

Haverhill Town Council

Minutes of a Meeting of Haverhill Town Council's



HAVERHILL
TOWN COUNCIL

CIVIC EVENTS WORKING PARTY

Held on Monday 18th May 2026 at 7.00pm

Present: Councillor J Burns (Chair)
Councillor A Brown
Councillor B Davidson
Councillor A Luccarini
Revd. M Drinkwater
Mrs C Thompson
Mr B Thompson

Apologies: Councillor D Page

In Attendance: Colin Poole, Town Clerk
Vicky Phillips, Deputy Town Clerk
Sara Marsh, Comms & Customer Experience Manager
Gary Wilson, Operations Manager
Stephen Gibson, Royal British Legion (from 7.20pm)
Adam Olivant, Royal Airforce Air Cadets

MINUTES

CV26 Welcome

/010 The Chairman welcomed everyone to the meeting.

CV26 Apologies for Absence

/011 The above apologies were noted.

CV26 Declarations of Interest and requests for Dispensation

/012 None.

CV26 Minutes of the previous meeting

/013 It was proposed by Councillor T Brown and seconded by Councillor B Davidson, that the minutes of the meeting held Monday 16th March 2026 be agreed as a true record, subject to a minor amendment.

RESOLVED

CV26 Matters Arising not on the agenda

/014 None.

CV26 Civic Events 2026 – review

/015 a) Mayor Making, Monday 11th May 2026

The Clerk reported that the event went well, Councillor L Miller-Jones thanked all those involved. Councillor J Burns explained that he had

ACTION

live streamed the event and has given the Men's Shed and Tim Pannell an extracted version. Councillor Burns will also need to look at improving the audio.

CV26 /016

a. **Armed Forces Day**

(Monday 22nd June 2026 at 2.00pm)

Councillor J Burns will be providing the PA to play the National Anthem, which will be the shorter version. Rev Max Drinkwater will arrange for this to be charged up.

Rev MD

Councillor T Brown confirmed that he has arranged for the vehicles to be there as usual.

Stephen Gibson has arranged for Brian Mills to raise the flag.

Rev. Max Drinkwater will do a reading.

Rev MD

Sara Marsh will talk to Joe Dexter about advertising for the event, and ensure that there is a mention about the charity, Scotty's Little Soldiers.

SM

(Saturday 27th June)

Sara Marsh has arranged collection buckets with labels on for Scotty's Little Soldiers. Councillor T Brown asked Sara to contact Steve Barton to request that he writes an article about the event.

Sara Marsh reported that the 677 Squadron had withdrawn from the event. She also advised that the Glenn Morrison Marching Band was experiencing low participant numbers this year, but as there had been no further update so will follow this up.

SM

Stephen Gibson has arranged for representatives from the Army, Navy and Airforce to raise the three flags.

Gary Wilson has been working on the staffing and stewarding.

Joe Dexter will write the reading for the Mayor.

JD

The convoy will assemble in the AXA car park at 10.30am before departing for the Arts Centre at 11.00am. Councillor J Burns will deliver the barriers to the AXA car park at 6.00am before moving them to the Market Square. Charmian Thompson requested a plan showing the location of all stalls and gazebos and asked that the children's stalls be positioned away from the roadside. Sara Marsh will provide the stall and gazebo layout to both Charmian Thompson and Councillor J Burns. As agreed at the previous meeting, it was confirmed that this year's event will conclude at 2.30pm. Councillor J Burns has invited the Police to provide an escort for the convoy, subject to operational availability on the day. Sara Marsh will also contact the Fire Brigade to invite them to attend the event.

SM

Information about the event has been published on the website..

b. **Suffolk Day, 21st June 2026**

SM

Councillor J Burns to raise the flag

c. **US Independence Day, 4th July 2026**

It was confirmed that there will be a flag raised on the day and a recording of the US anthem will be played. A message will be sent from the Mayor of Haverhill. Joe Dexter would publicise.

d. **Remembrance Service**

Charmian and Brian Thompson confirmed that Ivy and Archie Pannell will play the bugle for 11th November and Sunday 15th November and that Tim Pannell will cover if necessary. The Rouse will be played rather than the Cavalry.

Councillor J Burns confirmed that he has sent Stephen the plans from last year.

Adam Olivant explained that there could be a heightened level of security this year and that there may be additional considerations.

Charmian Thompson will send Stephen Gibson a plan of the cemetery, she has a list of names which can be used for the poppies on the graves, rather than numbers as in previous years.

e. Christmas Carol Service

Vicky Phillips confirmed this is booked in for Wednesday 2nd December, the Silver Band has been confirmed and that she would arrange a meeting with the Mayor and Rev Max Drinkwater.

CV26 Date of Next Meeting

/017 Tuesday, 14 July 2026

CV26 Closure

/018 The Chair declared the meeting closed at 7.44pm.

Signed Date

Chair