

**Minutes of the meeting of the Sandwich Town Council Events & Entertainments Committee, held on 12<sup>th</sup> May 2014, at the Guildhall, at 6.00pm**

**Present:**    **The Mayor (in the Chair)**  
              **Cllr P Graeme**  
              **Cllr Mrs S Laslett**  
              **Cllr Mrs V Lioté**  
              **Cllr Mrs Russell**  
              **Cllr B A Scott**

**Officer:**    **Miss T Weir**  
              **(Miss L Fidler was also present at the meeting)**

**01.05.14        **APOLOGIES FOR ABSENCE****

Apologies were received and accepted from Cllr Mrs Dunay, who was on holiday. No apologies were received from Cllr Sneller.

**02.05.14        **DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS****  
**AND                **OTHER SIGNIFICANT INTERESTS****

There were no declarations of disclosable pecuniary interests or other significant interests.

**03.05.14        **CONFIRMATION IN OFFICE OF THE MAYOR DEPUTIES OF****  
**BRIGHTLINGSEA, FORDWICH & SARRE, WEDNESDAY 9<sup>TH</sup>**  
**JULY                **2014****

Members considered a summary sheet of proposed arrangements for this year's Confirmation in Office of the Mayor Deputies of Brightlingsea, Fordwich & Sarre ("Deputies' Supper"), to be held at Guildhall on Wednesday 9<sup>th</sup> July 2014.

**RECOMMENDATIONS:**

- **That no changes be made to the current guest list as presented, but that for comfort, the Main Hall be kept free for use in case of attendance by all or nearly all invitees**
- **That the guest contribution (where applicable) towards the cost of Supper be increased to £12.50 per head, the choice of the Supper menu within the proposed budget of £1,300 - including hire of tablecloths - being made by the Mayor & Town Clerk, subject to Financial Regulations**
- **That wine be obtained on sale / return with hire of glasses from the Strand Wine Company at a quoted rate of £5.99 per bottle, within the proposed budget of £850 for wine plus soft drinks, tea and coffee, milk & sugar for afternoon tea**
- **That the proposed budgets be approved for menu cards and flowers (£100 and £150 respectively), the choice of printer and florist and approval of designs to be made by the Mayor & Town Clerk**

- That a budget of £22.80 or thereabouts (allowing for postage increases) be approved for postage of invitations
- That Councillor Scott propose and Councillor Mrs Russell second the confirmation in office of the Mayor Deputies
- That Councillor Watts propose the toast, “The Cinque Port Liberties of Sandwich”
- That the Mayors of Honfleur and Sonsbeck should not be invited to Deputies Supper.

**04.05.14 BATTLE OF BRITAIN COMMEMORATION, MONDAY 15<sup>th</sup> SEPTEMBER 2014**

Members considered a summary sheet of proposed arrangements for this year’s Battle of Britain Commemoration, to be held on Monday 15<sup>th</sup> September 2014 at the War Memorial and Guildhall.

**RECOMMENDATIONS:**

- That no changes be made to the current guest list as presented
- That the budget (£20) and proposed arrangements for catering (“bar snacks”) be approved
- That wine be obtained on sale / return with hire of glasses from the Strand Wine Company at a quoted rate of £5.99 per bottle, within the proposed budget of £110 for wine, beer and soft drinks
- That the budgets for postage (£20) and the Mayor’s Cadet badge (£5) be approved
- That the use of volunteer marshalls be approved, along with Guildhall staffing as outlined
- That it be noted this event was originally driven by RAFA but is now organised by Sandwich Town Council, and that it is one of the Council events for which event planning paperwork must be submitted to DDC since it involves road closures.

**05.05.14 REMEMBRANCE SUNDAY PARADE & SERVICE, SUNDAY 9<sup>TH</sup> NOVEMBER 2014**

Members considered a summary sheet of proposed arrangements for this year’s Remembrance Sunday Parade & Service, to be held at the War Memorial, St Clement’s Church, various streets of Sandwich (Parade) and Guildhall on Sunday 9<sup>th</sup> November 2014.

**RECOMMENDATIONS:**

- That no changes be made to the current guest list as presented except that the local Rotary Club should be added to the formal invitation list in order to ensure it appears on the schedule of groups and individuals laying wreaths
- That the budget (£15) and proposed arrangements for catering (“bar snacks”) be approved
- That wine be obtained on sale / return with hire of glasses from the Strand Wine Company at a quoted rate of £5.99 per bottle, within the proposed budget of £170 for wine, beer and soft drinks

- That the budgets for postage (£12) and the Mayor's Cadet badge (£5) be approved
- That the use of volunteer marshalls be approved, along with Guildhall staffing as outlined
- That it be noted this event is one of the Council events for which event planning paperwork must be submitted to DDC since it involves road closures
- That the Assistant Town Clerk / Mayor's Secretary continue to issue press releases about this and all Civic events, particularly to the East Kent Mercury, and that she continue to liaise with the EKM regarding photographs of these events

The Committee closed the meeting by thanking the Town Clerk & Assistant Town Clerk / Mayor's Secretary for bringing civic events apart from just Deputies' Supper to the Committee, and for the new event summary sheets which the Committee found useful.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_