



**HAVERHILL**  
TOWN COUNCIL

# Haverhill Town Council

Minutes of a Meeting of Haverhill Town Council's

## COMMUNITY EVENTS WORKING PARTY

Held on Monday 23<sup>RD</sup> 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

		<b>ACTION</b>
	<b><u>Welcome</u></b>	
<b>CE23 /001</b>	<b><u>Election of Chair</u></b> 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. <b>RESOLVED</b>	
<b>CE23 /002</b>	<b><u>Election of Vice Chair</u></b> 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. <b>RESOLVED</b>	
<b>CE23 /003</b>	<b><u>Apologies for Absence</u></b> The above apologies were noted.	
<b>CE23 /004</b>	<b><u>Declarations of Interest and requests for Dispensation</u></b> 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><b>CE23 /005</b></p>	<p><b><u>Co-option of Members of the Public</u></b>  To be reviewed on an individual event basis. Wendy Yagir – Star Burgers expressed an interest in joining this committee when she attended the Full Council meeting in December 2022. The Clerk is to extend an invitation to her.</p>	<p><b>Clerk</b></p>
<p><b>CE23 /006</b></p>	<p><b><u>Terms of Reference</u></b></p> <p>i. To note that this Working Party has no delegated authority and may only make recommendations to Leisure &amp; Community Committee. Urgent actions may be taken under delegated authority held by the Clerk.</p> <p><b>NOTED</b></p> <p>ii. To receive a briefing from the Clerk on the community event planning process</p> <p>The Clerk briefed that this working party’s role is to provide a democratic oversight to the delivery of policy; how elected members want events to be organised, what events are to be organised, and to make decisions over budgets. Officers organise the actual event in detail, in within the parameters set by this working party, including the detailed plans for the events and compliance with health &amp; safety regulations.</p> <p>iii. To agree Terms of Reference for the Working Party, to recommend to the Leisure &amp; Community Committee.</p> <p>Councillor J Mason highlighted the role the town council took in 2022 as a facilitator for small community events, bringing local people into the decision-making, to support community cohesion, and asked that this be a model to build on. The Clerk advised that the Chalkstone and Clements Fun Days were organised on exactly this basis in 2022 and it had been very successful, and was certainly the intention for 2023. This led to an amendment to the Draft terms of reference to add Item 5 c).</p> <p>It was proposed by Councillor A Luccarini, seconded by Councillor M Marks that the draft Terms of Reference prepared by the Clerk, as amended, be approved and the recommendation to adopt be made to the Leisure &amp; Community Committee</p> <p><b>RESOLVED</b></p>	<p><b>Clerk</b></p>
<p><b>CE23 /007</b></p>	<p><b><u>Community Events for 2023</u></b></p> <p>The meeting reviewed the community events programme, and agreed a plan of action taking into account budget pressures.</p> <p><b>a) Beer Weekend</b></p> <p>The Clerk proposed providing the venue, but stepping back and letting others organise the event, such as a local brewery of Camra. Sara Marsh is to approach Martin Bate, Chair of West Suffolk CAMRA.</p> <p><b>b) Historic Vehicle Rally</b></p> <p>Clerk advised that we have received no communication from the Historic Commercial Vehicle Society. There appears to be no local involvement with this group any more so it was agreed to approach Felix Coaches separately the Clerk is to follow up on this. Sara Marsh</p>	<p><b>SM</b></p> <p><b>Clerk</b></p>

suggested a cohesive event with Armed Forces Day might be worth looking at, Cllr. Brown advised that this might be good and inclusive.

**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.

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.

Councillor Brown suggested combining the Big Day Out and Haverhill Show on 2<sup>nd</sup> 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.

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.

**SM, GW,  
Clerk**

**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.

**e) Haverhill in The Park Fri 18th - Sun 20th August**

It was successful last year. Performances TBC.

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

**SM**

	<p>was to have a broader range of price-points for food and we will endeavour to do this for 2023.</p> <p>Councillor Luccarini suggested looking around for sponsorship of the event. Councillor Brown suggested if Redrow or Persimmons would like to sponsor; Councillor Burns is to approach them both. Councillor Luccarini also suggested that Churchill Retirement Homes could also be a possible sponsor.</p> <p>Gary Wilson has started the paperwork for applications for permissions from West Suffolk Council. Steve Marsh has had some bands pencilled in, but this depends on the budget before formally confirmed at the end of January. SaraMarsh suggested scaling down the arts &amp; crafts activities to avoid duplicating the offer from the modern art exhibition being held at the same time in the Arts Centre. Gary advised that with the added pressures of the exhibition, less HTC staff will be available and help from Councillors and other volunteers will be crucial to ensure this event is delivered.</p> <p><b>f) Chalkstone Fun Day Wednesday 2nd August</b> The council facilitate this event, but it is largely organised by the Chalkstone Community Centre with our support. We anticipate the same format as 2022.</p> <p><b>g) Clements Fun Day Friday 28th</b> Ideally the council will facilitate this event being run by the community, but there is less social capital to build on for this event, so we will try and encourage more groups to have a stall.</p> <p><b>h) Parkway Fun Day</b> Has not happened for the last 10 years. It needs people to come along and helping, then HTC can facilitate. Councillor Brown feels Parkway often gets left behind, maybe it needs an initial small event to get the ball rolling. The large development at the top and Meadowlands will make it even more needed. The Clerk will reach out to St Felix to see if they would like to get involved and reaching out to find help.</p> <p><b>i) Halloween Trail Friday 27th October</b> £19,000 was the cost last year, but had gone over the previous £15,000 budget for the last couple of years as well.</p> <p>Discussion took place regarding the comparative merits of holding this event at East Town Park (ETP) or at the Scout and Guide Centre. The Scout site gives more opportunity for more elaborate things that take much more time to build. There is less opportunity for this at ETP as it is an open public space. This also has an impact on the length of the working day for staff, as the whole event has to be set up and cleared away in one day at ETP.</p>	<p><b>Cllr Burns</b></p> <p><b>Clerk</b></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><b>j) Single Christmas Event and Christmas Fireworks Saturday 2nd December</b></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 5<sup>th</sup> 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>	<b>Clerk</b>
<b>CE23 /008</b>	<p><b><u>Date of Next Meeting</u></b>  Monday, 17 April 2023  It was agreed to keep the future meeting dates at 7pm.</p>	
<b>CE23 /009</b>	<p><b><u>Closure</u></b>  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.