



HAVERHILL
TOWN COUNCIL

Haverhill Town Council

Minutes of a Meeting of Haverhill Town Council's

CIVIC EVENTS WORKING PARTY

Held on Monday, 6th January 2025 at 7.00pm

Present: Councillor J Burns (Chair)
Councillor A Brown
Councillor A Luccarini
Councillor D Smith (Mayor)
Revd. M Drinkwater
Mr A Olivant (RAF Air Cadets)
Mrs C Thompson
Mr B Thompson

Apologies: Councillor Q Cox (Vice-Chair)
Councillor B Davidson
Councillor D Page
Mr B Mills
Sara Marsh, Comms & Customer Experience Manager

In Attendance: Colin Poole, Town Clerk
Vicky Phillips, Deputy Town Clerk
Gary Wilson, Operations Manager
Joseph Dexter, Marketing Manager
Jane Lomas, Council Administrator

MINUTES

CV25 Welcome

/001 The Chairman welcomed everyone to the meeting.

CV25 Apologies for Absence

/002 None.

CV25 Declarations of Interest and requests for Dispensation

/003 None.

CV25 Minutes of the previous meeting

/004 It was proposed by Councillor D Smith and seconded by Councillor A Luccarini, that the minutes of the meeting held 15th October 2024 be agreed as a true record.

RESOLVED

ACTION

CV25 Matters Arising not on the agenda

/005 None.

CV25 Review of Civic Events 2024

/006 a. Remembrance Sunday (Sunday, 10th November)

This event went well. However, there was some misreading of timings and a few people arrived late. The time of leaving the car park will be explored nearer the time.

It is noted that for 2025, it is important to ensure there are no events booked at the Arts Centre as the staff will be needed at this event.

JD will reactivate event dates on the website.

b. Christmas Civic Service (Wednesday, 4th December)

This event was well-attended and went very well.

CV25 Civic Events for 2025

/007 a) Air Cadets Parade (Sunday, 2nd February)

This event is similar in style to Remembrance Sunday but is a formal military parade, marching in squadrons. There will be a marching band from the Drum Corps. It comprises seven squadrons and starts at 1pm. The squadrons will march along the High Street to St Mary's Church for a dedicated service. 220 cadets and associated staff members are expected.

There is a High Street closure 12-2pm by Highways. The loading bay in market square will be suspended. A rolling road closure to allow the parade to get from the car park to the High Street will be in place. People can line the street to watch. However, the church service is not open to the public. The event will only be shared with family and friends and there will be no notifications on social media. No tech will be required.

Councillor Burns and GW will meet with Mr Olivant to discuss:

- Barriers needed for Market Square.
- Possible requirement for a dias/staging.
- Extra chairs for the St Mary's service – from the Arts Centre.

Mr Olivant will discuss requirements for refreshments after the service.

Mr Olivant would welcome a representative from the town to attend the service

b) VE80 (Thursday, 8th May)

Mrs Thompson suggested a meeting with Councillor Burns and JD so they can explore all the information held by the Local History Group which will help to inform how the commemoration may be marked.

There was discussion about ideas for the event:

- Banners along the High Street, similar to those created for D-Day 80. However, there are many more people, so the design needs to be worked out.
- Cemetery walk held by the Local History Group.
- Something to mark the occasion on Market Square (similar to D-Day 80). It would be good to ask shops to become involved.
- Exhibition in the Studio for a week or so.

**Marketing
Manager**

**Cllr Burns,
Ops Mngr,
Mr Olivant**

**Mr & Mrs
Thompson &
Cllr Burns &
Marketing
Mngr**

- A video to be created so people who are unable to attend can see it.
- A church service to be held in the early evening. The bells to be rung before the service. The organ to accompany the choir in the Hallelujah Chorus. (The Hallelujah Chorus was sung at the Old Independent and St Mary's Church in 1945.)
- Haverhill Silver Band to perform Blaze Away.

c) Mayor Making (Monday, 12th May)

Mayor Smith will decide on his choice of entertainment that takes place between the Annual Town Meeting and the Annual Meeting of the Town Council.

Mayor Smith

d) Armed Forces Day (Saturday, 28th June)

Flag raising will be on Monday, 23rd June. JD will add this to the website. The same format and route as last year will be followed. Commemorative mugs showing VE and VJ Days will be ordered. A small charity will be invited to attend and asked to bring a gazebo and collection buckets. Royal Anglians, and the Armed Forces Commissioner will be officially invited by the Town Council.

Marketing Manager

Councillor A Brown will organise the vehicles.

**Deputy Town Clerk
Cllr Brown**

e) Suffolk Day (Saturday, 21st June)

This year the lead town is Lowestoft. In Haverhill the flag will be raised only.

Town Clerk

f) VJ80 (Friday, 15th August)

It was agreed this should be a muted and respectful event given the circumstances of both the brutality of the far-eastern war and the use of atomic weapons to bring the war to a close. Ideas discussed:

- The Local History Group could hold a cemetery walk on Sunday, 17th August.
- A presentation (show reel) in the Arts Centre and on social media – to be broadcast before the event as well as on the day. Ideas were discussed for this, including a role call with family members. Councillor Burns will look at the presentation he put together for VJ75 to see if it can be edited or whether to create something new.
- Revd Max said he is happy to hold a service on Friday, 15th August.

Cllr Burns

Revd Max

It was noted that the event must be advertised well.

g) Remembrance Sunday (Sunday, 9th November)

Royal Anglian Regiment to be officially invited by the Town Council. No further comments to add further to item CV25/006.

Deputy Town Clerk

h) Christmas Civic Service (Wednesday, 3rd December)

It was agreed this event will be held on Wednesday, 3rd December. JD will add it to the website.

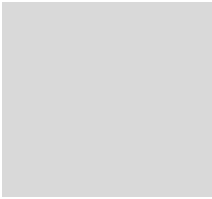
Marketing Manager

CV25 Any Other Business

/008 The Haverhill Massachusetts shield will be unveiled on 30th January 2025 at 7pm. Everything for this event is in hand.

CV25 **Date of Next Meeting**
/009 Monday, 17th March 2025

CV25 **Closure**
/010 The Chair declared the meeting closed at 8.00pm.



Signed
Chair

Date