

**THATCHAM TOWN COUNCIL**  
**Minutes of a Meeting of the**  
**Events Committee**  
**held on Monday 17<sup>th</sup> November at 19:00hrs**  
**in the Council Chamber, Brownsfield Road, Thatcham**

Present: Councillor Petra Pemberton (Mayor)  
 Councillors Suzanne Adamantos, Mike Cole, Mark Lillycrop, Stephanie Steevenson, Val Watts

In attendance: Sarah Newman (Events Manager)

**EV/2025/33 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors John Boyd, Dave Lunn, Jay Lunn and Ben Schiffer-Harte

**EV/2025/34 DECLARATIONS OF INTEREST**

Councillor Stephanie Steevenson declared a non-pecuniary interest as a member of the Royal British Legion. Councillor Mike Cole declared a non-pecuniary interest as a member of the Rotary Club and Equinox Trust.

**EV/2025/35 MINUTES PREVIOUS EVENTS COMMITTEE**

**RESOLVED**

That the Minutes of the meeting held on 8<sup>th</sup> September 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/2025/36 HERITAGE WORKING PARTY**

**RESOLVED**

To adopt the Minutes of the Heritage Working Party meeting held on 30th September 2025.

- i) Committee discussed the blue plaque event and the reasoning behind the difference in the expected numbers and the actual numbers on the day.

**EV/2025/37 BUDGET REVIEW 2025/26**

Committee reviewed the budget report for the financial year 2025/26.

- i) Councillor Stephanie Steevenson asked if the license fee's for events would put us over budget for each of the events. The Events Manager clarified that although we would be over budget on the cost centre, we wouldn't be overbudget for the overall events.
- ii) The Events Manager asked for it be noted that although there was an overspend on costs for ticketed events for Thatcham Festival, this is balanced by exceeding the ticket income target and an underspend on entertainment.

**EV/2025/38 KIDSFEST**

Committee reviewed the report for KidsFest. Points to note.

- i) The bouncy castle area should be for older ages as well, not restricted to under 5's.
- ii) Councillor Mark Lillycrop questioned the capacity for future years given the popularity of the event. The Events Manager gave reassurance that if we continue to get strong support from volunteers and councillors it shouldn't be an issue in future years.
- iii) Committee discussed ideas on how we can get increased engagement with feedback. This included having feedback forms on the Information on the day and Roaming interviews.

**Events Committee**  
**17<sup>th</sup> November 2025**

*Councillor Mike Cole joined the meeting.*

**EV/2025/39      THATCHAM FESTIVAL**

- i) The Events Manager explained that a full report including attendance numbers and ticket sales would be presented at the next events committee meeting, but wanted to give members a chance the view and discuss the feedback received.
- ii) It was noted by committee that there were no Plant based food options available at Fest Off, and that we should be offering at least one plant based offering at each of our events.
- iii) Committee discussed content for 2026 and would be keen to see more creative “give it a go” events such as the Beeswax candle making and Painting a Barn Owl sessions in 2025, whilst being mindful that there is a limit to the number of events that officers can facilitate.
- iv) Councillor Petra Pemberton requested that the Baptist church is considered as a venue for festival events in 2026.

**EV/2025/40      REMEMBRANCE SUNDAY 2025**

Committee gave verbal feedback on the Remembrance Sunday parade. It was noted that the Parade went well and in particular the route change was handled very well.

**EV/2025/41      WARMING UP FOR CHRISTMAS 2025**

The Events Manager gave a verbal update on the Warming up for Christmas plans.

**EV/2025/42      Events 2026**

- i) The Events Manager proposed and Committee agreed the following dates for 2026 events;
 

Freedom of Thatcham Parade	Thursday 4 <sup>th</sup> June 2026
Family Fun Day	Sunday 28 <sup>th</sup> June 2026
KidsFest	Thursday 27 <sup>th</sup> August 2026
Thatcham Festival	Friday 9 <sup>th</sup> October –Sunday 18 <sup>th</sup> October
Thatcham Fest-Off	Saturday 10 <sup>th</sup> October
Remembrance Parade	Sunday 8 <sup>th</sup> November
Christmas Lights Switch On	Saturday 28 <sup>th</sup> November
- ii) Committee agreed to the Christmas Lights Switch on being combined with the Saturday Christmas Market for one event running from 12pm until 7pm incorporating both events on one day. T
- iii) Committee agreed that the Christmas light switch on could be brought forward one week in order to maximise the Christmas period in Thatcham.

There being no further business the Chairman declared the meeting closed at 20:22hrs

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