

THATCHAM TOWN COUNCIL
Minutes of a Meeting of the
Events Committee
held on Monday 2nd June 2025 at 19:00hrs
in the Council Chamber, Brownsfield Road, Thatcham

Present: **Present:**
 Cllr. Suzanne Adamantos, Cllr. Mark Lillycrop, Cllr. Dave Lunn, Cllr. Jay Lunn, Cllr. Petra Pemberton (Chairman), Cllr. Ben Schiffer-Harte, Cllr. Stephanie Steevenson

In attendance: Sarah Newman (Events Manager), Karen Beal (Events Officer)

EV/2025/12 APOLOGIES FOR ABSENCE
 There were no apologies for absence received

EV/2025/13 DECLARATIONS OF INTEREST
 There were no declarations of interest.

EV/2025/14 MINUTES PREVIOUS EVENTS COMMITTEE
RESOLVED That the Minutes of the meeting held on 3rd February 2025, having been previously circulated, be taken as read, confirmed, and signed as an accurate record.
 There were no matters arising from the previous meeting.

EV/2025/15 WORKING PARTIES 2025/26
RESOLVED To appoint Working Parties and agree Terms of Reference for the Events Working Party and Heritage Working Party for the municipal year 2025/26.
 i) The Committee noted the need to increase the Heritage Working Party by one elected member, with Councillor Mark Thomas expressing interest. The committee agreed to continue with current members and confirmed the addition. Events Manager to follow this up and speak with Councillor Thomas.

EV/2025/16 BUDGET REVIEW 2025/26
 Committee reviewed the Budget for the financial year 2025/26, noting strong income and cost management. With the Events Team now fully staffed, stall fees are being received and processed more efficiently.

EV/2025/17 HERITAGE WORKING PARTY
RESOLVED To adopt the Minutes of the Heritage Working Party meeting held on 15th April 2025.
 i) The proposed wording for the blue plaque was discussed and Councillor Steevenson reminded the Events Team that the word 'finally' needs to be removed.
 ii) The plaque will be added to the outside of Moorside (road facing) with a short reception afterwards within Thatcham Festival.
 iii) It was agreed that the proposed suggestions for the Millennium Monument requires final approval by another committee. Events Manager to identify the appropriate committee for sign-off.

EV/2025/18 EVENTS WORKING PARTY
RESOLVED To adopt the Minutes of the Events Working Party meeting held on 3rd March 2025.

Events Committee
2nd June 2025

EV/2025/19 FAMILY FUN DAY 2025

- i) The Events Manager gave a verbal update on the plans and progress for Family Fun Day, with approximately 150 stallholders confirmed, Entertainment booked includes magician, community choirs, line dancing, rock band. Potential additions: Samba band and Pride Parade.
- ii) Marketing is well underway with new banners around thatcham, flyers handed out and an active social media campaign underway.
- iii) The Events Manager explained that we do have a small gap in Entertainment for the main stage and the Committee were invited to suggest acts to fill a 30-minute stage transition.
- iv) Events Manager stated that although we have several volunteers more would be very beneficial. Previous engagement with local business highlighted that companies are happy to volunteer during the week but there are challenges with weekend availability.

EV/2025/20 EVENTS 2025

The Events Manager gave a verbal update on the Events for the remainder of the year.

- i) KidsFest 2025; Plans are progressing well with a number of stallholders signed up and the following entertainment booked; Circus skills, Dinosaur disco, Nature Discovery Centre activities, Fire engine, Music and crafting tent on the Broadway Green.
- ii) Thatcham Festival; The Events manager shared a provisional schedule with the committee. Concerns had been raised by RBL over the Leisure section of the Craft Fayre having low attendance due to location in the Parish Hall, Events team to think of ideas to link the events. Events team are researching Authors to provide a talk for the festival. It was requested that a full proposed schedule be circulated.
- iii) Christmas 2025; The events team gave an update on plans so far. The Committee would like to see some of the existing Christmas lights to be added to the new scheme. The Events Manager to obtain quote from the company for discussion at next meeting.

EV/2025/21 FREEDOM OF THATCHAM 2026

Events Manager gave a verbal overview of the proposed parade, as per appendix item 10. The Ceremony date has been set for **4th June 2026**. It was proposed by Councillors that local schools are invited. It was noted that Budget has been allocated in 2025/26, with potential for further funding in 2026. Councillor Schiffer-Harte asked if there is a possibility to explore grant options for this, The Events Manager to look into this.

There being no further business the Chairman declared the meeting closed at 20:10hrs

Signed: _____

Date: _____