

Haverhill Town Council

Minutes of a Meeting of Haverhill Town Council's

COMMUNITY EVENTS WORKING PARTY

Held on Tuesday, 8th July 2025 at 7.00pm



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

Apologies: Councillor A Brown

In Attendance: Colin Poole, Town Clerk
Sara Marsh – Events Manager
Gary Wilson – Operations Manager
Joseph Dexter – Marketing Officer

MINUTES

CE25 Welcome

/022 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 delegated powers.

CE25 Apologies for Absence

/023 The above apologies were noted.

CE25 Declarations of Interest and requests for Dispensation

/024 None.

CE25 Minutes of the previous meeting

/025 It was proposed by Councillor P Hanlon, seconded by Councillor Q Cox, that the minutes of the meeting held on Tuesday, 14th April 2025 be agreed as a true record.

RESOLVED

CE25 Matters Arising not on the agenda

/026 None.

CE25 Public Speaking

/027 There were no members of the public present.

CE25 Community Events 2025

/028

ACTION

a) CAMRA Beer Festival: Fri 20th – Sat 21st June

The infrastructure and set up worked fine; Music and entertainment were well received. The new beer card system worked well. However, numbers were disappointing, perhaps due to the hot weather and the day of the week. Despite this, a small net profit was made, excluding staff costs. The events manager will circulate statistics regarding attendance and sales once the data is available.

There was an in-depth discussion about the role of the council holding a beer festival and whether, if the event is to continue, it should be moved to September or early October. Officers will investigate further and report back at the next meeting.

CE25 **Upcoming Community Events**

/029

Event	Date	Provisional Budget
Chalkstone Fun Day	Wednesday 23 rd July	£1,850
Parkway Fun Day	Tuesday, 29 th July	£1,850
Clements Fun Day	Wednesday, 30 th July	£1,850
Picnic in The Park	Wednesday 6 th August	£6,170
Haverhill in The Park	Fri 15 th – Sun 17 th August	£30,220
Halloween Trail	Friday 31 st October	£17,000
Christmas Event	Saturday 29 th November	£12,500
Christmas Fireworks	Saturday 29 th November	£9,000

a) Fun Days:

Planning is coming along well and the events are all in hand.

b) Picnic in the Park: Wednesday, 6th August 2025

This year there will be a dog show run by a third party (vets), variety show, Covent Garden style entertainers, face painting, et al. The dog show is planned for a shady side of the site but if the weather is too hot, it will be cancelled.

c) Haverhill in The Park: Fri 15th – Sat 16th August 2025

Steve Marsh has done an excellent job on the infrastructure. A new site layout has been created. In essence, the toilets have been relocated to the area left of the stage, freeing up space at the top end by the splashpad to an area of village-style attractions with gazebos. Some of the caterers will go in the space under the trees on the Camps Road side. The bandstand will be utilised with craft stalls and gazebos panning out in a bicycle spoke arrangement. Changing the layout leaves room for a larger statement attraction, such as a helter-skelter.

In order to provide additional attractions it was agreed that a small fee can be made for certain activities, eg bungee trampolines, bouncy castles and face painting. The music event is free to enter and there will be free activities for children anyway.

The Town Council will provide a burger stall. Although it does not return a huge profit, it fulfils the role of feeding staff for their meal break, as well as providing an affordable option for the public. It is noted that the vouchers for staff who are only working a single shift cannot be used at other concessions. Performers and staff working a double shift may use one of their vouchers at a different stall.

There should be three providers of alcohol allowing more choice and hopefully smaller queues.

Marketing is on track and following last year's plan of weekly roll outs and drip feeding reminders, as it worked really well. A poster design is being finalised and when printed will be put up around the town. Social media engagement is looking quite strong. A rebranding is planned for next year but this is still in the early stages.

The Marketing Officer will circulate a list of this year's performing acts.

**Marketing
Officer**

d) Halloween Trail: Friday 31st October 2025

The queueing situation was discussed and it was generally agreed that timeslots should be allocated. The suggestion is that on arrival, visitors will be given a colour-coded wrist band for the next available timeslot, and will join the queue when called by a loudspeaker announcement. Stalls, attractions and food will all be placed before the trail so that visitors can explore these before they queue and then leave the site directly after they have completed the trail. The first wrist band times would be for children at around 5.30pm and the older people's time slots to start at around 6.30pm.

Centre Stage expressed an interest in being involved and invitations sent to other amateur dramatic groups around the town but no responses have yet been received.

Outside food vendors will be booked as all staff are needed to steward the event.

It was suggested that visitors be encouraged to make a donation by having collection buckets at strategic exits in the park.

A 'save the date' will be circulated on social media.

**Marketing
Officer**

e) Christmas Event: Saturday, 29th November 2025

There is little to report at this early stage. The plan is to recreate last year's carnival but make it a little bit bigger and better. There will be a market, fairground, and street performers. Massive polar bears have been booked for photo opportunities in Queen Street. Logistics need to take into account learning from last year's event.

f) Christmas Fireworks: Saturday, 29th November 2025

The fireworks event will follow the same format as last year but with music and announcements before they start.

CE25 **Any Other Business**

/030 None.

CE25 **Date of Next Meeting**

/031 Tuesday, 14th October 2025.

CE25 **Closure**

/032 The Chairman declared the meeting closed at 8:19pm.

Signed

Chairman

Date