



SANDWICH COMMUNITY EVENTS ASSOCIATION

Annual General Meeting: Thursday 11 September 2025

Time: 19:30

Venue: The Kings Arms, Sandwich

Attendees:

Mark Moorhouse, Jack Sheppard, Pete LeFevre, Colin Wiles, Harry Sampson, Abby Taylor and Dean Marie.

Apologies Received:

Simon Mallett (arrived later during item 7) and Steve Laslett.

— Meeting Commenced: 19:30 —

[1] – Apologies for Absence

Apologies received from Simon Mallett and Steve Laslett.

[2] – Minutes of the last Annual General Meeting 19th August 2024

Minutes accepted as a true record of the meeting.

[3] – Amendment to the Constitution

The following amendments were proposed:

- i. Sec.1a/b: name and definition of the association to include specific not-for-profit mention
- ii. Sec.6a: total Committee Member positions increased to seven from five
- iii. Sec.8a: alterations to the constitution shall be made no more than twice per annum
- iv. Sec.9b: change from Affiliate Members not entitled to vote to each Affiliate Member entitled to up to four votes, per voting item, at an Annual General Meeting
- v. Sec.10e: to reconcile with Sec.9b

Proposed by Jack Sheppard and seconded by Mark Moorhouse. Amendments approved.

[4] – Chair's Report

"2026 will be the 15th anniversary of the formation of the Sandwich Community Events Association. The SCEA was created after both the inaugural Le Weekend in 2010 and inaugural Folk and Ale Festival in 2011 were added to the events programme in Sandwich. Prior to these events (both of which were initiated by Steve Laslett) the annual events were the Sandwich Festival (established in 1994) during the August Bank Holiday weekend and the Christmas Lights on the Saturday before the First Sunday off Advent.

Le Weekend was initially introduced as a fundraiser for the Sandwich-Honfleur Twinning Association but due to the revenue being generated from the cycling event 'Le Tour de Sandwich' it was immediately apparent that income would exceed the funds required for the objectives of the twinning association.

Concern expressed about the ongoing viability to the town's hospitality businesses in Sandwich and District Chamber of Commerce meeting in January 2011 led to the introduction of the Folk and Ale Festival.

The catalyst for the creation of the SCEA was the cost of insurance with each individual event being c.£700, to date the SCEA blanket insurance represents a +60% saving in total expenditure if applied across the existing events.

2025 has presented a number of challenges with funding and costs imposed by local authorities perhaps being the most pertinent.

Revenue streams do appear to be diminishing although I am encouraged that recent communication with a businesses located on Discovery Park might facilitate a presentation about the events programme in Sandwich and its impact on the local economy.

Additionally, I have liaised with Bespoke Security Solutions on obtaining preferential rates for any security requirements across all events as a means of achieving costs savings.

The new website which has been created by Jack Sheppard is almost ready to go live and has the potential to engage local retailers etc. as a potential source of additional income.

The introduction of a parking loss revenue compensations scheme by DDC was a significant negative for all involved in organisation events – the scheme involved administration costs of £75 to include 5 on-street parking bays or ten off-street parking bays with additional bays of being levied as £12.00 per day for on-street parking bays and £10.80 a day for off-street parking bays. The imposition of these charges remain unjustifiable, but it was particularly unacceptable to not have clarification of these costs until April this year – when speculation on what the costs might be had been permitted to become a feature of events committee meetings.

The events of 2025 have predominately been successfully with Le Weekend being in the weakest position due to the loss of Le Tour de Sandwich along with fewer stallholders for the French Market post-Brexit. The medieval encampment on the Quay Green was impressive and no doubt propped up the somewhat weaker offer in Sandwich town centre. An evaluation meeting after the conclusion of Le Weekend identified the need for an organising committee which will be addressed in an effort to improve upon this year's event.

In May, the first event on the programme (less than a week before the 80th anniversary of the VE Day celebrations) – Sandwich Salutes the 40s (with Simon Mallett once again organising) was a great success.

In July, the Folk and Ale Festival evidently goes from strength to strength and probably sets the benchmark for other events to aspire to.

During August the 50s Festival is now a well-established and popular addition to the events calendar.

More via accident than design the Sandwich Festival during the August Bank Holiday weekend exceeded expectations – the event being hastily arranged after the conclusion of Le Weekend.

We now looked forward to the Christmas Lights switch-on scheduled for Saturday 29th November with Jack Sheppard having been elected as Chair of the organising committee in March.

Clearly in spite of the challenges the appetite for the town's events remains strong – both from the public and from those involved in the organisation of our events. I look forward to ongoing involved."

Colin Wiles and Dean Marie to look into a more coordinated effort for the Sandwich Festival.

[5] – Treasurer's Report and Annual Accounts

Accounts received from Steve Laslett.

Jack Sheppard detailed the income and expenditure. There is enough in the account to pay for essentials such as event insurance and utilities. The streetsweeper shed next to the WI building is using electricity and Veolia have been invoiced for this.

Proposed by Mark Moorhouse and seconded by Harry Sampson. Accounts approved.

SCEA Summary Accounts to 31st August 2025

Income, net of costs

	£
Le Weekend	262.00
St Marys bars inc 40s	229.85
Festival	238.81
VAT refund	251.81

Total	<u>982.47</u>
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Expenditure net of income and VAT

Electricity	111.03
Lights	33.00
Bank Charges	22.09
Web	158.33
Insurance	1076.00

Total	<u>1400.45</u>
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Deficit over 13 months	417.98
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Outstanding transactions

In: Veolia payment for electricity	261.97
In: VAT return to 31-08	239.38
Out: Marthas Trust paid in Sept	300.00
Out: Lights DDC Lotto	17.00
Net In	184.35
Current Bank Balance	<u>2071.92</u>

Funds available after adjustments	<u>2256.27</u>
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Prepared by S Laslett 11-09-25

[6] – Election of Officers:

- i. **Chair** = Jack Sheppard
All applauded Mark Moorhouse to congratulate him on his year as Chair.
- ii. **Vice Chair** = Mark Moorhouse
- iii. **Secretary** = Harry Sampson

- iv. **Treasurer** = Harry Sampson
- v. **Committee Members** = Sue LeFevre, Pete LeFevre, Colin Wiles, Abby Taylor, Siobhan Matthews, Simon Mallett and Dean Marie.

[7] – Any Other Business

Simon Mallett arrived and joined the meeting.

Abby Taylor proposed affiliate members would together contribute towards half the cost of securing yearly event insurance. All event Chairs to be contacted. Simon Mallett proposed applying to the soon-to-be active Maddox fund to cover the insurance.

Pete LeFevre suggested applying for funding to get a new good-quality stage, rather than having to borrow stages from local schools each time.

Dean Marie queried the parking bay and road closure charges. General consensus was this, along with waste collection and security costs, are unlikely to change in the immediate future.

Jack Sheppard is looking into finding an accredited body that could provide certifications for volunteers. This could look good on CVs and attract new volunteers.

— Meeting Concludes 20:26 —