

**THATCHAM TOWN COUNCIL**  
**Minutes of a Meeting of the**  
**Events Committee**  
**held on Monday 9<sup>th</sup> September 2019 at 7.00pm**  
**in the Council Chamber, Brownsfield Road, Thattham**

Present: Councillor Mike Cole (Chairman)  
 Councillors John Boyd, Ellen Crumly, Mark Lillycrop, Simon Pike,  
 Christine Rice, Jennifer Walker and Keith Woodhams

In attendance: John Sackett (Events Manager)  
 Mel Alexander (Town Clerk)  
 1 member of the press (Newbury Weekly News)

**EV/2019/25 APOLOGIES FOR ABSENCE**  
 Apologies for absence were received from Councillor Lourdes Cottam.

**EV/2019/26 DECLARATIONS OF INTEREST**  
 There were no declarations of interest.

**EV/2019/27 MINUTES**  
**RESOLVED** that the Minutes of the meeting held on 3<sup>rd</sup> June 2019, having been  
 previously circulated, be taken as read and signed as a correct record of the  
 proceedings.

**EV/2019/28 MATTERS ARISING FROM PREVIOUS MEETING**

**a) Clerk's Report**

The Chairman introduced the new Events Manager, John Sackett, who  
 presented a brief resume of his event experience and its relevance to  
 Thattham.

**b) Other Matters**

There were no other matters arising.

*Councillor Walker joined the meeting*

**EV/2019/29 THATCHAM FAMILY FUN DAY**

(a) Members received an evaluation report from the Events Manager on the  
 2019 Thattham Family Fun Day. The event was a success with  
 increased numbers attending (estimated at 9,000) and improvements  
 made to the event. Members commented favourably on the improved  
 variety of food available within a new food court and the layout of the  
 overall site. Improvements were still needed however to accessibility of  
 the main arena and tweaks to the location of the welcome area and fun  
 fair. The Chairman expressed thanks to the Newbury Weekly News for  
 their coverage of the event. Members were advised that concerns had  
 been raised regarding the quality of toilet provision at Henwick Worthy  
 Sports Ground.

**RESOLVED** To note the evaluation report and to refer the concerns raised regarding the  
 quality of toilet provision to the Henwick Worthy Joint Management  
 Committee.

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- EV/2019/29**     **THATCHAM FAMILY FUN DAY continued**  
 (b) Plans were outlined regarding Thatcham Family Fun Day 2020, to be held on June 28<sup>th</sup> and themed as a celebration of VE Day-75.
- RESOLVED**     to note the report and to request that any Thatcham residents involved with VE Day be invited to the event.
- (c) Members considered the Events Manager's request that up to £10,000 be allocated to enable specialist activities to be booked for VE Day-75 at Family Fun Day.
- RESOLVED**     to recommend to the Finance and General Purposes Committee that up to £10,000 be allocated from Reserves to enable specialist activities to be booked to commemorate VE Day-75 at Thatcham Family Fun Day 2020.
- EV/2019/30**     **UNITED SERVICE OF REMEMBRANCE**  
 An evaluation report was circulated. The event was well attended, and Members commented that they had received several favourable comments from attendees as to the value of the event in terms of the bereavement process.
- RESOLVED**     to note the report and to investigate whether refreshments could be provided by a local charitable organisation, as opposed to Officer, and to contact local Celebrants to ascertain their thoughts on being involved in the service in future.
- EV/2019/31**     **FUN ON THE BROADWAY**  
 An evaluation of the event was circulated with Officers and Members commenting favourably on both numbers attending and their enjoyment of the event. Of note was a good response to the Treasure Hunt around The Broadway and High Street businesses with over 200 children participating and with positive feedback from both families and businesses involved in this element of the event.
- RESOLVED**     to note the report.
- EV/2019/32**     **THATCHAM FESTIVAL**  
 Members received a progress report from the Events Manager on plans for the 2019 Thatcham Festival which would be taking place from 12<sup>th</sup> - 19<sup>th</sup> October. The Events Manager advised that points raised at the last meeting (EV/2019/19) regarding trying to increase attendance at the Craft Fair in St Marys Church were being addressed through entertainment outside the Church and The Broadway. Officers were also investigating a planning group for organising the 2020 Thatcham Festival once this year's Festival had finished and been reviewed. Members were asked to advise the Events Manager if they could attend any of the events as their support with assisting with refreshments and the Mayor's charity donations would be appreciated.
- RESOLVED**     to note this information.
- EV/2019/33**     **REMEMBRANCE SUNDAY PARADE & ARMISTICE DAY**  
 Members received a progress update on the main changes, being; an enhanced p/a system and a podium stage, and a complete closure of Brownsfield Road, all of which would create a better participant and visitor experience. Use of the northern side of the Kingsland Centre Car Park for the parade assembly point was being pursued with West Berkshire Council, following the loss of the usual form-up area due to residential development. The Chairman reminded that all Councillors were invited to partake in the parade and service, however, partners would not walk with official civic party
- RESOLVED**     to note the information.

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**EV/2019/33      REMEMBRANCE SUNDAY PARADE & ARMISTICE DAY continued**  
Members were advised that the Armistice Day service would be held on Monday 11<sup>th</sup> November at 10.45am at the War Memorial, Bath Road. Refreshments would be served after the service in the Council Chamber. All welcome to attend.

**RESOLVED** to note this information.

**EV/2019/34      THATCHAM CHRISTMAS LIGHTS SWITCH ON**

(a) An update was presented on plans for the Christmas Lights Switch-On on Friday 6<sup>th</sup> December which included proposals for a closure of both sides of The Broadway. Requests had been made to West Berkshire Council. Following discussions, it was agreed that the Events Manager would meet with Councillor Woodhams to assess potential issues connected with the closure, to assist in planning.

**RESOLVED** to note the information.

(b) Consideration was given to the purchase of new lights to replace the existing snowflake column lights which had been in service for the last 5 years, and new icicle lights to extend the current reach of lights to cover the full length of the grassed area of The Broadway. It was reported that additional hanging basket style Christmas tree lights had been hired from the Town Council by the Kings Head and White Hart pubs at cost price from the supplier.

**RESOLVED** to note the information and to recommend to the Finance and General Purposes Committee that funding be allocated for this additional expenditure (as detailed in item (e) below).

(c) A report had been circulated regarding plans for a new event on Saturday 7<sup>th</sup> December which would integrate the Christmas Lights switch-on on Friday 6<sup>th</sup> December and Thatcham Rotary's Santa Fun Run on Sunday 8<sup>th</sup> December, to create a weekend of Christmas activity. The Saturday event would be during the daytime and plans had been developed in terms of stage activity and other attractions which would appeal to a younger audience. West Berkshire Council's Economic Development Officer was supportive of the venture and was assisting in looking at free Council car-parking on Saturday as a further incentive to visitors.

**RESOLVED** to note this information and to recommend to the Finance and General Purposes Committee that funding be allocated to this event (as detailed in item (e) below).

**RESOLVED** (d) Members reviewed pitch fees for the 2019 Christmas lights switch on. that Thatcham based community and charity organisations (or external organisations that serve Thatcham) would not be charged a pitch fee for a stall at Christmas Lights 2019 and that this be evaluated after the event.

*Councillor Pike left the meeting*

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**EV/2019/34 THATCHAM CHRISTMAS LIGHTS SWITCH ON continued**

**RESOLVED** (e) Recommendations to the Finance and General Purposes Committee:  
to recommend to the Finance and General Purposes Committee that:

- £3,603.57 be allocated for the purchase of replacement and additional Christmas Lights, funded from the Rolling Capital Fund
- £1,500 be allocated for the install and derig of the additional lights, funded from Reserves
- £3,000 be allocated for the purchase of a Christmas style Grotto, funded from the Rolling Capital Fund
- £1,500 be allocated to support a new Christmas event on Saturday 7<sup>th</sup> December 2019, funded from Reserves

**EV/2019/35 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 9.03pm.

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

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