



**HAVERHILL**  
TOWN COUNCIL

# Haverhill Town Council

Minutes of a Meeting of Haverhill Town Council's

## **CIVIC EVENTS WORKING PARTY**

Held on Tuesday, 15<sup>th</sup> October 2024 at 7.00pm

**Present:** Councillor J Burns (Chair)  
Councillor B Davidson  
Councillor D Page  
Revd. M Drinkwater  
Mr B Mills  
Mr A Olivant (RAF Air Cadets)

**Apologies:** Councillor A Brown  
Councillor Q Cox  
Councillor A Luccarini  
Councillor D Smith (Mayor)  
Mrs C Thompson  
Mr B Thompson  
Jane Lomas, Council Administrator

**In Attendance:** Colin Poole, Town Clerk  
Vicky Phillips, Deputy Town Clerk  
Sara Marsh, Comms & Customer Experience Manager  
Gary Wilson, Operations Manager

## **MINUTES**

**CV24 Welcome**

**/036** The Chairman welcomed everyone to the meeting.

**CV24 Apologies for Absence**

**/037** None.

**CV24 Declarations of Interest and requests for Dispensation**

**/038** None.

**CV24 Minutes of the previous meeting**

**/039** It was proposed by Councillor B Davidson and seconded by Councillor J Burns, that the minutes of the meeting held 9<sup>th</sup> July 2024 be agreed as a true record.

**RESOLVED**

**ACTION**

**CV24 Matters Arising not on the agenda**

**/040** None.

**CV24 Review of Civic Events 2024 since last meeting**

**/041** None.

**CV24 Future Civic Events for 2024**

**/042 a) Remembrance Sunday (Sunday 10<sup>th</sup> November)**

GW informed the meeting that the traffic road closures request has been authorised and the notice received. The name of the company assisting with the road closures has not yet been disclosed. GW will keep on top of this.

Order of the day:

The parade is scheduled to leave the Arts Centre car park at 2.20pm. The band will be waiting in front of the old Hendersons Stationers and will join at this point. The parade will move to Market Square where dignitaries, veterans, etc will join the parade before the public service cadets so they will be at the right location for arrival at the cemetery. The Town Clerk will inform the public service cadets to stop smartly as they reach Market Square (as they did last year) allowing the parade to go on a little further towards Queen Street, giving space for the dignitaries to feed in.

Revd Max will join the parade at the cemetery (Father John has been invited and will hopefully be there). Arrival at the memorial where the bugler and Mr Brian Mills will be waiting. The parade will march clockwise around the war memorial. The band will peel off to the left and everyone else will file in. Rev Max, Father John, et al will perform the service. At the end Mayor D Smith will thank everyone. Stewards will allow space for the band to come through to the front. The dignitaries will have left and once they get to the road the band will lead the parade in the order in which they came. The dignitaries will turn right into Camps Road and be directed into the top end of Market Square. There is no plan to have a dais this year. The band will take the same route but stand top left (as you face Market Square). The area will be barriered off but with two entrances into Market Square: one for military and Standards, and one for the public. Dismissal will be on the square. Refreshments will be available at St Mary's Church (provided and served by HAC staff). SaM will speak to Mel at HAC to organise.

The National Anthem will be broadcast by the HAC Tech Team.

Notes:

There is an order of precedence regarding the placement of military personal which Mr Olivant will share with Councillor J Burns.

Each Squadron Commander is in charge of their own group. Mr Olivant is sending out a briefing and will let them know where they will stand

**SaM**

**Mr Olivant**

**Mr Olivant**

and that they are responsible for their group being spaced out properly on Market Square.

The Parade Commander needs to acknowledge there will be officers on the parade so we will need to dismiss the officers who will take a salute alongside the dignitaries.

It is possible that Mayor Smith will drive to the cemetery and then drive down to the church. GW will speak to the road closure attendants giving details of the Mayor's car.

A walkabout has already been carried out but a further one to go over finalities will take place a week or so before the event.

Last year the parade segments were unsure where to stop to line up on the market square and the wash-up meeting discussed the use of chalk lines. It would be helpful to stewards if the lines were colour coded. These will be marked out once the barriers are in place, by late morning/early afternoon. GW will bring road cones in case of rain.

Councillor Burns has a draft running order that he will circulate.

Councillor Burns will send last year's plan for the band to SaM.

Stewards are not to wear hi-vis at the cemetery. GW will provide a small set of lanyards for use at that point in the parade.

Councillor Burns will get the key for the chapel.

The steps at war memorial have been fixed.

Piped music is planned while waiting for everything to start but Councillor Burns has a CD of people from WWI and WWII talking and reciting poetry. It may be possible to use this.

Rev Max will send Councillor Burns the full script of the order of service and the outline version for the public.

The usual PA speakers in the cemetery will be in place, allowing the public in Market Square to hear.

VP will send the live link to care homes, et al.

Councillor Burns has arranged for a volunteer to film at Market Square.

**b) Christmas Civic Service (Wednesday, 4<sup>th</sup> December)**

Mayor Smith, Revd Max and Vicki Phillips met to look at the format for this year. VP has contacted Sam Ward to ask if their choir would like to attend. Invitations are ready and will go out as soon as the response from Sam Ward is received. The service sheet is almost finalised. Revd Max will livestream the event.

**GW**

**Cllr Burns,  
GW & Mr  
Olivant**

**GW**

**Cllr Burns**

**Cllr Burns**

**GW**

**Cllr Burns**

**Revd Max**

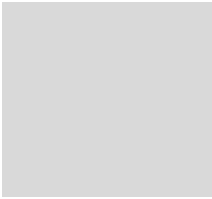
**VP**

**CV24 Date of Next Meeting**

**/043** To be arranged.

**CV24 Closure**

**/044** The Chair declared the meeting closed at 7.47pm.



Signed .....

Date .....

**Chair**