

# Haverhill Town Council



HAVERHILL  
TOWN COUNCIL

Minutes of a Meeting of Haverhill Town Council's

## COMMUNITY EVENTS WORKING PARTY

Held on Monday, 20 April 2026 at 7.20pm

**Present:** Councillor J Burns (Chair)  
Councillor B Davidson (Vice-Chair)  
Councillor A Brown  
Councillor P Hanlon

**Apologies:** Mayor Q Cox  
Councillor L Miller-Jones  
Councillor A Luccarini  
Councillor D Page  
Colin Poole, Town Clerk  
Joseph Dexter – Marketing Officer

**In Attendance:** Vicky Phillips – Deputy Clerk  
Sara Marsh – Events Manager  
Gary Wilson – Operations Manager

## MINUTES

- |  | <b>ACTION</b> |
|--|---------------|
| <b>CE26</b> <u><b>Welcome</b></u><br><b>/013</b> The Chair welcomed everyone to the meeting and confirmed that as a Working Party it has no delegated authority, and all recommendations must be ratified by the Leisure and Community Committee or implemented by the Clerk under delegated powers. |               |
| <b>CE26</b> <u><b>Apologies for Absence</b></u><br><b>/014</b> The above apologies were noted.   |               |
| <b>CE26</b> <u><b>Declarations of Interest and requests for Dispensation</b></u><br><b>/015</b> None.  |               |
| <b>CE26</b> <u><b>Minutes of the previous meeting</b></u><br><b>/016</b> It was proposed by Councillor P Hanlon, seconded by Councillor B Davidson that the minutes of the meeting held on 13 <sup>th</sup> January 2026 be agreed as a true record.<br><b>RESOLVED</b>                              |               |
| <b>CE26</b> <u><b>Matters Arising not on the agenda</b></u><br><b>/017</b> None.   |               |
| <b>CE26</b> <u><b>Public Speaking</b></u><br><b>/018</b> There were no members of the public present.  |               |

- CE26 /019** **Community Events 2026**  
Sara Marsh and Gary Wilson provided an overview of:
- a) **Science Festival**  
Sara Marsh gave an update on the events taking place on Saturday 25<sup>th</sup> April on the Market Square and outlined the activities that have been arranged. The event will be taking place between 11.00am and 3.00pm. Details can be found on the ONE Haverhill Partnership website, with a link to this site on the Town Council's page.
  - b) **Food Festival**  
Sara Marsh explained that initially she had had lots of interest in the festival, but gradually this had dropped off. She had managed to obtain some professionals to book for the event and had arranged entertainment for the day. Members suggested a catering company and cake making, but it was felt that this may deter from the idea of community involvement. Sara will talk to Colin Poole about whether to continue with the event.
  - c) **Fun Day Events and Picnic in the Park**  
Sara Marsh reported that organising of all the events was going well. Due to rising costs, she had used a new supplier for the bouncing castles, who were providing additional entertainment. Sara will speak to Joe Dexter about updating the Town Council website to show more information on the events.
  - d) **Haverhill in the Park**  
Sara Marsh will ask Steve Marsh to provide a short, half page report on progress and it was decided that he should be invited to future meetings.
  - e) **Halloween Trail**  
Sara Marsh reported that as a result of a decision made at the previous meeting, an alternative event was being looked into. She had investigated costs of a marquee, which was coming in at £3,000, and she was concerned that this was too high, although the overall cost of the event would be less than previous years. It was generally felt that this cost was not too high. The new proposal would accommodate less people than the Halloween Trail.
  - f) **Christmas Event/Christmas Fireworks**  
Sara Marsh reported that the event would be much the same as last year, with some new additions in the carnival. She will also address the noise levels as these were too quiet in some areas. Colin Wright from West Suffolk will be managing the market this year and Sara will also talk to him about the Makers Market.

SM

SM/JD

SM / SM

SM

**CE26 /020** **CAMRA Beer Festival 2026**  
To remove from next agenda.

**CE26 /021** **Any Other Business**  
None.

**CE26 /022** **Date of Next Meeting**  
6<sup>th</sup> July 2026

**CE26 /023** **Closure**  
The Chairman declared the meeting closed at 7.44pm.

Signed .....  
Chairman

Date .....