

**THATCHAM TOWN COUNCIL**  
**Minutes of a Meeting of the**  
**Events Committee**  
**held on Monday 8<sup>th</sup> September at 19:00hrs**  
**in the Council Chamber, Brownsfield Road, Thatcham**

**Present:** Councillor Petra Pemberton (Mayor)  
 Councillors Suzanne Adamantos, John Boyd, Mark Lillycrop, Dave Lunn,  
 Jay Lunn, Ben Schiffer-Harte, Stephanie Steevenson, Val Watts

**In attendance:** Sarah Newman (Events Manager)

**EV/2025/22 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Mike Cole

**EV/2025/23 DECLARATIONS OF INTEREST**

Councillors Dave Lunn and Jay Lunn declared non-pecuniary interests in town centre activities as the owners of Picture it Framed, sponsors of KidsFest and Thatcham Festival.

**EV/2025/24 MINUTES PREVIOUS EVENTS COMMITTEE**  
**RESOLVED**

That the Minutes of the meeting held on 2<sup>nd</sup> June 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/2025/25 EVENTS WORKING PARTY**  
**RESOLVED**

To adopt the Minutes of the Events Working Party meeting held on 11<sup>th</sup> August 2025.

**EV/2025/26 HERITAGE WORKING PARTY**  
**RESOLVED**

To adopt the Minutes of the Heritage Working Party meeting held on 8<sup>th</sup> July 2025.

i) The Events Manager gave a brief update on the Blue Plaque Videos due to be launched on the 12<sup>th</sup> September for Heritage Open Days.

**EV/2025/27 BUDGET REVIEW 2025/26**

Committee reviewed the Budget for the financial year 2025/26.

i) The Events manager asked for it to be noted that the underspend on entertainment from Family Fun Day was partly due to entertainment costs being shared with the Newbury Pride in Thatcham parade.

ii) Cllr Steevenson asked for clarity on the License fee's for KidsFest which weren't budgeted for, the Events Manager explained that these were for the Street Trading Licence which we will now require for each event.

**EV/2025/28 FAMILY FUN DAY 2025**

The Committee reviewed the report for Family Fun Day. Points to note;

i) Committee discussed the Dog Show being repeated cancelled due to the weather, it was agreed that the Dog show should stay within Family Fun Day, however if it needs to be cancelled for any reason then this should be rearranged as an Event within Thatcham Festival. This could be held at Moorside, as there would then be a bad weather contingency plan.

**Events Committee**  
**2<sup>nd</sup> June 2025**

**EV/2025/29 FAMILY FUN DAY 2025 (cont)**

- ii) Committee discussed photos from events. It was agreed that we should be encouraging people to share photos on social Media after events, and then can get permission to use moving forward.
- iii) Committee discussed the water tap at Henwick having better signage, it is understood that this is in hand with West Berks Council.

**EV/2025/30 KIDSFEST 2025**

Committee gave verbal feedback on KIDSFEST, and congratulated all officers involved on a successful community event.

Overall the feedback has been very positive. However the event was being advertised as Free, which can be misleading when there are games and stalls which are payable, it was agreed that moving forward the marketing should be Free Entry.

It was also felt that there was much for older children and this should be addressed next year.

The Dino Trail was a success with 180 forms being handed out and 90 forms being handed back in. The Library estimated that they had 500 people in library throughout the day.

**EV/2025/31 Warming up for Christmas 2025**

- i) The Events Manager presented a few options for entertainment for the Christmas Light Switch on, the Committee reviewed the ideas and agreed that a LED hola hooper would be a nice option, to bring the High Street and Broadway together. Cllr Adamantos to give a contact for this.
- ii) Committee agreed to proceed with the proposal from the Events Manager for an Electrical company to install the 8 x snowflakes lights, in exchange for Gold Sponsorship.
- iii) Committee requested that the Events Team look into options for reinstating the Mayors reception drinks at the Christmas Light Switch on.

**EV/2025/31 Events 2025**

- i) The Events Manager gave a brief update on Thatcham Festival Marketing and ticket sales. It was agreed that additional lights were not required for the Diwali Market.
- ii) The Events manager confirmed that plans for Remembrance Sunday are going well, with the Planning meeting booked for Tuesday 16<sup>th</sup> September.

There being no further business the Chairman declared the meeting closed at 20:15hrs

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

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