

# MILFORD HAVEN TOWN COUNCIL

Minutes of the  
Public Events Sub-Committee  
held at the Town Hall, Milford Haven  
on Wednesday 27<sup>th</sup> March 2023 at 6:15pm

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## PRESENT

The Mayor and Chair (Councillor Miss K. F. Gray)  
The Deputy Mayor (Councillor Mrs C. Stevens)

Councillors: E. A. Davies DipSM FJOIFF  
T. J. Davies  
Mrs Y. G. Southwell

### 301. APOLOGIES:

Apologies for absence were received from Councillors Miss V. Brown (illness), W. Elliott BA QTS (work commitments), and C. A. Sharp (holiday). Apologies were also received from both the Town Clerk and Town Council Secretary (illness).

### 302. DECLARATIONS OF INTEREST:

No interests declared.

### 303. MEMBERSHIP OF SUB-COMMITTEE: COUNCILLOR T. J. DAVIES:

Councillor T. J. Davies was nominated as a member of the Public Events Sub-Committee and his appointment was seconded.

**RESOLVED THAT:** Councillor T. J. Davies becomes a Member of the Public Events Sub Committee.

It was then **RECOMMENDED THAT** Meetings of the Public Events Sub-Committee be held in the evening, after 5:00 pm, or before a Full Council Meeting if suitable.

### 304. MINUTES OF THE MEETING OF THE PUBLIC EVENTS SUB-COMMITTEE ON 25<sup>th</sup> JANUARY 2023:

#### Minute No. 229 – Christmas 2023 – (a) Crib Service

The ownership of the Crib figurines was raised. It was agreed that the Town Council are the owners of these figurines, and that the figurines are to be kept at Cemetery Lodge.

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### Minute No. 229 – Christmas 2023 – (d) Christmas Trees

The purchase of a Christmas Tree will be further investigated by the Town Clerk with permission sought from Pembrokeshire County Council to place the tree outside the Town Hall each year.

### Minute No. 229 – Christmas 2023 – (b) Light Switch On – (iv) Lantern Parade

Councillor T. J. Davies agreed to lead the Christmas Lantern Parade.

#### **RECOMMENDED THAT:**

- a) The figurines are kept at Cemetery Lodge;
- b) Further investigation be carried out on a 'living tree' purchase and permission sought from Pembrokeshire County Council. This tree will be in place only for the Christmas period;
- c) Councillor T. J. Davies will lead the Christmas Lantern Parade.

**RESOLVED THAT:** the minutes of the Meeting of the Public Events Sub-Committee held on 25<sup>th</sup> January 2023 be accepted as a true record.

### 305. MATTERS ARISING

**Coronation of King Charles** – Discussions took place over the printing of calendars or giving coronation mugs to school children. Two saplings have been received to place in the Memorial Gardens as a celebration of the Coronation. It was recommended that five native mature trees are purchased, one for each school in the cluster as a Coronation gift.

**PA System** – The Live Band PA System at £809 was chosen. Permission was given to purchase along with a microphone for the PA system.

#### **RECOMMENDED THAT:**

- a) 5 native mature trees are purchased for each of the five cluster schools to commemorate the Coronation of King Charles;
- b) a PA system be purchased at a cost of £809. A microphone is also to be purchased to complete the package.

### 306. LIST OF TOWN COUNCIL EVENTS – FEBRUARY TO DECEMBER 2023:

#### Landing Craft 15 & 16 and HMS Rosemary Service (April 2023)

The Mayor's Chaplain, Father Andrew Johnson, is to be contacted to officiate this Service. The Town Bugler is to be contacted to attend the Service and the Service is to be widely advertised.

#### Mayor's Inauguration

A rehearsal the day before the event will be necessary. Designated ushers are required to ensure the Mayor, Deputy Mayor and all dignitaries are all seated in

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the correct places. It is suggested that two Councillors undertake this role, not Cadets; Councillors T. J. Davies and Mrs Y. G. Southwell are suggested to take on this role. An usher or Cadet will also take around the collection plates during the service.

The Deputy Mayor, Councillor Mrs. C. Stevens, will liaise with the Town Clerk and Secretary on a date for the service, venue for the luncheon and any other details.

### Citizens' Awards Ceremony 2023 (June 2023)

Councillor C. A. Sharp is to be asked to be the Master of Ceremonies for the awards.

*Councillor E. A. Davies DipSM FJOIFF arrived at the Meeting at this point.*

### Christmas Card Competition 2023

This competition is to be organised by the Town Secretary.

### Fisherman's Tribute Service (September 2023)

The Town Clerk to confirm and organise this Service.

### Baby Loss Awareness Memorial Service (October 2023)

This Service will go ahead with normal arrangements in place, with the Service to be widely advertised.

### Remembrance Sunday 2023 (November 2023)

A road closure is to be arranged in August 2023. The Town Clerk to arrange a Meeting with the Police, Royal British Legion, Sea Cadets, and road closure organisers prior to the Service.

### Christmas Card Competition Winners/Light Switch On (December 2023)

The Town Secretary is to contact competition winners, including Miss N. Childs (winner from last year who missed the switch on due to circumstances beyond her family's control) to attend the lights switch on.

### Christmas Lights Switch On (December 2023)

The landlord of the Town Hall, Mr. B. Evens, is content for the Committee Room and balcony to be used for the lights switch on. It is to be established whether the Chamber can be used for the grotto as in previous years. A physical barrier is to be erected downstairs in the Town Hall to stop members of the public accessing the first floor of the Town Hall. Councillor T. J. Davies will speak with Mr. Evens to establish use of the Chamber, toilet facilities, etc.

### **RECOMMENDED THAT:**

- a) The Landing Craft 15 & 16 and HMS Rosemary Service: Father Andrew is to be contacted to officiate this Service. The Town Bugler to be contacted to attend the Service and the Service is to be widely advertised.
- b) Mayor's Inauguration: a rehearsal is to take place. Ushers to be in attendance. The Mayor Elect to liaise

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- with the Town Clerk and Town Secretary to finalise arrangements.
- c) Citizens' Awards Ceremony 2023: Councillor C. A. Sharp is asked to be Master of Ceremonies.
  - d) Christmas Card Competition: to be organised by the Town Secretary.
  - e) Fisherman's Tribute Service: normal arrangements in place with the service to be widely advertised.
  - f) Remembrance Sunday: road closure to be arranged in August. A meeting with relevant organisations arranged prior to the service.
  - g) Christmas Card Competition winners: the Town Secretary to contact all winners, including Miss Childs, to attend the light switch on.
  - h) Christmas Lights Switch On: Councillor T. J. Davies to contact Mr. B. Evens (owner of the Town Hall) to discuss arrangements for access to the Committee Room and facilities and to establish whether the Chamber can be used for the Grotto.

### 307. CITIZENS' AWARDS 2023:

- (a) Draft Nomination Form
- (b) Draft Nomination Poster

Both the Nomination form and poster were accepted.

**RESOLVED THAT:** the draft nomination form and poster be accepted.

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