



HAVERHILL
TOWN COUNCIL

Haverhill Town Council

Minutes of a Meeting of Haverhill Town Council's

COMMUNITY EVENTS WORKING PARTY

Held on Monday 14th January 2025 at 7.00pm

- Present:** Councillor A Brown
Councillor J Burns (Chair)
Councillor P Hanlon
Councillor A Luccarini
- Absent:** Councillor B Davidson
Councillor L Miller-Jones
Councillor D Page
Councillor L Smith
- In Attendance:** Councillor J Mason
Councillor D Smith (Mayor)
Colin Poole, Town Clerk
Sara Marsh – Events Manager
Gary Wilson – Operations Manager
Joseph Dexter – Marketing Officer
Jane Lomas – Council Administrator

MINUTES

- | | ACTION |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| CE25 <u>Welcome</u>
/001 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. | |
| CE25 <u>Apologies for Absence</u>
/002 There were no apologies for absence received. | |
| CE25 <u>Declarations of Interest and requests for Dispensation</u>
/003 None. | |
| CE25 <u>Minutes of the previous meeting</u>
/004 It was proposed by Councillor P Hanlon, seconded by Councillor A Brown, that the minutes of the meeting held on Monday, 14 th October 2024 be agreed as a true record.
RESOLVED | |
| CE25 <u>Matters Arising not on the agenda</u>
/005 None. | |

CE25 Public Speaking

/006 There were no members of the public present.

CE25 Community Events wash-up

/007

Event	Date	2024 Budget	2024 Actual to date
Halloween Trail	Friday 1 st November	£16,000	£16,160
Christmas Event	Saturday 30 th November	£11,000	£11,419
Christmas Fireworks	Saturday 30 th November	£8,000	£8,000

a) Halloween Trail: Friday 1st November 2024

Performance delivery was very good and the attendees appeared to enjoy the event. It was a huge benefit to have Centre Stage and Signpost, illustrating good community involvement. However, there was concern about the large number of people arriving at the same time, which resulted in long waiting times and having to turn some people away at 8.30pm as the queues were still very long and we determined that it would not be possible to accommodate everyone. Discussion took place about how the attendances might be better spread out across the evening. Free ticketing has been tried before which “sold out” as people booked too many for themselves and friends, so others missed out.

It is noted that credit must be given to the excellent team who delivered the whole event.

b) Christmas Event

This was a very busy day. As well as events on Market Square and the craft fair in the Arts Centre, there was a carnival parade, a new feature which proved a huge success with many more groups involved than we had anticipated for the first try at this. There were a few teething problems, including the sound and the route but overall it was well received with people lining the streets. The Mahogany Carnival group from London, who provided the costumes and helped us deliver this, were amazing. Thanks were given to Councillor Mason whose team from the Haverhill Show found themselves as unofficial traffic wardens. Councillor Mason reported that his group were pleased to have been asked to take part and had an enjoyable time. On behalf of Lisa Mason, Councillor Mason informed the meeting that her Dance School had a thoroughly enjoyable time and she cannot state how much this meant to the young people.

Perhaps for the next event, groups could hold banners to illustrate who they are. It is also noted that we still need more marshals, particularly as the event is growing in size and complexity.

Congratulations to Sarah Marsh for planning and organising such a spectacular event.

c) Christmas Fireworks

This was a great event that rounded off the day really well. Alchemy provided a great firework display. Cadets attended to help steward this, which was a great help.

Sara M

Communication via the new radios was excellent. Road closures worked better this year. This year more volunteers would be appreciated.

It was noted that donations were down and this year it may be useful to 'walk the line' with donation buckets to encourage people to give some money, as this is a free event. However, it is noted that there are charity stalls in the market, and Santa's sleigh also asks for donations and people may not feel the need, or are unable, to give further.

This year there was no music accompanying the fireworks but at the next event it may be nice to have music playing before the fireworks start, to add some atmosphere as people arrive, such as advertising the panto. The fireworks and music sometimes formed part of a storyline in the past, but the fireworks had to be paused for the story to be read which caused a gap in the display and confused people who were not close to the PA system speakers to hear the music, as to why the fireworks had stopped. Unfortunately, no PA system is good enough to compete with fireworks without spending a fortune and the trees, people and buildings all block the sound.

CE25 /008 Community Events for 2025

The meeting considered the proposed community events calendar and dates were agreed:

Event	Date	Provisional Budget	2024 budget
CAMRA Beer Festival	Fri 20 th – Sat 21 st June	£0	
Chalkstone Fun Day	Wednesday 23 rd July	£1,850	£1,800
Clements Fun Day	Thursday 30 th July	£1,850	£1,800
Picnic in The Park	Wednesday 6 th August	£6,170	£4,600
Parkway Fun Day	Thursday 13 th August	£1,850	£1,800
Haverhill in The Park	Fri 15 th – Sun 17 th August	£30,220	£30,220
Halloween Trail	Friday 31 st October	£17,000	£16,000
Christmas Event	Saturday 29 th November	£12,500	£11,000
Christmas Fireworks	Saturday 29 th November	£9,000	£8,000

a) CAMRA Beer Festival: Fri 20th – Sat 22nd June 2025

It is hoped that by moving the dates from April to June, the event will be better attended because of better weather.

b) Fun Days: Wed 23rd July, Thur 30th July and Thur 13th August 2025

The Fun Days follow the same plan every year so there is little planning to do. The idea of relocating the Clements Fun Day from the car park in front of the shops to a more cohesive green space was discussed. Key considerations are power, toilets, parking, location in/near the Clements estate. Possible locations were discussed: between Puddlebrook and houses (but it is noted this area becomes marshy if there is a lot of rain), Jubilee Park (the space is not large nor level), Clements Primary School (use the car park and the green space next to it). The Clerk will make contact with the head of Clements School.

With regards to the Parkway Fun Day, Councillor D Smith will raise the subject with Father John.

Clerk
Cllr D Smith

c) Haverhill in The Park: Fri 15th – Sun 17th August 2025

Friday 15th August coincides with VJ80 Day. Support for both events will need to be managed carefully.

There was discussion about whether to hold this HiTP on the Friday to Sunday, or over two days (Friday and Saturday, or Saturday and Sunday).

Steve Marsh was given permission by Full Council to provisionally book acts, subject to confirmation of the budget, so this year is probably fixed in format.

d) Halloween Trail: Friday 31st October 2025

The idea of holding events in alternate locations such as the Market Square and/or Railway Walk was brought up.

This year the trail date falls on Halloween itself and there may be conflict with people juggling 'trick or treating' and attending the Halloween Trail. Discussion arose about whether to bring the date of the Trail forward by one day, to Thursday, 30th October. It really is difficult to know what the impact of having the event on Halloween might be, good or bad.

It was proposed by Councillor A Luccarini, and seconded by Councillor A Brown, that the Halloween Trail takes place on Friday, 31st October 2025.

RESOLVED

e) Christmas Event: Saturday, 29th November 2025

Haverhill Arts Centre has already received a booking for this date. The event historically takes place on the Saturday closest to December 1st and uses the Arts Centre and all the resources of the council to deliver.

It was proposed by Councillor P Hanlon, and seconded by Councillor A Brown, that the Christmas event will take place on Saturday, 29th November 2025. Further, it was agreed that the date for next year's Christmas event be Saturday, 28th November 2026.

RESOLVED

The hirer will be advised and asked to rebook a different weekend.

CE25 **Any Other Business**

/009 None.

CE25 **Date of Next Meeting**

/010 Monday, 14th April 2025.

CE25 **Closure**

/011 The Chairman declared the meeting closed at 8:23pm.

Signed

Chairman

Date