

THATCHAM TOWN COUNCIL
Minutes of a meeting of the
Community Engagement Working Party
held on Tuesday 6th January at 19:00hrs via Zoom

- Present:** Councillors Mark Lillycrop (Chair), Jeremy Cottam, Ben Schiffer-Harte, Stephanie Steevenson and Suzanne Adamantos
- In attendance:** Emily Moseley (Community Engagement Manager)
- CEWP/2026/36 APOLOGIES FOR ABSENCE**
No apologies for absence
- CEWP/2026/37 DECLARATIONS OF INTEREST**
There were no declarations of interest.
- CEWP/2026/38 ANNUAL TOWN MEETING**
The Working Party considered the venue, layout, and format of the Annual Town Meeting.
- RESOLVED:** That Frank Hutchings Community Hall be confirmed as the venue for the Annual Town Meeting. That councillor presentations be kept brief, with increased involvement from community organisations, including grant recipients and the Mayor's Charities. That local community organisations be invited to attend and have a presence at the event. That a structured question-and-answer session be included to allow residents to raise questions on council services.
(**ACTION:** Community Engagement Manager to prepare a report on the proposed Annual Town Meeting format for submission to the Finance & General Purposes Committee.)
- CEWP/2026/39 COMMUNITY AWARDS**
The Working Party considered the arrangements for the Community Awards.
- RESOLVED** That award categories remain unchanged. That the Leadership Team act as the awards panel. That the awards be presented at the Annual Town Meeting.
(**ACTION:** Community Engagement Manager to promote nominations widely, including targeted engagement with schools and community groups.)
- CEWP/2026/40 COMMUNITY ENGAGEMENT – REVIEW AND FORWARD LOOK**
RESOLVED The Working Party received a report from the Community Engagement Manager outlining community engagement activity undertaken during 2025 and planned activity for 2026. Planned activities for 2026 (either Council-run or with CommEng liaison) include:
- Chinese New Year Market
 - Community Awards
 - Dementia Action Week
 - Annual Town Meeting
 - Thatcham 10K – Run Forest Run
 - Dying Matters Week
 - Love Your Local Market
 - Allotments Week
 - Village Halls Week
 - Big Green Week
 - The Big Lunch
 - Easter and Halloween Markets
 - Diwali

CEWP/2026/41 ANNUAL REPORT
The Working Party considered the format and distribution of the Annual Report.

RESOLVED That the format of the Annual Report remain consistent with previous years. That committee and working party chairs record short video summaries of their reports for publication on the Council's website and social media channels to improve accessibility and reach.

CEWP/2026/42 ANY OTHER BUSINESS
Councillor Cottam requested that opportunities for closer working with Thatcham Discovery Centre be explored. **(ACTION:** Community Engagement Manager to make contact with Thatcham Discovery Centre to explore potential collaboration.)

CEWP/2026/43 ITEMS TO RECOMMEND TO F&GP

- Changes to the format and location of the Annual Town Meeting, as above.
- Recording of short videos to enhance Annual Report.

Community Engagement Working Party
6th January 2026

CEWP/2026/44 DATE OF NEXT MEETING
RESOLVED that the date of the next Community Engagement Working Party will be on 14th April 2026 at 7pm.

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