



HAVERHILL
TOWN COUNCIL

Haverhill Town Council

Minutes of a Meeting of Haverhill Town Council's **CIVIC EVENTS WORKING PARTY**

Held on Monday 16th January 2023 at 7.00pm

Present: Councillor J Burns (Chair)
Councillor B Davidson (Mayor)
Councillor A Brown
Councillor A Luccarini
Councillor M Marks (arrived 19:16)
Mrs Charmian Thompson
Mr Brian Thompson

Apologies: Vicky Phillips, Deputy Town Clerk
Councillor D Smith

In Attendance: Colin Poole, Town Clerk
Vicky Bright, Committee Administrator

MINUTES

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| CV23 /001 | <u>Welcome</u> The Chairman welcomed everyone to the meeting. | ACTION |
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| CV23 /002 | <u>Election of Vice Chair</u> It was proposed by Councillor A Luccarini, seconded by Councillor B Davidson, that Councillor A Brown be elected as Vice Chair to the Civic Events Working Party. RESOLVED | |
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| CV23 /003 | <u>Apologies for Absence</u> The above apologies were noted. | |
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| CV23 /004 | <u>Declarations of Interest and requests for Dispensation</u> None. | |
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| CV23 /005 | <p><u>Co-option of Members of the Public</u></p> <p>To consider an invitation to members of the public with an interest in assisting the organisation of community events.</p> <p>It was discussed to invite Revd. Max and representatives of the Royal British Legion (RBL), to assist when needed for events such as the Remembrance Day Parade and Armed Forces Day. It was agreed to approach Revd. Max and the RBL to establish their interest.</p> | CLERK |
| CV23 /006 | <p><u>Terms of Reference</u></p> <p>a) The meeting noted that this Working Party has no delegated authority and may only make recommendations to Leisure & Community Committee. Urgent actions may be taken under delegated authority held by the Clerk.</p> <p>b) It was proposed by Councillor B Davidson, seconded by Brian Thompson that the Terms of Reference proposed by the Clerk be agreed and the recommendation to adopt be made to the Leisure & Community Committee. See appendix A.</p> <p>RESOLVED</p> <p>Cllr. Brown suggested that a Public Forum be added to future agendas, the Clerk advised that this could just be added to the next agenda and that it was not necessary to include it in the Terms of Reference.</p> | CLERK |
| CV23 /007 | <p><u>Civic Events for 2023</u></p> <p>To review the civic events programme and agree a plan of action.</p> <p>a) Coronation (weekend 6th-8th May)</p> <p>The Clerk advised that the draft budget allocated £9,000 from reserves for any expenditure marking the coronation. This was to avoid adding this cost to the precept when there was no official role for the town council to play. It was further noted that the coronation weekend clashed with the election of new councillors, which was a very busy period for council officers.</p> <p>The working party discussed options for marking the coronation:</p> <ul style="list-style-type: none"> • Encourage communities to organise street parties. • Bunting on the High Street & Queen Street. The Clerk will find out what happened to the bunting which was rapidly removed on the announcement of her Late Majesty's passing. • A 'Best Dressed Shop Window' competition on the theme of the coronation, for town centre businesses. • Street lighting column union flag banners on the street lights in the town centre i.e. commission Union Jack Flag banners. • Support Haverhill In Bloom in putting on a particularly fine display. • 'Best Crown in Town' competition for the schools, with possibly a parade. <p>b) Freedom of the Town event: There has previously been discussion around inviting the Free Men and Women of Haverhill to herd a flock</p> | |

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| | <p>e) Remembrance Sunday (Sunday 12th November): There will be the usual observance outside the Church at 11am on the 11th of November, organised by the RBL.</p> <p>The debriefing of the last Remembrance Day is still to take place! The parade will be on Sunday 12th November at 3pm again, as if we want the Sea Cadets band again, they are not available until 3pm, Councillor M Marks volunteered to check their availability.</p> <p>It was discussed that the photographers caused issues last year. The Clerk asked whether the photos and livestream were absolutely necessary. It was confirmed that there were 26 YouTube viewers and 277 views on Facebook, so it was agreed that the livestream was crucial as many people, especially Care Homes appreciate it. It was suggested that the Town Council only use their hire photographer with no Press being invited.</p> <p>Councillor J Burns is to look for a Bugler for the Saturday & Sunday.</p> <p>f) Christmas Civic Service (Wednesday 6th December): It was confirmed that between Vicky Phillips, the Mayor and Revd. Max this was well in hand and well organised. Councillor A Brown suggested that in recent years there was a lack of children involved. The Mayor advised that all schools were invited to attend. Councillor A Brown suggested that he would like to see children do something, suggestions made were singing carols or a Nativity. The Mayor advised that he attends as many services at schools via the Church.</p> | <p>Cllr M Marks</p> <p>Cllr J Burns</p> |
| CV23 /008 | <p><u>Date of Next Meeting</u> Monday, 27 March 2023 It was agreed to continue with evening meetings at 7pm, for the Working Party.</p> | |
| CV23 /009 | <p><u>Closure</u> The Chair declared the meeting closed at 8pm.</p> | |

Signed
Chair

Date

Appendix 1 Terms of Reference

1. Membership: Mayor+6 Councillors & Invited members of the public
2. Composition
 - Ex-Officio Members: Town Mayor
 - General Membership: Other elected members as appointed by the Council
Members of the public appointed by the Working Party
 - Attendees: Town Clerk
Mayoral Secretary
Other Officers as the Committee requires from Time to time
3. Quorum: 3 Councillors

4. Frequency of Meetings: At least 4 meetings a year to fit civic calendar
Additional meetings may be called
5. Summary of Purpose: The Working Party shall
 - a) Oversee the organisation of civic events, on behalf of the Leisure & Community Committee
 - b) Oversee the budget for civic events, to ensure they stay within agreed limits
 - c) Make recommendations to the Leisure & Community Committee
6. The Working party shall appoint from within the Working Party, such subgroups as they see fit, to focus on individual events.