meeting of the Events, Tourism and Development Committee

At 6.00pm on Tuesday 19th September 2023 at the

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

Members of the public are welcome.

Signed: *Chloe Wheatley* Interim Town Clerk

Committee Members: Cllr D'Abbro (Chair); Cllr Mulinya (Vice Chair); Cllr Donaldson; Cllr Fenning; Cllr King; Cllr Scott

1. **Apologies for Absence**
To receive and accept apologies for absence and substitutes.
2. **Member's Interests**
To receive declarations of pecuniary and non-pecuniary interests.
3. **Minutes**
To receive and approve the minutes of the Events, Tourism and Developments Committee held on Tuesday 18th July 2023 **(Copy attached)**.
4. **Public Participation Session**
The meeting will adjourn to allow 15 minutes for the purposes of public participation. Subject to standing order 3(f) a member of the public shall not speak for more than 3 minutes and in accordance with standing order 3(e) a question shall not require a response at the meeting nor start a debate on the question.
5. **Interim Clerk Report**
Update from the Interim Town Clerk on ongoing projects and actions from the previous E,T&D Committee meeting.
6. **Westgate Community Picnic 2023 Review**
Review of the Westgate Community Picnic held on 22nd July 2023.
7. **Westgate-on-Sea Photography Project – The Pulse**
Update on the Westgate Photography Project, The Pulse, by Mereike Gunsche and to review a request for funds. **Decision required.**
8. **Remembrance Sunday – 12th November 2023**
Update for members on the Remembrance Parade and Service for 2023.
9. **Christmas Fair 2023**
Update from the Lighting and Improvements Committee on the Christmas Fair.
10. **D-Day 80TH Anniversary – 6th June 2024**
Members to discuss and decide whether to join the D-Day events marking the 80th Anniversary. **Decision required.**
11. **Town Council Magazine**
Discussion and sharing of ideas for the Town Council's Magazine.
12. **Date of Next Meeting**
17th October 2023 at 6pm



Minutes of the Events, Tourism and Development Committee

Westgate-On-Sea Town Council

Held on Tuesday 18th July 2023 at 6.30pm at the Town Council
Office, 78 St Mildreds Road, Westgate on Sea CT8 8RF

Present	Cllrs D'Abbro (Chair); Mulinya (Vice Chair); Donaldson; Fenning; King; Scott	
Also, in attendance	Mrs Chloe Wheatley (Deputy Town Clerk)	
	Apologies for Absence Cllr D'Abbro, Cllr Scott and Cllr Fenning	
	Member's Interests None	
	Minutes It was moved by Cllr Donaldson and seconded by Cllr Mulinya and RESOLVED: that the minutes of the E,T&D Committee meeting held on Tuesday 20 th June 2023 were signed and approved as an accurate record of the meeting.	
	Public Participation Session There were no requests from the public to speak.	
	Deputy Town Clerk Report The Deputy Town Clerk updated members on the actions from the previous meeting. To provide Mareike with the Small Grants Application and Guidance paperwork with a view to applying for the Westgate Photography Project - unfortunately, the Small Grants Policy states that applications cannot be made from individuals and must be submitted by "not for profit" community groups. To add the Westgate Photography Project to the next E,T&D Committee Agenda so that Members can discuss costs of printing and possible exhibition venues – completed, agenda item 6.	

	<p>To confirm with <i>Here Before Us</i> the cost of supplying the Blue Plaque Vinyl's has remained unchanged – awaiting confirmation.</p> <p>To obtain a quote from Scorcha Skate School to provide Skate Skill sessions over the summer – completed, agenda item 8.</p> <p>To source and purchase a wreath to lay a purple poppy wreath in honour of the animals lost in war at the 2023 Remembrance Parade – ongoing.</p> <p>To place on the E,T&D Agenda for September 2023 to discuss event ideas for 2024 – completed.</p>	
	<p>Westgate-on-Sea Photography Project</p> <p>Since the last meeting Mareike has obtained a quote for the cost of printing from Margate Art Printing Service. They have offered a discount as it is a community project. The total cost for 16 prints (80cm x 80cm) would be £520.00.</p> <p>Additionally, there might be costs for wood panels and hanging materials, depending on the space where the exhibition will take place.</p> <p>ACTION: To contact Mareike and invite her to the next E,T&D meeting in September 2023.</p>	
	<p>Westgate Community Picnic</p> <p>It was confirmed the Town Council had received the Temporary Events Notice which now completed all the required paperwork with Thanet District Council for the event. Extra bins had been ordered and first aid confirmed. An Event Plan would be sent to each committee member outlining all the details for the day. Thank you to Cllr Donaldson for delivering the notification letters to neighbouring roads informing them ahead of time of the event.</p>	
	<p>Westgate Skate Skills Sessions – Summer Holidays 2023</p> <p>It was proposed by Cllr Donaldson and seconded by Cllr King and RESOLVED that the Town Council run Skate Skills session over the summer holidays in conjunction with Changing Minds Kent at a cost of £300.</p>	
	<p>Town Council Magazine</p> <p>Members discussed ideas for the next magazine. Ideas included a puzzle page, competitions for residents to submit poetry, short articles or photos.</p>	

	Next Meeting 19 th September 2023 at 6.00pm	
	Meeting closed 7.30pm	

Signed.....

Dated.....

[Faint, large, diagonal watermark text reading "DRAFT" is visible across the page.]



Events, Tourism and Development Committee – Interim Town Clerk Report

Tuesday 19th September 2023

Actions from the previous meeting 18.07.23

To inform CMK that WOSTC agree part funding skate sessions. To create poster and advertise.	Completed
Article Ideas for Magazine - Competition, puzzle page, where in Westgate - Sept issue	Ongoing. Working on content to go in the December 2023 issue of the magazine.

Agenda Item 6 - Westgate Community Picnic 2023 Review

The Community Picnic was a great success. Thanks go to all the Councillors and staff who supported the event on the day, to Cllr Fenning for organising and providing street football, for the Westgate and Garlinge Action Group Against Housing for providing refreshments and to Bronwen and the Community Centre for hosting the event.

2024

This year the event was very family/child focussed which I think proved to be a very popular. An idea to expand the event would be to theme the picnic – *Westgate Teddy Bear Picnic*. National Teddy Bears Picnic Day is on 10th July 2023 so we could hold the event on either weekend 6/7th or 13th/14th July 2024. These dates would not then clash with the Minster Flower Show.

Recommendation: Members set a date for the Community Picnic 2024 and set a theme of Teddy Bears picnic.

Costings

- The original budget for the event was set at £1000.00
- A further £1000.00 was given to the budget at the F&GP committee meeting on 25th July 2023.
- In total the Picnic cost £1332.98 (£705.00 on entertainment, £493.50 on event fees/first aid etc and £134.48 on decorations/craft materials).

Recommendation: To set aside a minimum of £1500.00 in the 2024-2025 budget for the 2024 Community Picnic.

Agenda Item 7 - Westgate-on-Sea Photography Project – The Pulse

Mareike Guensche has now completed the work on her project. The exhibition which includes the stories and photos of 19 Westgate businesses/individuals will be exhibited from 22nd July 2023.

Mareike has been able to source private sponsorship for the cost of printing etc for the exhibition but is asking members today if the Town Council could financially contribute so that she can create a booklet of the exhibition to share with the community. Costs to be confirmed at the meeting.

Decision required: To financially support The Pulse photography project with the costs of printing a booklet.

Agenda Item 8 - Remembrance Sunday – 12th November 2023

Update on the Remembrance Parade and Service due to be held on Sunday 12th November 2023.

Confirmed

- Event Application submitted.
- Road Closure application submitted.
- Road Traffic Management – booked.
- First Aid – booked.
- Bugler - booked.
- Wreaths – purchased and received.
- Parade and wreath laying order – draft finalised.

Outstanding:

- Event Application submitted – awaiting approval.
- Road Closure application submitted – awaiting approval.
- Poppy displays. Set a date to put up and take down.
- Volunteers. Required 10.
- Testing of the PA System.
- Printing of service booklets.

Agenda Item 9 – Christmas Fair

Members of the Lighting and Improvements Committee will be attending the meeting to discuss their plans for the 2023 Christmas Fair.

Agenda Item 10 – D-Day 80th Anniversary 6th June 2024

Please see visit: www.d-day80beacons.co.uk to download the full D-Day Anniversary Guide to Taking Part.

Agenda Item 11 – Town Council Magazine

Issue 20 of the Town Council Magazine will be distributed from week beginning 2nd October 2023. Some of the topics in this issue include:

- Updates from the Chairs on committee/sub-committees
- St Crispins 60th Birthday
- The Pulse Photography Project
- Highways Improvement Plan
- Skate Skills Sessions
- Neighbourhood Plan Referendum Update
- Community Picnic Event
- Advertising for the Christmas Fair, football pitch hire and puzzle exchange