



HAVERHILL
TOWN COUNCIL

Haverhill Town Council

Minutes of a Meeting of Haverhill Town Council's

COMMUNITY EVENTS WORKING PARTY

Held on Monday 23RD January 2023 at 7.00pm

Present: Councillor A Brown
Councillor J Burns
Councillor A Luccarini
Councillor M Marks
Councillor L Miller-Jones

Apologies: Councillor P Hanlon
Councillor B Davidson

Absent:

In Attendance: Councillor J Mason
Colin Poole, Town Clerk
Sara Marsh – Events Manager
Gary Wilson – Operations Manager

MINUTES

		ACTION
	<u>Welcome</u>	
CE23 /001	<u>Election of Chair</u> It was proposed by Councillor A Brown, seconded by Councillor M Marks, that Councillor J Burns be elected as Chair to the Community Events Working Party. RESOLVED	
CE23 /002	<u>Election of Vice Chair</u> It was proposed by Councillor A Brown, seconded by Councillor A Luccarini, that Councillor M Marks be elected as Vice Chair to the Community Events Working Party. RESOLVED	
CE23 /003	<u>Apologies for Absence</u> The above apologies were noted.	
CE23 /004	<u>Declarations of Interest and requests for Dispensation</u> Councillor Joe Mason declared an interest in Item CE23/007 in relation to the Big Day Out and the Haverhill Show, being chair of the latter. It was noted that the Haverhill Show was not being discussed.	

	<p>suggested a cohesive event with Armed Forces Day might be worth looking at, Cllr. Brown advised that this might be good and inclusive.</p> <p>c) Big Day Out Wednesday 26th July This wasn't held in 2022 as a separate event, but the core purpose of promoting community organisations was provided on the Saturday of Haverhill in the Park. Councillors had asked that this be a standalone event in 2023.</p> <p>The meeting discussed having a theme for the day, to differentiate it from the Haverhill Show; Sara will explore options for a theme. Councillor Luccarini set out his view that it's a community event, providing information, allowing families to get out and have varied free entertainment, and there is a need to be careful that the theme doesn't exclude anyone or restrict the event.</p> <p>Councillor Brown suggested combining the Big Day Out and Haverhill Show on 2nd July and perhaps the HTC giving money to the Haverhill Show for extras, maybe saving some money. The Clerk advised he was not sure what HTC could add, other than extra hands, to the Haverhill Show. Councillor Mason agreed that the Big Day Out does not overshadow the Haverhill Show, which is a mix for all ages. He suggested the Big Day Out could be focused on children and families specifically, things that are creative and stimulating, maybe cohesion with the schools, look at mental health & wellbeing, then there is scope for doing something very different anyway. Councillor Marks agreed that something along those lines would be good, as the Picnic in the Park event had family/children stalls that worked well.</p> <p>It was agreed to move forward and to monitor how it goes this year, the officers are to look at educational and sensory activities and health groups that may be interested in being involved.</p> <p>d) Picnic in the Park Tuesday 1st August East Town Park. The officers are to look at activities etc. aimed at younger families. To be held on a Tuesday rather than Wednesday, to maximise utility of resources. Councillor Brown suggested nature related activities; Sara advised that they have woodland trails, circus skills and sports workshops and performances, so a good mixture. Councillor Burns advised that Friends of East Town Park are normally involved as well.</p> <p>e) Haverhill in The Park Fri 18th - Sun 20th August It was successful last year. Performances TBC.</p> <p>A post-event review was held and in particular the provision of food outlets were limited and expensive. Due to the late decision to organise this event rather than two evening events in the market square, the availability of festival caterers was limited. The intention</p>	<p>SM, GW, Clerk</p> <p>SM</p>
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	<p>Ticketing with allocated slots to avoid nuisance for local residents and avoiding people queuing for several hours on the day and then being told there is no more room and being turned away. There has been an issue with people booking blocks of tickets and not attending, which is always a problem with free events. Regardless of venue, there is a limit to throughput around the trail and per capita it is the most expensive event we arrange.</p> <p>Councillor Luccarini proposed that the cost does need cutting back; as it has become a very theatrical event compared to pre-covid. He advocated going back to East Town Park with a simpler event, similar to how it was ten years ago. Councillor Brown highlighted that stripping it back and making it smaller may not be appropriate for youngsters in this time, and may be seen as negative. The Clerk will review the budget to 'force' a new approach.</p> <p>j) Single Christmas Event and Christmas Fireworks Saturday 2nd December</p> <p>The fireworks moving from Friday to Saturday night seemed to be successful, with no complaints from business that we had taken trade away from the town centre. The plan, as agreed at Finance Committee is to bring the charity market stalls to the Saturday to add to the existing market on the High Street and not hold an event on the Friday night. Consolidating the event will save direct expenditure plus staffing and resource costs. The Market Square and tree Christmas lights switch-on event will take place at 4pm on the Saturday, with the High street lights already on from a week earlier.</p> <p>There needs to be sufficient gap between the event on the market square and the fireworks display on the recreation ground to allow for getting stewards in place, so the fireworks would need to be no earlier than 6pm.</p> <p>The Clerk asked the committee to consider whether we need fireworks at Christmas, as some residents raised the opinion that November 5th would be a better time. As some of the current firework events locally in November are for charity, offering a free event would divert footfall away from them and may have an impact on charitable income. There are also concerns that holding it in November may cost more, as pyrotechnic companies are in high demand at that time of year. It was agreed to leave them as they are for this year with the Christmas event.</p>	Clerk
CE23 /008	<p><u>Date of Next Meeting</u></p> <p>Monday, 17 April 2023</p> <p>It was agreed to keep the future meeting dates at 7pm.</p>	
CE23 /009	<p><u>Closure</u></p> <p>The Chairman declared the meeting closed at 8:52pm.</p>	

Signed
Chairman

Date

Appendix 1 Terms of Reference

1. Membership: Mayor+6 Councillors & invited members of the public
2. Composition
 - Ex-Officio Members: Town Mayor
 - General Membership: Other elected members as appointed by the Council
Members of the public appointed by the Working Party
- Attendees: Town Clerk
Events Manager
Operations Manager
Other Officers as the Committee requires from Time to time
3. Quorum: 3 Councillors
4. Frequency of Meetings: At least 4 meetings a year to fit civic calendar
Additional meetings may be called
5. Summary of Purpose: The Working Party shall
 - a) Oversee the organisation of community events, on behalf of the Leisure & Community Committee
 - b) Oversee the budget for community events, to ensure they stay within agreed limits
 - c) To encourage engagement with other community groups through facilitated events
 - d) Make recommendations to the Leisure & Community Committee
6. The Working party shall appoint from within the Working Party, such subgroups as they see fit, to focus on individual events.