Haverhill Town Council

Minutes of a Meeting of Haverhill Town Council's

HAVERHILL TOWN COUNCIL

CIVIC EVENTS WORKING PARTY

Held on **Monday, 12 October 2026** at **7.00pm**

Present: Councillor J Burns (Chair)
Councillor B Davidson
Mayor L Miller Jones
Councillor A Luccarini
Councillor D Page
Revd. M Drinkwater
Mrs C Thompson
Mr B Thompson

Apologies: None.
Absent: Councillor Q Cox

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
Adam Olivant, Royal Airforce Air Cadets

MINUTES

ACTION

CV26 /028 **Welcome**
The Chairman welcomed everyone to the meeting.

CV26 /029 **Apologies for Absence**
The above apologies were noted.

CV26 /030 **Declarations of Interest and requests for Dispensation**
None.

CV26 /031 **Minutes of the previous meeting**
It was proposed by Councillor B Davidson and seconded by Councillor D Page, that the minutes of the meeting held Tuesday, 14 July 2026 be agreed as a true record, subject to a minor amendment.
RESOLVED

CV26 /032 **Matters Arising not on the agenda**
None.

CV26 /033 **Civic Events for 2026**
To consider the civic events program and action plans:
a) Remembrance Sunday (Sunday 8th November 2026)

Councillor J Burns reported that he had designed a new computer-generated event management system to replace the increasingly unwieldy Word document. The system will allow different reports to be generated, including:

- A chronological report listing activities in date and time order.
- Individual task sheets for specific people, such as stewards, detailing what they need to do.

These reports should make responsibilities clearer and reduce the risk of tasks being forgotten. Councillor J Burns will circulate the new event management reports before the event. **JB**

Gary Wilson will walk the parade route with the traffic management team on Monday. The existing parade arrangements are largely unchanged from previous years, he is confident that the route works well.

It was confirmed that, at the Cemetery, the dignitaries will assemble in their usual position on the left-hand side when facing the memorial, followed by other participants. A cadet will stand between the last dignitary and members of the public to establish a clear division between the formal wreath-laying party and other attendees.

S Gibson again highlighted that the correct bugle call should be The Rouse, not the cavalry version of Reveille. B Thompson confirmed that this has been mentioned to Archie Pannell and his family.

The Deputy Clerk is compiling a list of people who will be laying wreaths and participating in the parade and will forward this to Brian and Charman Thompson. **VP**

S Gibson reported that he would circulate the correct order of wreath laying before the event. It was agreed that whilst we want to avoid calling out for additional wreath-layers, the Clerk explained that we can do all we can to arrange for everyone to lay a wreath on the day, but we cannot account for those people arriving unexpectedly on the day. Brian and Charmian Thompson will help ensure that people are in the correct locations. **SG**

The Deputy Clerk will advise A Olivant if the MP's is attending. **VP**

The laying out of the remembrance crosses was confirmed as 2:00pm on Saturday the 7th November.

Councillor J Burns will inspect the Cemetery on Saturday and advise West Suffolk whether the grass needs cutting or weeding. Any existing wreaths will be removed and it was suggested that they could be removed earlier in future years.

George Vesty, the Deputy Lord-Lieutenant, will be attending and will represent the monarch. S Gibson explained that he will need to be saluted, and permission sought before the parade is dismissed.
Les Scott, a retired major, has also confirmed attendance. His treatment will depend on his position within the formal parade arrangements.
The RAF Air Cadets will provide the Union Standard, and an escort has been requested.
The standards will be dismissed first, followed by officers and then the parade. No senior serving officer is currently expected to attend.

Cones and barriers will be set out early on parade morning, including on the Market Square and in the Axa car park.
The police will hopefully lead the parade and should park at the outside 'Thing Me Bobs' to provide sufficient time for dignitaries to enter the parade.
A Olivant requested that the parade not march off from the Market Square until Gary Wilson's team confirm that the area is clear of vehicles and obstructions.
Brian and Charmian Thompson will follow the parade and ensure the Queen Street gates are closed and locked.

The police arrangements are progressing, although the specific officer assigned to the parade may not be known until shortly before the event.
Civic police attendance has been confirmed. The fire brigade's attendance remains uncertain. If the fire brigade cannot attend, the medical team can be positioned at the rear of the parade.

Councillor A Luccarini and Councillor J Burns will organise the live stream.
The Deputy Clerk will coordinate the distribution of the feed to care homes and other appropriate recipients. **VP**

Water will need to be provided.

The service should begin as close to 3:00 pm as possible, once everyone is in position. Sara Marsh will coordinate with Gary Wilson and give Rev M Drinkwater the signal to begin. After the service, space will be made for the dignitaries to return to the Market Square. The band will lead the procession out, followed by the remaining participants.

The Band to be invited back to the Arts Centre after the event.

Rev M Drinkwater to send The Deputy Clerk the Order of Service for printing. **Rev MD**

Service on 11 November 2026
A short Remembrance service will take place outside the front of the church at 11:00am on Wednesday the 11th November.
Rev M Drinkwater raised concerns that attendees had previously struggled to hear the service and it was agreed that a battery-operated PA system should be used.

b) Christmas Civic Service (2nd December 2026)
The Mayor, Deputy Clerk and Rev. M Drinkwater have had a meeting and arrangements are underway. The Haverhill Malayalee group have confirmed that they will be presenting a version of Margamkali again this year. The Mayor confirmed that Young Voices from Castle Camps Primary will be singing some Carols.

A Olivant mentioned that, although it is early stages, next year they will be having a new Standard with their badge on, as they now have approval for a new official heraldic crest. They would likely be approaching the Town Council to do something to honour that.

CV26/034 Date of Next Meeting
Tuesday, 05 January 2027

CV26 /035 Closure
The Chair declared the meeting closed at 7.40pm.

Signed …….. Date ……
Chair