



HAVERHILL
TOWN COUNCIL

Haverhill Town Council

Minutes of a Meeting of Haverhill Town Council's

CIVIC EVENTS WORKING PARTY

Held on Tuesday, 21st May at 7.00pm

- Present:** Councillor J Burns (Chair)
Councillor D Smith (Mayor)
Councillor A Brown
Councillor D Page
Revd. M Drinkwater
Mrs C Thompson
Mr B Thompson
- Apologies:** Councillor Q Cox
Councillor B Davidson
Councillor A Luccarini
Sara Marsh, Comms & Customer Experience Manager
Vicky Phillips, Deputy Town Clerk
- In Attendance:** Colin Poole, Town Clerk
Gary Wilson, Operations Manager
Joe Dexter, Marketing Officer
Jane Lomas, Council Administrator

MINUTES

- CV24 Welcome**
/018 The Chairman welcomed everyone to the meeting.
- CV24 Apologies for Absence**
/019 The above apologies were noted.
- CV24 Declarations of Interest and requests for Dispensation**
/020 None.
- CV24 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 19th March 2024 be agreed as a true record.
RESOLVED

ACTION

CV24 Matters Arising not on the agenda

/022 All agenda items.

CV24 Civic Events 2024 - review

/023 a) Mayor Making (Monday 13th May)

It was agreed that the event went very well. Audio equipment and cameras worked well: the audience at the back could hear clearly, and the visual footage was of a good quality.

CV24 Civic Events for 2024

/024 a) D-Day 80 (Thursday, 6th June)

- Mayor Smith will host a short service of commemoration at 11am on Market Square.
- Flag raising.
- The Lamp Light of Peace will be lit and held for the flag raising then placed in the church where it will stay for the weekend.
- Revd Max will say a prayer to welcome the Lamp Light of Peace into the church.
- Proclamation written by Pageant Master of D-Day 80, Bruno Peek.
- Act of Remembrance including The Last Post (bugler, eleven-year-old Archie Pannell) on Market Square.
- Ring Out for Peace – St Mary’s church bells will be rung at 6.30pm.
- It was agreed that the National Anthem should be included.
- There will be flags along the High Street to honour the countries that took part in D Day operations. There will also be banners on the market square to remember local heroes who fought in D-Day. Each banner will include an image of a veteran connected to Haverhill.
- Eleven A1 posters have been created by the Haverhill Family History Group: one for each Haverhill D-Day Veteran. Additionally, five posters with information about D-Day have been created. Discussion arose around where these can be displayed. Revd Max confirmed he is happy for them to be displayed in the church. It was agreed that discussion outside of the meeting will determine where the panels are placed.
- The Town Clerk presented images of the flags for sign-off. It was agreed that designs are fine to go to print. There are not enough lampposts to hold a flag for every country that took part, so a single Commonwealth flag has been created to comprise all the Commonwealth countries.
- A social media campaign is planned to showcase the A1 posters and the event.
- Mayor Smith and Revd Max will liaise to ensure their formal addresses are not duplicated.
- A microphone/amplifier system will be provided.

b) Suffolk Day (Friday, 21st June)

Provisional running order:

- 9.15am Guests are invited to arrive on Market Square.
- 9.30am Welcome from Lord-Lieutenant Lady Clare Countess of Euston and Mayor Smith.

SM

**CT, BT, MD,
JB, JD**

CP

	Proclamation by students of Castle Manor Academy and Samuel Ward Academy
9.40am	Local performance – to be confirmed.
9.45am	Suffolk High Sheriff Yvonne Gilchrist-Mason reading the medal citation. Lady Clare presenting.
9.50am	Interviews with recipients.
9.55am	Closing remarks by Revd Max.
10.00am	Parade departure.

During the day there will be two Suffolk Punches, SlackMaGirdle Morris Dancing, and some specially commissioned artwork by Suffolk artist, Joel Millerchip. Georgy Jamieson will be MCing on the day with BBC Radio Suffolk live broadcasting.

HAC is providing the tech and SM is arranging for the BBC to liaise with Dylan Mills (HAC Tech Manager) to take live feeds from HAC microphones, etc. Also, some pieces will be recorded in advance for radio broadcasting.

As it is a market day a fair amount of activity is expected.

GW will organise barriers.

GW

JD will confirm the times the horses will be on Market Square.

JD

c) Flag Raising (Monday, 24th June)

There will be a short service starting at 2pm. Mayor Smith and Councillor A Brown will be in attendance. RBL is expected to be there.

d) Suffolk Armed Forces Day (Saturday, 29th June)

- Stars of Britain's Got Talent: The Big Sing (a choir).
- Glen Morrison Pipe Band (a Suffolk band).
- Danny Grimshaw booked to MC the event.

Stalls confirmed (there will be 10 gazebos in total):

- Fishing For Heroes
- Veterans Breakfast Club
- Haverhill Family History Group
- Lancaster Bomber and the Veterans' Foundation.
- 677 Squadron Bury St Edmunds has promised a military vehicle (a Land Rover with a gazebo) but will not take part in the convoy.

Stalls will open by 10am.

- RBL has not yet confirmed attendance, but space will be reserved.
- Waiting to hear back from Duxford Imperial War Museum.
- It was proposed that the convoy of military vehicles will begin at 11.30am with the aim to arrive on Market Square by midday.
- The marching band to perform in Market Square from 11.30am until the convoy arrives.
- GW will work out stewarding. More volunteers would be helpful.
- This year we will have a microphone so that the audience will understand what is happening.

- Commemorative mugs to be distributed to participants in the convoy before they set off.
- It was agreed that the nominated charity of the day will be the Taxi Charity for Military Veterans. CT is waiting to hear from the charity.
- Marketing to be pushed – HTC website, Facebook and Armed Forces Day website.

It is noted that Dan Evans and his brother will be attending. They are grandchildren of Rob Barber, one of the D-Day casualties. It was suggested that SM invite them to take part in the convoy.

SM

JB will contact the Police and Fire Brigade to invite them to take part in the convoy.

JB

It was agreed that a meeting to decide timings will be arranged within the next three weeks to finalise the event plan from 6am to the end of the day.

GW, SM, JB

e) Remembrance Sunday (Sunday, 12th November)

Nothing to report.

f) Christmas Civic Service (Wednesday, 6th December)

Nothing to report.

CV23 **Date of Next Meeting**
/025 Tuesday, 09 July 2024

CV23 **Closure**
/026 The Chair declared the meeting closed at 8.05pm.

Signed
Chair

Date