



Broadstairs & St Peter's Town Council

Events, Leisure & Tourism Committee

Minutes of the meeting held on Monday 11 November 2024 at 7pm in the Music Room, Pierremont Hall

Present: Cllrs M. Garner (Chairman), J. Bright (Vice Chair), A Munns, S Roberts, C Kemp.

Officers: Clerk, Abigail Barton, Civic & Support Officer. Leanne Hadden, Events & Bookings Manager, Simone Shallcross, Events Administrator.

114. CHAIRS WELCOME/OPENNESS AND TRANSPARENCY

Cllr Garner reminded those present of the following: The right to record, film or broadcast any meetings of the Council, committees and subcommittees is established following the Local Government Audit and Accountability Act 2014.

115. APOLOGIES FOR ABSENCE

Apologies with reason were given by Cllr James Hobson these were accepted by resolution of the committee. Cllr Charlie Leys was absent without apologies.

116. DECLARATIONS OF INTEREST

None were received.

117. MINUTES

That the minutes of the Council meeting held on Monday 19th August 2024 can be approved and duly signed as a true record by the Chairman.

118. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA

None were received.

119. QUESTIONS AND/OR OBSERVATIONS FROM THE ELECTORATE OF BROADSTAIRS AND ST PETER'S

None.

120. TEAM EVENTS UPDATE

Members received a verbal update and report supplied by Events & Bookings Manager.

RESOLVED: That Events Supervisor, Mia Tillett now been made a permanent member of staff, and the addition of Simone Clifford has joined the team under a year's temporary contract to cover the events and

bookings manager's maternity leave.

Members agreed to note and welcomed Simone to the team.

121. UNDER 18'S HALLOWEEN

Members received an end of event report from the Events & Bookings manager. It was noted that the event was a great success, working with the Chamber of commerce and Halter Skelter nursery. The Town Council made sure to supply healthy food alternatives to the children who attended, handing out fruit as well as other treats. Tickets sold well for the event. The events team noted that a vast number of guests were due to Cllr J Brights networking as the school's liaison Councillor.

There was one safeguarding incident that was handled by staff; this has been taken seriously and the persons involved have now been added to a bared list. Safe guiding is a priority and as such changes have been made to risk assessment and safeguarding is to be discussed at future meetings to keep policies up to date.

RESOLVED: Cllr J Bright noted how proud she was of the Events Team for such a successful event.

It was agreed by members that the event is to be replicated next year where more volunteers will be included to work the event, including Councillors.

It was recommended that a safeguarding committee or agenda item is to be considered to the staffing committee.

122. BANDSTAND

Members received a report from the Events & Booking Manager. It was noted that the bandstand is nearly fully booked for 2025.

RESOLVED: The following was agreed by all members:

Band budget-

A maximum budget of £500 per band is to be used.

Afro Latino festival-

The Town Council Band Budget of £500 max is to include the Afro Latino festival group. If they require more funding, they will be asked to apply for an Event grant.

Bookings extended-

Booking have now been extended to October. Booking timetable is now April to October.

Members noted the current list of bands.

It was suggested that there needs to be more diversity of bands and acts. All ages included.

It was agreed that a battle of the bands type event or talent show at the bandstand is to be organised working with East Kent college and the Pie Factory as an under 18's event.

123. PUNCH AND JUDY

Members received and discussed officer recommendations regarding the contract renewal for summer 2026.

RESOLVED: It was agreed by all members that Professor Ben Bamboozle is to be invited back to perform for the summer season, with the same budget of 10 dates.

124.COMMUNITY FESTIVAL UPDATE

Members received a verbal update from the Events Manager, which include note that the land permissions have now been approved by TDC.

RESOLVED:

The following was agreed by all members:

Community stalls:

Councillors are to email suggestions of invites to the Events Team.

A pitch fee of £20 is to be paid by stall holders, they will also be asked to supply their own Gazebos, with size stands set by the evets team.

It was agreed that stalls will first go to CT10 post codes, then out to Thanet wide. There will also be a waiting list if it is booked up.

On the day:

It was agreed that there will be a silent hour with no music again this year in partnership with neurodivergent Thanet.

It was suggested that there needs to be a draw down to the lower park stalls, this is to be a free event working with local groups.

It was agreed that the cleaner, safer, kinder areas are going to be defined with colours this year.

125. FIREWORK NIGHT

Members received a verbal update from the Events & Bookings Manager.

RESOLVED:

The following was agreed by all members:

On the Day-

Councillors agreed to 6 pm start for 2025 as this supported the economy of the local businesses.

Councillors would like to invite the same band to play again next year with the change that they would like them to play an hour before and an hour after the fireworks to prevent and stagger people from leaving all at once

Road Closures -

Councillors agreed to road closures again for 2025 and for marketing to be in place again to encourage the local community to walk and use public transport.

It was agreed that letters are to be posted through local resident doors to warn them of the road closures. This will include a permit to hand to Probe on the night of the fireworks for residents to be allowed through closures.

Probe is to count spaces in car parks to notify road users not to travel further if there are not spaces.

Budget-

Councillors agreed to an additional ambulance being needed on the other side of the site (The Jetty). Depending on the extended budget request at the next F&GP meeting in December.

It was also suggested that the use of donation buckets is to be investigated.

Toilets-

It was agreed that Retort House is to be kept open for a quiet space and use of toilets for members of the public, councillors will be asked to volunteer.

126. REMEMBRANCE SUNDAY EVENT

Members received a verbal update from the Civic and Support Officer.

It was discussed that the event went well and was well received by members of the public due to careful planning and changes made to last year's set up, including the addition of Inspiration Creative Choir who signed the service and an area for guests with accessibility issues making the service more inclusive.

It was noted that the staff did fantastic work in organising the event as well as preparing and cleaning the War Memorial and surrounding area. These staff members include the Civic & Support Officer, Operations officer and Town Council Gardens Team.

The Civic & Support officer has noted that the road closure and parking bay suspensions will be earlier next year to avoid rogue parking next year.

RESOLVED: The event was a success, and councillors were happy with the outcome, Thanks to staff.

127. CHATTY CAFÉ AND PUZZLE EXCHANGE

To receive a verbal update from the Events and Bookings Manager.

It was noted by the events and Booking Manager that despite the Council's best efforts to advertise the Chatty café and Puzzle exchange, the project had been unsuccessful and was no longer viable.

The Events Team have been in contact with Broadstairs library to take over this project and donate the puzzles to them.

RESOLVED:

Members agreed to note.

128. CHRISTMAS LIGHTS AND TREE

A small update supplied by the Deputy Town Clerk was received by members.

RESOLVED: All lights are now being installed for this year. The Town Council are waiting for the load testing to be undertaken by KCC for the 8 motif columns in St Peter's as they are over 4kg.
Christmas tree has been ordered and we are awaiting delivery date.

129. CHRISTMAS MARKET

Members received a verbal update from the Events and Bookings Manager.

RESOLVED:

Councillors are happy with the event plans.

Officer to form a report after the event ready for F&GP budget for 2025 – Review to be given in February meeting and planning to start following this review.

Decisions to be made in February meeting on Christmas Market 2025 (date, timings, structure, stalls, price, entertainment).

130. VE DAY

Members received a verbal update from the Events and Bookings Manager.

RESOLVED:

Councillors happy with times.

Events Team to ask the Thanet Concert Band to attend again. Request if there can be a mix of 1940s and modern music.

Council to purchase a VE Day flag for Pierremont and the handheld flags that we gave away for free to residents attending.

Officers to involve local schools with the events – art works to display, poems to read out.

Update to be given in February meeting.

Officers to speak to scouts/ Cadets to do a reading.

Email to be sent to councillors on who they would like to invite.

131. SUMMER THEATRE

Members received a verbal update from the Events Manager.

RESOLVED:

Councillors agree to work with Applause for a second year.

Councillors agree to Wednesday's family shows and Fridays (new time 7 pm) adult shows.

Officers to report on proposed program at next meeting at a budget target of £5000.00 for 8 shows across July and August, and an extra £1000.00 (total £6000.00) for 10 shows across July and August.

Update and decision to be given in February meeting.

132. JENNIFER VYVYAN CENTENARY

Members received a verbal update from the Events and Bookings Manager.

RESOLVED:

Councillors agree to support this event and work in partnership with the Sarah Thorne Theatre.

The partnership will involve support with marketing the event, alongside the theatre and the council agreeing to cover a financial shortfall, at the agreed surplus of £500.00. Budget to be taken from cost code 402 to cover shortfalls (if any)

133. COMMERCIAL EVENTS UPDATE

Members received a verbal update from the Events and Bookings Manager.

So far, the venue has 29 weddings booked for the year.

It was noted by the Events and Bookings Manager that the cost-of-living crisis has resulted in 3 people in 2025-26 postpone their event until 2026-27. This could have an impact on our targets for 2025-26.

RESOLVED:

Officer to submit a forecast report for the next F&GP to review targets for 2025-26.

134. BUDGET

The following budget recommendations were agreed for F&GP confirmation:

- **Community Festival** - £3000.00
- **Bandstand**- £16,500.00
- **Summer Theatre** - TBC Next Meeting, recommended £5000.00- £6000.
- **Miscellaneous events** - £1000.00 (£500 to JENNIFER VYVYAN)
- **Punch & Judy**- £3000.00 Aim for 10 dates
- **November Firework**- £7500.00 with the option of donation boxes, Ideal -£10,000
- **Next year's budget toward VE**- £2500.00
- **Christmas Market**- £1500.00

135.DATE OF NEXT MEETING

7pm, 17th February 2024

Meeting Closed at 21:07pm

