



**HAVERHILL**  
TOWN COUNCIL

# Haverhill Town Council

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

Held on Monday 3<sup>rd</sup> July 2023 at 7.00pm

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

**Apologies:** None

**In Attendance:** Colin Poole, Town Clerk  
Vicky Phillips, Deputy Town Clerk  
Sara Marsh, Project Manager  
Jane Lomas, Council Administrator  
Oliver Sutton, Work Experience Student

## MINUTES

**CV23 Welcome**

/018 The Chairman welcomed everyone to the meeting.

**CV23 Apologies for Absence**

/019 None.

**CV23 Declarations of Interest and requests for Dispensation**

/020 None.

**CV23 Minutes of the previous meeting**

/021 It was proposed by Councillor A Brown and seconded by Councillor D Smith, that the minutes of the meeting held 27<sup>th</sup> March 2023 be agreed as a true record.

**RESOLVED**

**CV23 Matters Arising not on the agenda**

/022 None.

**ACTION**

**CV23 Review of Civic Events So Far**

**/023 a) Coronation Celebration (weekend 6<sup>th</sup>-8<sup>th</sup> May)**

Councillors felt that this event went very well, except for the children's pass-the-parcel. Special thanks to Cllr Paul Firman and Mr Paul Grocott for providing some of the entertainment free of charge.

**b) Mayor-making (15<sup>th</sup> May)**

It was agreed that this event was a success and the new layout worked well. It was noted that audio experience in the auditorium was not optimal and the audience struggled to hear what was being said by Councillors. Discussion ensued about the best way to amplify the sound: roving microphones or individual microphones. The Town Clerk advised that Hadleigh Town Council hires a conference set for their meetings. The PA system Hadleigh rents for meetings costs circa £300-£400 per time. It was agreed that this cost is not practical for every meeting but might be justified for annual meetings. Options will be explored for next year's annual meeting.

**c) Armed Forces Day (Monday 19<sup>th</sup> & Saturday 24<sup>th</sup> June)**

For the flag-raising on the Monday, Speakers' voices were difficult to hear and it was agreed that next year an amplifier should be used.

It was agreed that, in the main, this was a successful event.

Sara Marsh reported that no outcome for the funding application to the Armed Forces Day charity was received. An acknowledgement thanking HTC for the application was received, but nothing further.

Steve Gibson runs the Haverhill Armed Forces and Veterans Breakfast Club for all serving and service personnel. He has requested a gazebo for next year's event. He is planning to attend the next Full Council meeting to explain to Councillors the service he provides.

It was agreed that the convoy route was too long. Instead the convoy route will be kept to main roads before arriving at Market Square.

It was agreed to reach out to the Royal British Legion as communication appears to have become fragmented.

It was noted that people taking part in events in the gazebos were unaware of the actual flag-raising and some members of the public were unaware of activities being carried out. It was decided that next year a Master of Ceremonies should be engaged to provide commentary and announcements.

HTC staff and volunteers were thanked for their help in making the Armed Forces Day a successful event.

**CV23 Future Civic Events for 2023**

**/024 a) Freedom of the town event**

Councillors agreed that this event will be postponed until next year.

Cllr JB

Town Clerk

**b) Remembrance Sunday (Sunday 12<sup>th</sup> November)**

Royal British Legion is holding an event on the Saturday, which is also market day, so hopefully there will be a good attendance.

Mrs C Thompson has contacted Richard Pannell to request two buglers: one for Saturday 11<sup>th</sup> and one for Sunday 12<sup>th</sup>.

Sara Marsh confirmed that an agreement has been made with Sea Cadets that the march will be shortened. Cllr J Burns confirmed the agreement is that the route will be: start at the Arts Centre, march with the band playing to Market Square where dignitaries join at the parade. The parade will march to the cemetery, and the band peel left at the War Memorial where they will stop. Refreshments could be offered at the cemetery and the War Memorial. On the way back, the band will stand at the footpath towards the chapel. Once dignitaries are far enough ahead, the band will continue playing and march to Market Square. Everyone will convene at Market Square where the Sea Cadets will be dismissed. Refreshments will be offered at the Arts Centre.

Cllr J Burns advised that he is planning to live stream the event again. He has some new equipment which means that the cameras should not require manning.

Mrs C Thompson suggested contacting RBL with regard to the placing of poppies on graves. Cllr M Marks agreed to email RBL.

County Highways require three-months' notice regarding requests for road closures. This should be looked at imminently.

It was agreed that Mick Franks, RBL Parade Master, and Ollie Marshall, Sea Cadets Commander should be included in the planning of the event and face-to-face meetings would be beneficial. The Town Clerk suggested a meeting be held soon to promote a sense of ownership of organisation.

Sara Marsh confirmed that there will be no commissioned photography this year.

**c) Christmas Civic Service (Wednesday, 6<sup>th</sup> December)**

The subject of encouraging children to attend was discussed. Samuel Ward Academy has started a choir. Mrs C Thompson will contact the school to invite the choir to attend.

Revd. Max informed the meeting that Unity Partnership has their own carol service, including a combined choir and they may be willing to send at least some of the choir to the service. St Felix Primary School now has a music provision. Revd Max offered to follow-up.

The Deputy Town Clerk will liaise with Revd. Max and Mayor D Smith to organise the carols the Mayor would like to feature in the civic service.

**Cllr MM**

**Gary Wilson**

**Town Clerk**

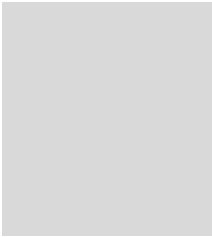
**Mrs CT**

**Revd. MD**

**Deputy  
Town Clerk**

**CV23** **Date of Next Meeting**  
**/025** Monday, 02 October 2023

**CV23** **Closure**  
**/026** The Chair declared the meeting closed at 8.03pm.



Signed .....

Date .....

**Chair**