

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

CV23	Welcome	ACTION
/001	The Chairman welcomed everyone to the meeting.	
CV23	Election of Vice Chair	
/002	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	
CV23	Apologies for Absence	
/003	The above apologies were noted.	
CV23	Declarations of Interest and requests for Dispensation	
/004	None.	

CV23	Co-option of Members of the Public				
/005	To consider an invitation to members of the public with an interest in				
, , , ,	assisting the organisation of community events.				
	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	CLERK			
	approach Revd. Max and the RBL to establish their interest.				
CV23	Terms of Reference				
/006	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.				
	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.				
	RESOLVED				
	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	CLERK			
	it was not necessary to include it in the Terms of Reference.				
	The state of the s				
CV23	Civic Events for 2023				
/007	To review the civic events programme and agree a plan of action.				
	a) Coronation (weekend 6 th -8 th May)				
	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.				
	The working party discussed options for marking the coronation:				
	 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.				
	parade.				
	b) Freedom of the Town event: There has previously been discussion				
	around inviting the Free Men and Women of Haverhill to herd a flock				

of sheep through the town as a publicity stunt. Maureen Byrne from the Women's Refuge in Bury has expressed an interest in this to raise money for the shelter.

CLERK

Councillor Burns is to approach a friend who is a sheep farmer to get advice on this.

c) Mayor-Making (15th May): The Clerk advised that the Annual Town Meeting is followed by a short intermission before the official Mayor-Making ceremony, and it is during the break when a performance is usually given by a choir or band. Councillor B Davidson advised he has some plans already and will share these in the next 2-3 weeks.

CLLR BD

d) Armed Forces Day (Monday 19th & Saturday 24th June): Monday 19th June will just be for the flag raising, mainly a publicity event, with the Mayor and invited guests. It was agreed that there should be no act of Remembrance or observation of a period of silence, as this is to celebrate our current armed forces, not mourn those who have fallen.

For the Saturday, repeating the convoy and show on the market square was agreed. Councillor M Marks suggested that the Café at the Arts Centre sell Armed Forces week cakes that week.

Councillor A Brown suggested that a charity like, BLESMA (Blind & Limbless Ex-Service Men Association) be invited to set up a stall and do a bucket collection.

It was raised that there were not enough commemorative mugs available for all the volunteers in 2022; It was suggested that 4 boxes be purchased this time. Cllr. J Burns also suggested keyrings as a cheaper alternative. The Clerk advised the current budget for the event was £4,000.00.

Music options were discussed with suggestions of last years singers, a marching band or pipers, or possibly the Glenn Morrison Band from Bury St Edmunds. It was reminded that the D-Day Darlings will be performing at the Arts Centre on 16th June.

Stalls at the top end of the Market Square worked well last year, it was agreed that it needs to be promote early in the newsletter and website to encourage stall holders to apply.

Gary will be in charge of the stewarding with volunteers. A list of volunteers and stall holders is to be reviewed and updated and a Save the Date invitation to helpers etc be sent out at the end of January. The updated list will be circulated to members of the Working Party before the next meeting!

Operations Manager

	e)	Remembrance Sunday (Sunday 12 th November): There will be the usual observance outside the Church at 11am on the 11 ^{th of} November, organised by the RBL.	
		The debriefing of the last Remembrance Day is still to take place! The parade will be on Sunday 12 th 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.	Clir M Marks
		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.	
		Councillor J Burns is to look for a Bugler for the Saturday & Sunday.	Clir J Burns
	f)	Christmas Civic Service (Wednesday 6 th 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.	
0)/00			
CV23 /008		nte of Next Meeting anday, 27 March 2023	
/000		was agreed to continue with evening meetings at 7pm, for the Working	
		rty.	
CV23		<u>osure</u>	
/009	Th	e Chair declared the meeting closed at 8pm.	

Signed	Date
Chair	

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.