

**THATCHAM TOWN COUNCIL**  
**Minutes of a Meeting of the**  
**Events Committee**  
**held on Monday 4th March 2019 at 7pm**  
**in the Council Chamber, Brownsfield Road, Thattham**

Present: Councillor Jan Cover (Chairman)  
 Councillors Jeff Brooks, Mike Cole, Jason Collis, Ellen Crumly,  
 Richard Crumly and Nathan Gregory

In attendance: Jennie Currie (Community & Civic Manager)  
 Georgina Curtis-Read (Administrative Officer (Community & Civic))  
 Councillor Sheila Ellison

**EV/2019/01 APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor Jason Collis.

**EV/2019/02 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**EV/2019/03 MINUTES**

**RESOLVED**

that the Minutes of the meeting held on 10<sup>th</sup> December 2018, having been previously circulated, be taken as read and signed as a correct record of the proceedings.

**EV/2019/04 MATTERS ARISING FROM PREVIOUS MEETING**

**a) Clerk's Report**

**i)** The clerk updated the Committee on the unveiling of the Victoria Cross Stones interpretation panel which took place on Wednesday 20<sup>th</sup> February 2019. There were approximately 30 people in attendance and the event had been well reported in the press.

**ii)** At the previous meeting of the Committee, Members requested figures regarding the number of Thattham Festival bookings via Eventbrite (EV/2018/35). The clerk reported that out of all the tickets booked 45% had been booked via Eventbrite and 55% had been booked via the Town Council.

**b) Other Matters**

There were no other matters arising.

*Councillor Jason Collis joined the meeting at 7.10pm.*

**EV/2019/05 EVENT MANAGEMENT PLANS**

**RESOLVED**

A report from the clerk was circulated regarding commissioning event management plans for the Town Council's large-scale outdoor events. to recommend to Full Council that £2,040 from General Reserves be allocated to commissioning event management plans for the Town Council's large scale outdoor events.

**EV/2019/06 COMMONWEALTH DAY**

**RESOLVED**

A progress report from the Administrative Officer (Community & Civic) regarding the forthcoming Fly a Flag for the Commonwealth event was circulated.  
 to note the report.

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**EV/2019/07      THATCHAM FAMILY FUN DAY**

The clerk gave a verbal report on plans for the 2019 Thatcham Family Fun Day which would take place on Sunday 30<sup>th</sup> June. Councillor Cole added that the Rotary Club were planning to have more cars in attendance this year. Councillor Gregory asked if there was a theme to the 2019 event and the clerk informed the Committee that there were no plans to have a theme.

**RESOLVED** to note the information.

**EV/2019/08      UNITED SERVICE OF REMEMBRANCE**

The clerk gave a verbal report on plans for the 2019 United Service of Remembrance which would take place on Sunday 14<sup>th</sup> July and how this event would be discussed further once the new Mayor was elected in May. The clerk reminded the Committee that under item EV/2018/22 the Committee had resolved to have additional non-religious poems and songs at future services. Councillor Gregory suggested that a celebrant could be consulted on this matter.

**RESOLVED** to note the information.

**EV/2019/09      FUN ON THE BROADWAY**

The Administrative Officer (Community & Civic) gave a verbal report on plans for the 2019 Fun on The Broadway event which would take place on Thursday 29<sup>th</sup> August. The theme for the event would be Astronauts and Aliens, and Gardner Leader had agreed to sponsor the event.

**RESOLVED** to note the information.

**EV/2019/10      THATCHAM FESTIVAL**

**a) Aim and Objectives of the Thatcham Festival**

A report from the clerk was circulated regarding the aim and objectives of the Thatcham Festival. The proposed aim and objectives were discussed.

**RESOLVED** that the aim of the Thatcham Festival be "Celebrating local talent and the variety of opportunities within the Thatcham community".

**RESOLVED** That the objectives of Thatcham Festival be:

- To provide residents with new opportunities, free of charge.
- To promote local organisations which are involved in arts and leisure.
- To stimulate community involvement.
- To raise the profile of the town and local facilities.

**RESOLVED** That criteria for organisations involvement in the Thatcham Festival 2019 be:

- They can be commercial or not-for-profit.
- They must provide activities in the parish of Thatcham.
- They cannot charge visitors for attending the event.
- They must be providing an event which furthers the aim of the Festival.
- Priority will be given to organisations that provide a way for visitors to be involved with their organisation within the 12 months after the Festival (this can be a free or charged event).
- Consideration will be given to requests for payment of expenses and amounts will be agreed prior to the confirmation of an event booking.

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- EV/2019/10**     **THATCHAM FESTIVAL continued**  
**RESOLVED**     that when organising the programme of events, Officers would consider on a case by case basis whether the event required staff for ticketing and/or refreshments.
- b) Plans for the 2019 Thatcham Festival**  
The clerk gave a verbal report on plans for the 2019 Thatcham Festival which would take place from Saturday 12<sup>th</sup> to Sunday 20<sup>th</sup> October.
- RESOLVED**     to note the information.
- EV/2019/11**     **REMEMBRANCE SUNDAY PARADE & ARMISTICE DAY**  
**a) Plans for the 2019 Remembrance Sunday Parade**  
The clerk gave a verbal report on plans for the 2019 Remembrance Sunday Parade which would take place on Sunday 10<sup>th</sup> November. A PA system would be hired for the event. The clerk had met with representatives from the Royal British Legion, the Royal School of Military Survey and the Parade Marshall. Slight amendments to the layout of the parade ground would be made - the northern edge of the ground would have temporary barriers in place to prevent the public from entering the parade ground and the Rainbows and Beavers would be moved to the edge of the memorial garden to ensure that they had space to stand and were not required to move in and out of position.
- RESOLVED**     to note the information.
- b) Plans for the 2019 Armistice Day Service**  
The clerk advised the Committee that the 2019 Armistice Day Service would be held on Monday 11<sup>th</sup> November and that this event was organised by the Thatcham Branch of The Royal British Legion, with support from the Town Council.
- RESOLVED**     to note the information.
- EV/2019/12**     **THATCHAM CHRISTMAS LIGHTS SWITCH ON**  
**a) Feedback from the 2018 Christmas Lights Switch On**  
A report from the clerk was circulated with feedback from the 2018 Christmas Lights Switch On.
- RESOLVED**     to note the report.
- b) Installing a new chamber for the Christmas tree and purchasing new decorative lights**  
A report from the clerk was circulated regarding a new chamber for the Christmas tree and purchasing new decorative lights.
- RESOLVED**     to recommend to Full Council that £6,047 from General Reserves be allocated to the installation of a new Christmas tree chamber and the purchase of new decorative lights for the Christmas tree.
- c) Plans for the 2019 Christmas Lights Switch On – Friday 6<sup>th</sup> December**  
Committee discussed trying to increase the impact of the lights switch on at 7pm.
- RESOLVED**     to assess whether the floodlights could be turned off at the time of switch on, if safe to do so, and that the Kingsland Centre management company be asked not to have their decorative lights on before the evening.
- RESOLVED**     to investigate having a fun fair at another site in the town on that evening with the proviso that it did not start before 7pm.

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**EV/2019/13      BUDGET/EXPENDITURE COSTS**

Committee received details of income and expenditure costs against this Committee's budget for the year to date.

**RESOLVED** to note the information.

There being no further business the Chairman declared the meeting closed at 8.20pm.

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

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