



**HAVERHILL**  
TOWN COUNCIL

# Haverhill Town Council

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

Held on Monday 27<sup>th</sup> March 2023 at 7.00pm

**Present:** Councillor J Burns (Chair)  
Councillor B Davidson (Mayor)  
Councillor A Brown  
Councillor P Firman  
Councillor M Marks  
Councillor D Smith  
Mr B Thompson  
Mrs C Thompson  
Revd M Drinkwater

**Apologies:** Councillor A Luccarini  
Vicky Phillips, Deputy Town Clerk  
Gary Wilson, Operations Manager

**In Attendance:** Colin Poole, Town Clerk  
Sara Marsh, Projects Manager  
Jane Lomas, Council Administrator

### MINUTES

<b>CV23</b> <b>/010</b>	<b><u>Welcome</u></b> The Chairman welcomed everyone to the meeting.	<b>ACTION</b>
<b>CV23</b> <b>/011</b>	<b><u>Apologies for Absence</u></b> The above apologies were noted.	
<b>CV23</b> <b>/012</b>	<b><u>Declarations of Interest and requests for Dispensation</u></b> None.	
<b>CV23</b> <b>/013</b>	<b><u>Minutes of the previous meeting</u></b> It was proposed by Councillor A Brown and seconded by Mr B Thompson, that the minutes of the meeting held 16 <sup>th</sup> January 2023 be agreed as a true record. <b>RESOLVED</b>	
<b>CV23</b> <b>/014</b>	<b><u>Matters Arising not on the agenda</u></b> None.	

CV23 /015	<p><b>Civic Events for 2023</b></p> <p><b>a) Coronation (weekend 6<sup>th</sup>-8<sup>th</sup> May):</b> The Clerk advised that the Leisure and Community Committee has confirmed they would like a 'picnic in the park' event:</p> <ul style="list-style-type: none"> <li>• The space is booked for the afternoon (Haverhill Show have the space for the morning). Proposed time for the picnic: 1-4pm.</li> <li>• Councillor P Firman to DJ.</li> <li>• 60's cover band.</li> <li>• Street entertainer.</li> <li>• Outside play equipment for children, eg hoops.</li> <li>• Craft activities for children.</li> </ul> <p>It was proposed by Councillor A Brown and seconded by Councillor M Marks to accept the quote of £3,500+VAT from Cozens for the erection of bunting, lighting column banner arms and Union flag banners.</p> <p><b>RESOLVED</b></p> <ul style="list-style-type: none"> <li>• Evensong will be held at 5pm/6pm.</li> <li>• Kiosk opening times to be revised to support the picnic in the park.</li> <li>• Revd. Max advised that he is planning to stream the Coronation service in the church but has no plans to stream the concert.</li> <li>• Veteran's Brass are in concert at St Mary's Church on 11<sup>th</sup> May, 3.30-5pm. To be added to events information being circulated.</li> </ul> <p><b>b) Freedom of the Town:</b> herding a flock of sheep through the town. This may be possible but to be discussed after the next election.</p> <p><b>c) Mayor-Making (15<sup>th</sup> May):</b> Councillor B Davidson confirmed that The Youth and Community Band is booked for the intermission between the Annual Town Meeting and the official Mayor-Making ceremony.</p> <p><b>d) Armed Forces Day (Monday 19<sup>th</sup> &amp; Saturday 24<sup>th</sup> June):</b> Sara Marsh confirmed that she is trying to obtain funding from the Armed Forces charity via the Commonwealth category.</p> <p>Stalls: Craft stall (for making crafts), Air Cadets, local history group, family history group. BLESMA, the Ridgewell Museum, Be Unique, Suffolk Regiment for uniforms and/or artefacts.</p> <p>Entertainment from a historical re-enacter, Hotsy Totsies singing group and a steel band.</p> <p>S Marsh will contact Felix Coaches to carry passengers in the convoy. The Royal British Legion, the Police, and Fire Brigade should be formally invited. Also, Bill Gladden (D-Day veteran) to be driven in the convoy in a police car.</p> <p>It was agreed that there was enough space on the main market square to have some gazebos on there, along with the vehicles from the convoy, as the larger vehicles arrive first and the smaller ones can fit in after they have</p>	<p><b>S MARSH</b></p> <p><b>G Wilson</b></p> <p><b>S MARSH</b></p> <p><b>S MARSH</b></p> <p><b>S MARSH</b></p> <p><b>S MARSH</b></p>
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	<p>parked. Sara Marsh will circulate a list to the committee so the working party can plan parking and layout.</p> <p>Gary Wilson to investigate marshalling for the convoy route.</p> <p><b>e) Remembrance Sunday (Sunday 12<sup>th</sup> November):</b> The Working Party anticipate that there will be the usual observance outside the Church at 11am on Saturday 11<sup>th</sup> November, organised by the RBL.</p> <p>It was noted that the whole parade was too long for the Sea Cadets, having already performed at a morning parade elsewhere. The idea of the parade marching without a band out of the car park and down Duddery Hill, to form up behind the cadets waiting on the High Street outside the Arts Centre was discussed. Councillor J Burns will discuss with Sea Cadets.</p> <p>Discussion ensued about where the parade should end. The meeting concluded that it should be possible for the whole parade to move from the cemetery to the Market Square and form up in ranks, in readiness for a formal salute, instead of a march-by. Stewards would reserve the market square for this to happen. The parade would be brought to attention for a salute followed by dismissal. Only once the parade has been officially dismissed will parents be allowed on the market square to collect their child. It would be down to individual groups to police collection. This would prevent the melee which occurred outside of the Arts Centre in 2022.</p> <p>There was a glitch in communication last year about refreshments being available after the parade. This should be made clear this year.</p> <p>Last year some roads were closed an hour before the parade start time which was too early and interfered with participants' access to the town centre ahead of the parade. A discussion should be made with Highways Assurance regarding a workable plan.</p> <p>Mrs C Thompson is to look for a Bugler for the Saturday &amp; Sunday.</p> <p><b>f) Christmas Civic Service (Wednesday 6<sup>th</sup> December):</b> It was confirmed that between Vicky Phillips, the Mayor and Revd. Max, this was well in-hand and well organised.</p> <p>In response to a question about having schoolchildren singing, Revd. Max explained that there is very little singing in schools now and there is no longer a Unity Schools Choir. Mrs C Thompson said she will ask at Samuel Ward School. Revd. Max said he will make enquiries with the schools that are coming in for Easter events.</p>	<p><b>S MARSH</b></p> <p><b>G WILSON</b></p> <p><b>RBL</b></p> <p><b>Cllr JB</b></p> <p><b>G Wilson</b></p> <p><b>Mrs CT</b></p> <p><b>Revd. MD</b></p>
<p><b>CV23</b> <b>/016</b></p>	<p><b><u>Date of Next Meeting</u></b> Monday, 03 July 2023</p>	

CV23  
/017

**Closure**

The Chair declared the meeting closed at 8.33pm.

Signed .....

Date .....

**Chair**

DRAFT