

**THATCHAM TOWN COUNCIL**  
**Minutes of a Meeting of the**  
**Events Committee**  
**held on Monday 10<sup>th</sup> June 2024 at 19:00hrs**  
**in the Council Chamber, Brownsfield Road, Thatcham**

Present: Councillor Suzanne Adamantos (Chairman)  
 Councillors Mark Lillycrop, Jay Lunn, Dave Lunn, Tom McCann,  
 Petra Pemberton, Ben Schiffer-Harte, Stephanie Steevenson

In attendance: John Sackett (Events Manager) and Sarah Newman (Events Officer)

**EV/2024/24 APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor John Boyd.

**EV/2024/25 DECLARATIONS OF INTEREST**

Councillors Jay Lunn and Dave Lunn declared non-pecuniary interests in agenda item number 10 (EV/2024/32) as owners of Picture it Framed, sponsors of the Dog Show at Family Fun Day.

**EV/2024/26 MINUTES PREVIOUS EVENTS COMMITTEE**

**RESOLVED**

that the minutes of the meeting held on 24<sup>th</sup> April 2024, having been previously circulated, be taken as read, confirmed, and signed as an accurate record.

Councillor Steevenson gave some feedback following the D-Day 80 Event and the Rural Touring Event.

**EV/2024/27 EVENTS COMMITTEE & WORKING PARTY**

The dates for the Events Committee meeting were agreed as the 2<sup>nd</sup> September 4<sup>th</sup> November and 3<sup>rd</sup> February (2025), however, Members requested that the Events Manager checks the key decision making points throughout the year and ensure that these dates were in line with the meeting dates.

It was agreed that the Events Working Party meetings could work around the Events Committee dates and be event specific, with different Members of the Committee attending depending on their involvement / interests with different events.

Councillor Schiffer-Harte requested a Working Party between February and June to discuss the Thatcham 10k.

Councillor Lillycrop noted that some of the recent impromptu working party meetings about specific items had worked really well.

**EV/2024/28 WORKING PARTIES 2024/25**

It was suggested that all members of the Events Committee should be listed as members of the Working Party so that they could be involved in adhoc meetings, as and when required. Also agreed that all Council Members may be invited or wish to attend as and when appropriate.

**RESOLVED**

to appoint Working Parties and agree Terms of Reference for the Events Working Party and Heritage Working Party for the municipal year 2024/25, as set out in appendix I to these minutes.

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**EV/2024/29 BUDGET REVIEW 2024/25**

The Events Manager confirmed that everything appeared to be on track for the budget so far this financial year and that the events team were working on sponsorship for some of the remaining events for the year.

**EV/2024/30 HERITAGE WORKING PARTY**

The Events Officer confirmed that the application for consent for a listed building for the plaque was progressing and that the hope was that the plaque would be unveiled during Thatcham Festival.

The Events Officer gave a verbal update on the Beating of the Bounds.

**RESOLVED** to adopt the Minutes of the Heritage Working Party meetings held on the 2<sup>nd</sup> April and 14<sup>th</sup> May 2024.

**RESOLVED** to support the proposal, as noted in 14th May minutes (HT/2024/25), that a Blue Plaque be installed on the building of The Cedars Dental Practice.

**EV/2024/31 EVENTS WORKING PARTY**

The Events Manager shared the proposal for the position of the Thatcham Town Council Councillors' tent for the Family Fun Day. A 3m x 4m Thatcham Town Council Gazebo which would be in the heart of the action, with Stilt walkers being positioned outside the tent. It was agreed that display boards would be provided for photos to be added by Councillors, and that 2 x pop up stands would be designed and printed. The Events Manager to send out an overall schedule for the day. Councillor Adamantos to send out a rota for the Councillors tent along with any gaps that needed to be filled.

The Events Manager gave a verbal update on the new Christmas lights. These would be on a 3-year hire and an additional £1,000 was added in order to double the lights on the high street.

**RESOLVED** to adopt the Minutes of the Events Working Party meeting held on 8<sup>th</sup> May 2024.

**EV/2024/32 RURAL TOURING SCHEME**

Committee noted a report on the Rural Touring Scheme, with the inaugural show, Roald Dahl and the Imagination Seekers, held on 31<sup>st</sup> May at the Frank Hutchings Community Hall. Three further performances scheduled for June, August and October.

Councillor Pemberton and Councillor Steevenson attended the Rural Touring event on the 31<sup>st</sup> May and gave very positive feedback, with the only slight negative being the delay on the food.

**EV/2024/32 FAMILY FUN DAY**

The Events Manager gave a verbal update on Family Fun Day. In particular the Newbury Pride section and parade, as a few very generous donations had been received, enabling a really strong, effective parade to be organised with a Samba Band, Large Puppet and Stilt walkers. On the day, the public would also be able to get involved with Flag Making, Accessories

and a Dance section within the parade. Councillor Lillycrop requested that we ensure the timings of the parade were well publicised.

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**EV/2024/32 FAMILY FUN DAY continued**

The Events Manager also noted that there would also be a Thatcham section within the Newbury Pride parade, in Newbury, on the 13<sup>th</sup> July. Councillor McCann suggested that Thatcham Events were advertised through other local parishes as a reciprocal arrangement if not already being done.

The Events Officer gave an update on the stallholders and confirmed that final information would be sent out to them in the upcoming days.

Councillor Schiffer-Harte gave an update on the Fun Run, there would be age categories and one continuous run.

The map for Family Fun Day was discussed and it was agreed by Members that a limited number of maps / programmes should be printed, but that a map / programme accessed via a QR code should be available. It was also suggested by the Events Manager that a Tannoy system for future Fun Days would be worth considering.

There being no further business the Chairman declared the meeting closed at 20:38hrs

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