

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

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	Welcome	ACTION
CE23	Election of Chair	
/001	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	
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CE23	Election of Vice Chair	
/002	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	Apologies for Absence	
/003	The above apologies were noted.	
CE23	Declarations of Interest and requests for Dispensation	
/004	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.	
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CE23	Co-option of Members of the Public		
/005	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.	Clerk	
CE23	Terms of Reference		
/006	i. To note that this Working Party has no delegated authority and may		
7555	only make recommendations to Leisure & Community Committee.		
	Urgent actions may be taken under delegated authority held by the		
	Clerk.		
	NOTED		
	ii. To receive a briefing from the Clerk on the community event planning		
	process The Clark briefed that this working party's role is to provide a		
	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 & safety		
	regulations.		
	iii. To agree Terms of Reference for the Working Party, to recommend to		
	the Leisure & Community Committee.		
	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).		
	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 & Community Committee		
	RESOLVED	Clerk	
CE23	Community Events for 2023		
/007	The meeting reviewed the community events programme, and agreed a		
	plan of action taking into account budget pressures.		
	a) Beer Weekend		
	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.	SM	
	b) Historic Vehicle Rally		
	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	Clerk	

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 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.

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

was to have a broader range of price-points for food and we will endeavour to do this for 2023.

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.

Cllr Burns

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 & 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.

f) Chalkstone Fun Day Wednesday 2nd August

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.

g) Clements Fun Day Friday 28th

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.

h) Parkway Fun Day

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.

Clerk

i) Halloween Trail Friday 27th October

£19,000 was the cost last year, but had gone over the previous £15,000 budget for the last couple of years as well.

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.

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.

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.

Clerk

j) Single Christmas Event and Christmas Fireworks Saturday 2nd December

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.

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.

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.

CE23	Date of Next Meeting	
/008	Monday, 17 April 2023	
	It was agreed to keep the future meeting dates at 7pm.	
CE23	Closure	
/009	The Chairman declared the meeting closed at 8:52pm.	

Signed	Date
Chairman	

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.