



HAVERHILL
TOWN COUNCIL

Haverhill Town Council

Minutes of a Meeting of Haverhill Town Council's

COMMUNITY EVENTS WORKING PARTY

Held on Monday 10th July 2023 at 7.00pm

Present: Councillor A Brown
Councillor J Burns (Chair)
Councillor B Davidson
Councillor A Luccarini
Councillor L Miller-Jones

Apologies: Councillor P Hanlon
Councillor M Marks

In Attendance: Colin Poole, Town Clerk
Sara Marsh – Projects Manager
Gary Wilson – Operations Manager
Steve Marsh – Technician (until 8.06pm)
Jane Lomas – minute taker

MINUTES

CE23 /018	<u>Welcome</u> The Chair welcomed everyone to the meeting and confirmed that as a Working Party it has no delegated authority and all decisions must be ratified by the Leisure and Community Committee.	ACTION
CE23 /019	<u>Apologies for Absence</u> The above apologies were noted.	
CE23 /020	<u>Declarations of Interest and requests for Dispensation</u> None.	
CE23 /021	<u>Minutes of the previous meeting</u> It was proposed by Councillor A Luccarini, seconded by Councillor B Davidson, that the minutes of the meeting held on Monday, 17 th April 2023 be agreed as a true record. RESOLVED	
CE23 /022	<u>Matters Arising not on the agenda</u> CE23/016: Suffolk Community Foundation – Circulation of workshop details. Details have been circulated on social media. The Projects Manager will circulate to all Councillors.	SM

CE23 /023	<u>Public Speaking</u> No members of the public present.	
CE23 /024	<p><u>Haverhill In the Park – Fri 18th – Sun 20th August</u></p> <p>Mr Steve Marsh reported that most things, including the programme of events, are in place with only final touches need to be made. As with last year, the aim is to provide something for everyone.</p> <p>A different theme and style of music will finish each day: Friday: Alternative Rock. Saturday: music to encourage people to get up and dance. Sunday: Jazz and American Blues, 1950s/60s Soul.</p> <p>The main headline acts will be supported by local original artists, an open mic, local community performing arts groups, eg dance schools, and comedians.</p> <p>Mr Marsh is now working on the advertising and promotion campaign.</p> <p>Last year comprised 15/16 acts, this year there are 19. The event is coming in under budget for the acts. Last year the budget was £7,000, this year £6,600 and it is currently standing at £6,400. Cllr J Burns asked if funding had been obtained from Redrow who offered funding earlier in the year. The Operations Manager will follow this up. The Project Manager advised that she applied to Persimmon but they have not responded.</p> <p>Mr Marsh confirmed that all the hired-in infrastructure is booked. Towards the end of the month he will confirm once more with all contractors.</p> <p>Catering: last year we had three different food vendors and one drinks/refreshment stand. This year three hot food stands and two drinks/refreshments stands have been booked. The secondary bar will be provided by Scott Jamieson and offer real ales, cider and soft drinks from Nethergate Brewery in Long Melford. Cllr L Miller-Jones requested that next year, Wylde Sky Brewing in Linton is invited to attend.</p> <p>Recycling: Discussion arose around recycling the plastic glasses. It was thought that next year branded ones should be sourced for people to keep or return for a deposit. The Technician will find out if recyclable ones will be used this year. The Clerk reported that compliance levels of recycling at events is very low. If a recycling bin is contaminated by non-recyclable waste or dirty/wet items, the whole bin is sent to the incinerator by WSC. Cllr J Burns suggested investigating the types of recycling receptacles offered by WSC to see if recycling is viable. The Clerk and Officers will discuss the recycling issue to formulate a plan.</p> <p>Catering: Three hot food vendors have been arranged: The Heat Wrap Company VG Coffee (vegan coffees, burritos, cakes, etc) Barbecue run by the catering team at Haverhill Arts Centre.</p> <p>Discussion arose around the ability of staff to run the barbecue. Last year Jamie’s Burgers offered gourmet burgers but complaints were received</p>	<p>GW</p> <p>Steve M</p> <p>Clerk</p>

	<p>from the public regarding their high cost. The aim, this year, is to ensure that affordable food is available to families. A new gas griddle will be procured and it is expected that the purchase cost will be recouped through sales. Cllr L Miller-Jones raised the issue of offering vegan/vegetarian options as the food will be provided by HTC. It was decided that this is possible but there must be a sign advising customers that meat and vegetarian/vegan burgers will be cooked on the same griddle. Councillors questioned if staff will be able to meet demand, and if the burgers will be of good quality. The Clerk confirmed that he is confident in the team's ability and good quality will be sourced. Cllr J Burns raised concern that the proposal for HTC to run the barbecue should have been discussed by the working group before making a commitment.</p> <p>The Operations Manager informed the meeting that staffing levels have been met, although it would be useful to have a few more volunteers. Presently he has 95-98% of staff/volunteers required for the event. It was agreed that a recruitment drive should be carried out by emailing Councillors and using social media. Air Cadets have offered to help at the event.</p> <p>Electricity: In order to ensure that the electricity supply remains stable, and the Kiosk and Splash Pad can remain open, the main stage will run from the mains. A generator will be provided for all five concessions. It was agreed that the most environmentally friendly generator will be sought.</p> <p>The Clerk noted that Mr Marsh had not simply used a 'copy and paste' model from last year to plan the event but had very much curated the whole weekend by giving it an enormous amount of thought.</p> <p>It was agreed that Steve Marsh has created a very impressive line-up, and Councillors thanked him for his thoughtfulness and work in putting together the programme and organising the event.</p>	GW
CE23 /025	<p><u>Community Events for 2023</u></p> <p>The meeting reviewed the progress made on the community events programme.</p> <p>Staffing levels for all events during the summer have been met, but there is a requirement for more volunteers and the recruitment drive for Haverhill in the Park should include all summer events.</p> <p>a) Big Day Out, Wednesday 26th July (provisional budget: £9,000)</p> <p>A number of different stalls are in place including a climbing wall, obstacle course, face painters. There are also some side stalls for smaller children. Essex Radio, Suffolk Archive and Get Suffolk Reading, et al are attending. It has been difficult attracting local organisations as the event is on a Wednesday. Similarly, it has been difficult attracting volunteers.</p> <p>Picnic in The Park, Tuesday 1st August (provisional budget £4,200)</p>	

	<p>Last year this did not work well with Rangers at East Town Park. However, a compromise has been found for getting in extra people. Activities and stalls similar to the Big Day Out event have been booked.</p> <p>Haverhill in The Park, Fri 18th – Sun 20th August (provisional budget £35,000) Covered in item CE23/024.</p> <p>Chalkstone Fun Day, Wednesday 2nd August (provisional budget £1,700) Jacqueline Lowry at Chalkstone Community Centre has lots of people involved in her event which is going well.</p> <p>Clements Fun Day, Friday 28th July (provisional budget £1,700) This is a small event because of its location which does not receive passing traffic like Chalkstone does. Examples of some of the booked events are: Creepy Crawly workshop, bouncy castles.</p> <p>It has been possible to weave in some Mutiny in Colour workshops, so not all the money will come from the Community Budget.</p> <p>Halloween Trail, Friday 27th October (provisional budget £15,000) The Julia Child Agency is putting together a package for consideration.</p> <p>Single Christmas Event, Saturday 2nd December (provisional budget £10,000) Early talks with WSC are taking place regarding a Victorian themed Christmas event on the Market Square and Queen Street.</p> <p>Christmas Fireworks, Saturday 2nd December (provisional budget £8,000) Nothing to report.</p>	
CE23 /026	<u>Date of Next Meeting</u> Tuesday, 10 October 2023	
CE23 /027	<u>Closure</u> The Chairman declared the meeting closed at 8.15pm.	

Signed
Chairman

Date