



HAVERHILL
TOWN COUNCIL

Haverhill Town Council

Minutes of a Meeting of Haverhill Town Council's

CIVIC EVENTS WORKING PARTY

Held on Monday 2nd October 2023 at 7.00pm

- Present:** Mayor D Smith
Councillor J Burns (Chair)
Councillor A Brown
Councillor Q Cox
Councillor M Marks
Mrs C Thompson
Mr B Thompson
Mr P Clay (until 19:22)
Revd M Drinkwater
Mr A Olivant (until 19:29)
- Apologies:** Councillor B Davidson
Councillor A Luccarini
- Absent:** Councillor D Page
- In Attendance:** Colin Poole, Town Clerk
Vicky Phillips, Deputy Town Clerk
Sara Marsh, Comms & Customer Experience Manager
Gary Wilson, Operations Manager
Jane Lomas, Council Administrator

MINUTES

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| <p>CV23 <u>Welcome</u>
/027 The Chairman welcomed everyone to the meeting.</p> <p>CV23 <u>Apologies for Absence</u>
/028 The above apologies were noted.</p> <p>CV23 <u>Declarations of Interest and requests for Dispensation</u>
/029 None.</p> <p>CV23 <u>Minutes of the previous meeting</u>
/030 It was proposed by Councillor A Brown and seconded by Councillor M Marks, that the minutes of the meeting held 3rd July 2023 be agreed as a true record.</p> <p>RESOLVED</p> | ACTION |
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CV23 Matters Arising not on the agenda

/031 CV23/023 Annual Meeting of the Council: The improvements needed in audibility is in respect of audio within the room rather than livestreaming. The technical team to look at this next year.

GW

CV23 Future Civic Events for 2023

/032 a) Remembrance Sunday (Sunday 12th November)

Sara Marsh explained the details of how the parade is planned after a walk-through of the route last Friday. Discussion ensued and it was agreed:

The majority of the parade will form in Cleale's car park, and the Parade Master will take the lead. Dignitaries and Veterans and others with mobility issues will form on Market Square. The band will form in the layby outside D:fine. At the start, the parade will proceed to the front of the Arts Centre, via Duddery Hill, where the band will join after the Standards. (NB the Union and RBL Standards will go in front of the band.) Then, the parade will proceed down the High Street. At Queen Street there will be a short break so the band can have a rest and the Dignitaries and Veterans will be able to join. The Dignitaries will fall in after the military establishment but before the public services. This is to ensure that there is no confusion over where the parade ends. The parade will march to the cemetery, turn left at the chapel. At the memorial, everyone will walk around in a clockwise direction and peel off in procession order with the exception of the band who will go into the 'spoke' where they normally stand.

The service will follow.

After the service, the parade will return to Market Square via Camps Road. The Standards will stand in the raised area to the left. The band will go to the right of the raised area behind the flags and all the others will enter the main market square from Camps Road, so the military are at the front of the square and the Guides and Scouts will be behind them. This is to allow officers to step forward and take the official salute before the parade is dismissed on, Market Square.

Notes:

- Water will be available at the War Memorial.
- Lanyards will replace high-vis for stewards.
- Barriers required at Market Square.
- Keys required for the chapel.
- Signage will be created to direct the public to the side entrance.
- It could be useful to print a guide for all the groups involved to show where everyone needs to be.
- Standard Bearers and Wreath Bearers assigned to different people.
- Will invite Veterans to join on the Market Square.
- Adam Olivant will walk through the route with Phil Clay to get his understanding of and approval on the plans.
- Mark Turly said the fire engine and cadets are coming.
- We will request the Police provide a patrol car at the front of the parade for road safety.

A Olivant / P Clay

CP

- Operations Manager to ensure that as few cars as possible are on the High Street to reduce the security risk. GW would like a discussion with Cllr J Burns within the next working week regarding timing of closing off the High Street so he can talk to the Traffic Planning Manager.

**GW/
Cllr JB**

Cllr Burns will provide a PA system at the cemetery. The parade will be filmed. He has purchased 'static' cameras which do not have to be held so should be less intrusive. Cllr C Cox asked if there would be an official photographer. Cllr Burns advised no, as last year a freelancer caused some issues by their intrusive behaviour. The public tend to load their photos onto social media. Cllr Cox asked if students studying GCSE photography might be invited to take photographs. Cllr Burns agreed.

Cllr JB

Revd Max confirmed that the service will follow the usual format as the last few years. Cllr M Marks asked if there would be a full service at St Mary's. Revd Max explained the full service will be at the War Memorial with a smaller service at St Mary's on the Sunday morning.

Revd Max will provide wording for Orders of Ceremony for all those attending. The Deputy Town Clerk will print them off.

**Revd Max /
Deputy
Town Clerk**

Mrs C Thompson will contact Phil Clay to ask if he has a plan of the cemetery so that no-one is missed when placing the poppies. Brian Thompson would like to walk around the cemetery with Mr Clay. Cllr Burns will forward Mr Clay's email address.

Cllr JB

Mrs C Thompson confirmed the buglers:

- Archie Panel – Last Post on Sat 11th
- Ian Jacobs – at the cemetery on the Sunday.

b) Christmas Civic Service (Wednesday 6th December)

Mrs C Thompson is waiting for Mr Radford, Head of Music at Samuel Ward Academy to get back to her regarding the school choir becoming involved. Mrs Thompson will chase up. Revd Max reported that nothing has been pursued with regard to including St Felix and that Samuel Ward would be the preferred choice.

Mrs CT

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.

**Deputy
Town Clerk**

Mrs C Thompson knows an individual who is learning sign language and is signing The Lords Prayer at the Old Independent. She has said she is prepared to sign The Lords Prayer, if interested at the Remembrance Service. It was agreed this would be a good idea. Mrs C Thompson will forward her details to Revd Max.

Mrs CT

CV23 Review of Civic Events for 2023

- /033** a) None to review since last meeting.

CV23 Suffolk Day 2024

/034

CP reported that Haverhill has been given the honour of being the chosen venue for next year's Suffolk Day which is on the longest day: 21st June. This day was originally proposed by BBC Radio Suffolk Breakfast Show presenter, Mark Murphy.

HTC can decide to do as much as we want. Ipswich went really big with their day, whilst Framlingham organised a comparatively small gathering. However, it is an opportunity to promote Haverhill. Dignitaries will be attending from Ipswich and the east coast. The Lord Lieutenant will give a welcome speech. There will be some sort of proclamation and a medal presentation. Suffolk Community Foundation will be involved as they are celebrating their 20th anniversary.

Traditionally this has been featured on the Breakfast Show so would be timed to happen fairly early. However, due to some dignitaries travelling a fair way Haverhill could hold more of an all-day event. Refreshments will be required but this can be as simple as tea and biscuits. There may be grants from County Councillors but it tends to be the host that picks up the cost.

The Deputy Town Clerk will need to organise a set of invitations and compare her list with the County list to ensure no doubling up or that no-one is missed. Invitations can be extended to our neighbours in Cambridge and North Essex.

It is noted that the date is a Friday which is market day in Haverhill. However, most stall-holders are usually amenable to shifting off Market Square.

Initial ideas:

Media: BBC TV, Anglian TV, Radio

Suffolk Punch horse

Email OHP members to garner as much involvement as possible.

Sara Marsh will lead the planning, which will be under the remit of this Working Party.

We are working with Deputy Lieutenant, Oliver Paul – Director of Suffolk Food Hall.

The Chair asked that if anyone has any ideas/thoughts over the next few weeks to pass them on to Sara.

CV23 **Date of Next Meeting**

/035 Tuesday, 16th January 2024 to be confirmed by Full Council.

CV23 **Closure**

/036 The Chair declared the meeting closed at 19:50pm.

**Deputy
Town Clerk**

**Cllr A Brown
Town Clerk**

SM

All

Signed
Chair

Date