



HAVERHILL
TOWN COUNCIL

Haverhill Town Council

Minutes of a Meeting of Haverhill Town Council's

COMMUNITY EVENTS WORKING PARTY

Held on Monday 8th July 2024 at 7.00pm

Present: Councillor A Brown
Councillor J Burns (Chair)
Councillor B Davidson
Councillor P Hanlon
Councillor A Luccarini
Councillor L Miller-Jones
Councillor D Page
Councillor D Smith (Mayor)

Apologies: Councillor B Davidson

In Attendance: Colin Poole, Town Clerk
Sara Marsh – Events Manager
Gary Wilson – Operations Manager
Joe Dexter – Marketing Officer
Jane Lomas – Minute Taker

MINUTES

CE24 Welcome

/024 The Chair welcomed everyone to the meeting and confirmed that as a Working Party it has no delegated authority, and all recommendations must be ratified by the Leisure and Community Committee or implemented by the Clerk under his delegated powers.

CE24 Apologies for Absence

/025 The above apologies were noted.

CE24 Declarations of Interest and requests for Dispensation

/026 None.

CE24 Minutes of the previous meeting

/027 It was proposed by Councillor P Hanlon, seconded by Councillor D Page, that the minutes of the meeting held on Monday, 15th April 2024 be agreed as a true record.

RESOLVED

CE24 Matters Arising not on the agenda

/028 None.

CE24 Public Speaking

/029 There were no members of the public present.

ACTION

CE24 Community Events wash-up

/030 a) CAMRA Beer Festival (weekend of 19-21st April)

This was a successful event with net profit circa £1,500. It was very helpful to have CAMRA representatives and volunteers as this helped to reduce staff costs. Also, as CAMRA are very knowledgeable, they were able to answer questions regarding the beers being offered.

Attendance on the Sunday was lower than Friday evening and Saturday, resulting in some beer remaining in opened casks at the end of the event. This might be avoided at future events by selling off the beer on the Sunday at a reduced price if required.

b) Science Festival Community Event (Saturday, 27th April)

Due to poor weather the event was relocated to the hard-standing car park at East Town Park, which worked well, practically. Despite the weather there was still a good attendance and a good level of public engagement. Nick Corston was dynamic and his enthusiasm added vibrancy to the event.

Points to note for future community events:

- The car park is a good location and works well.
- It wasn't necessary to use the park at all, Market Square and/or the car park behind the Arts Centre are other possible central locations which may have worked better.

Currently the Science Festival web address redirects to the One Haverhill website. It was suggested that the Science Festival website hosts the web pages in its own right and does not redirect, so that data can be captured to monitor how many people use the website.

The Working Party relayed their thanks to Sara Marsh, Gary Wilson and their team, and to everyone who has worked to make these events happen.

CE24 Knife Angel

/031 Fundraising is ongoing with circa £4,000 raised so far. SM recently held a meeting at Chalkstone Community Centre with local community leaders. It was well-attended with around twenty representatives from different community groups. Leaders were very positive and many ideas were discussed as to how individual, smaller community projects might work as part of the larger Knife Angel anti-crime message. A shared calendar has been created and while some community leaders have engaged, others may need reminding.

The Working Party asked SM to pass on their thanks to the Barfield family who have raised an extraordinary amount of money during a time of grief, and especially under the further distress they are experiencing.

The logistics around the Knife Angel's transport and installation is still being arranged. It was suggested that the sculpture be moved on Monday 2nd September, avoiding the extra costs of Sunday working.

**Events
Manager**

Event	Date	Provisional Budget
Chalkstone Fun Day	Wednesday 24 th July	£1,800
Clements Fun Day	Thursday 25 th July	£1,800
Picnic in The Park	Wednesday 31 st July	£4,600
Parkway Fun Day	Thursday 1 st August	£1,800
Haverhill in The Park	Fri 16 th – Sat 17 th August	£30,220
Halloween Trail	Friday 1 st November	£16,000
Christmas Event	Saturday 30 th November	£11,000
Christmas Fireworks	Saturday 30 th November	£8,000

a) Chalkstone Fun Day

This event has been chiefly organised by Jacqueline Lowry at the community centre, who has done an excellent job. HTC's only involvement is to provide first aiders and bouncy castles, etc.

b) Clements Fun Day

This is a much smaller event than Chalkstone and is held in the Leiston Road shopping area car park. It is a 'destination' event that does not attract people passing through town. African drumming, birds of prey, bouncy castles, Bubbly Bus, etc have been booked.

c) Picnic in The Park – East Town Park

This year there is a dinosaur theme to include dinosaur walkabouts and a dinosaur show. There will also be the On-The-Spot van, bouncy castles, craft activities, face painting, etc.

d) Parkway Fun Day

Father John and the Deacon have been emailed but no replies have been received. It is now too late to hold an event this year, but Mayor Smith will endeavour to contact Father John to ensure contact information is correct.

e) Haverhill in The Park

The programme has now been finalised. A Bon Jovi tribute band is booked for Friday night, and a Robbie Williams tribute on Saturday are the headliners. Support bands, including local groups have been booked, as well as vendors. Posters and correx advertising boards have gone out. A social media plan is in place. It is heartening to see that social media posts are receiving lots of interaction with the public and are creating excitement around the events.

There was discussion around locking in supplier costs for a set number of years to ensure value for money and budgetary planning. However, it is noted that Haverhill in The Park is not an annual fixed event and will be monitored to ascertain it is financially viable with a good social return on investment.

f) Halloween Trail

Most of the acts are booked. Queuing inside the park boundaries, as set-up last year, will be in place again this year. East Anglian Leisure has been approached to provide a quote for screening at the start of the trail to add mystique and to allow performers to move from one point to another without being seen.

SM was asked to compare costs of purchasing tarpaulins for Heras fencing against hiring. In addition, HTC already has 35-40 sections of Heras fencing with tarpaulins. Labour and transportation from our storage, plus erecting and dismantling is time consuming.

**Events
Manager**

It was noted that last year some teenagers were rowdy, and young children were exposed to their bad language. It was agreed that this year it will be emphasised in publicity that the first performance is aimed at younger children and their families, not teenagers. Also, the queuing area will be narrower to dissuade for people to queue-jumping.

g) Christmas Event

Queen Street traders were emailed last week. Early thoughts are to hold a mini-Christmas carnival travelling from the High Street to Queen Street, with costumes and lights. The plan is to use a carnival company who have costumes in stock and for children to be engaged in making costumes, etc at schools and possibly at the Arts Centre.

h) Christmas Fireworks

Nothing to report at this time.

CE24 Any Other Business

/033

a) Haverhill Show

It was agreed that Haverhill Town Council will send thanks to the Haverhill Show Committee for organising a very well-run event.

b) Updates

It would be useful for the Working Party to be given updates between meetings.

c) Volunteers at events

Councillors will be added to the circulation list calling for volunteers at events when needed.

**Town
Clerk**

**Events
Manager**

**Events
Manager**

CE24 Date of Next Meeting

/034

Monday, 14 October 2024

CE24 Closure

/035

The Chairman declared the meeting closed at 7:59pm.

Signed
Chairman

Date