

MILFORD HAVEN TOWN COUNCIL

Minutes of a Meeting of the Public Events Sub-Committee
held at the Cemetery Chapel, Thornton Cemetery, Milford Haven
on Monday 3rd July 2023 at 5:30pm

PRESENT

The Mayor (Councillor Mrs C. Stevens)
The Deputy Mayor (Councillor W. D. Elliott BA QTS)

Councillors: Miss K. F. Gray (Chairman)

D. Abbott	E. A. Davies DipSM FJOIFF
T. J. Davies	C. A. Sharp
Mrs Y. G. Southwell	

Ms F. K. Galliford (Town Council Secretary)

The Mayor of Milford Haven, Councillor Mrs C. Stevens, welcomed everyone to the Meeting.

56. APOLOGIES:

Apologies for absence were received from Councillor Miss V. Brown (work commitments) and the Town Clerk, Mrs B. J. Fitzgerald (family commitment).

57. DECLARATIONS OF INTEREST:

Councillor D. Abbott declared a Personal Interest in *Agenda Item 13 – Remembrance Sunday – (b) Parade Marshal* – as this is a position he presently occupies through his association with the Royal British Legion Milford Haven.

58. APPOINTMENT OF CHAIRMAN:

RESOLVED THAT: Councillor Miss K. F. Gray be appointed as Chairman of the Public Events Sub-Committee for the ensuing year.

Councillor Miss Gray Chaired the Meeting from this point.

59. MINUTES OF THE MEETING OF THE PUBLIC EVENTS SUB-COMMITTEE HELD ON MONDAY 27TH MARCH 2023:

RESOLVED THAT: the minutes of the Meeting of the Public Events Sub-Committee held on Monday 27th March 2023 be accepted as a true record.

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60. MINUTES OF THE SPECIAL MEETING OF THE PUBLIC EVENTS SUB-COMMITTEE HELD ON MONDAY 15TH MAY 2023:

RESOLVED THAT: the minutes of the Special Meeting of the Public Events Sub-Committee held on Monday 15th May 2023 be accepted as a true record.

61. MATTERS ARISING:

There were no matters arising as any relevant matters referenced in the minutes above had been listed on the evening's Agenda for further discussion.

RESOLVED THAT: this information be received.

62. PURCHASE OF TOWN COUNCIL PA SYSTEM:

A Member stated that he had spoken to the Town Clerk earlier in the day regarding this issue. The Member noted that, in his experience at a previous place of employment, PA systems were not waterproof, and a 'cover'/protection for the systems was necessary.

A Member asked whether new models would automatically come with covers. This will be investigated by the Town Clerk before any purchase is made.

RECOMMENDED THAT: this information be received.

Councillor C. A. Sharp joined the Meeting at 5:39pm.

63. TOWN COUNCIL FIGURINES/CRIB SERVICE:

Town Council Figurines

RECOMMENDED THAT:

- (i) the figurines continue to be kept at Cemetery Lodge for the interim;
- (ii) Milford Haven Men's Shed be contacted further regarding any plans for a protective cover for the Crib on the Memorial Gardens as the festive period approaches, when the figurines will be carefully moved to the Crib.

Crib Service

RECOMMENDED THAT:

- (i) the Mayor liaise with Father P. Osunyikanmi at St. Francis of Assisi Catholic Church (the Mayor's local place of worship) regarding the possibility of the Catholic Church holding the Service this year;

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- (ii) the Milford Haven Town Council assumes full responsibility for the Service in future years, working around the Mayor's Chaplain of the time;
- (iii) a comprehensive list of events for which the Town Council has responsibility be revisited;
- (iv) the matter of the Crib Service be discussed further at a future Meeting of the Public Events Sub-Committee.

64. MR. B. EVENS – INVITATIONS TO FUTURE TOWN COUNCIL EVENTS:

RECOMMENDED THAT:

- (i) Mr. Evens (the landlord of the Town Hall) be invited to future Town Council events due to his most accommodating nature regarding the use of the Town Hall for popular local events;
- (ii) a letter be sent to Mr. Evens to thank him for his accommodating nature.

A Member stated that he had recently spoken to Mr. Evens (in a professional capacity) and been advised that the Council Chamber had not been used for any extraneous purpose since the Town Council had vacated the building, and that this position was unlikely to change.

RESOLVED THAT: this information be received.

65. MAYOR'S CIVIC SERVICE – SATURDAY 22ND JULY 2023:

(a) Rehearsal prior to Service

RECOMMENDED THAT: the Town Clerk is to liaise with the Mayor, Councillor Mrs C. Stevens, and the Parish Priest, Father P. Osunyikanmi, to establish a time and date for the rehearsal to take place.

(b) Ushers to be present at Service

RECOMMENDED THAT: Councillors T. J. Davies and Mrs Y. G. Southwell act as Ushers at the Service.

(c) Role of Cadets at Service

(d) Programmes at Service

RECOMMENDED THAT: the Cadets assist with the distribution of programmes at the Service.

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(e) Collection of money at Service

RECOMMENDED THAT:

- (i) money collected at the Service be equally divided between the Mayor's Charity and St. Francis of Assisi Catholic Church;
- (ii) Councillors T. J. Davies and Mrs Y. G. Southwell, in their role as Ushers, will collect the money at the Service.

66. CITIZENS' AWARDS:

(a) Review of Ceremony on Saturday 10th June 2023

Members felt that the evening went well: commenting most favourably on aspects such as the cleanliness and accessibility of the Pill Social Centre, where the Ceremony took place for the first time.

Discussion followed and it was **RECOMMENDED THAT:**

- (i) entertainment (e.g., performances from the Town Band/St. Katharine's Stratford Players) be utilised for future Ceremonies to give the event more pizzazz;
- (ii) the venue for next year's event be booked well in advance;
- (iii) the entertainment for the evening also be booked well in advance;
- (iv) the caterers for the evening are to be contacted with amassed feedback;
- (v) seating and table options are to be thoroughly considered going forward.

(b) Review of nomination form

RECOMMENDED THAT:

- (i) the form be amended to stress that Awards will only be made if the individual/s are working in a voluntary capacity, and not being remunerated for their role;
- (ii) past Award recipients cannot be considered for second/future Awards;
- (iii) the name of the person nominating be visible to Councillors, with all other personal information redacted;
- (iv) the form be amended to read "Which of the following does your nomination apply to?" instead of "Is this nomination for an adult, youth or group Citizens' Award?"

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- (v) an amended form be presented before the next Meeting of the Public Events Sub-Committee.

67. SMALL FOOD MARKET IN MILFORD HAVEN:

A Member advised that she had been approached by a member of the public regarding the possibility of holding a small food market in Milford Haven, similar to the market presently in Haverfordwest.

Speaking in his capacity as County Councillor, a Member stated that he had also been approached regarding this matter. The Member had advised the member of the public to contact Pembrokeshire County Council. He noted the expense of road closures, and that laybys (that may hold market stalls) also require expensive licences.

Another Member stated that the Town Council had backed a small market in the past, and that it was imperative for people to use these markets.

A further Member asked whether the Port of Milford Haven could assist with any future plans as they have private land.

RECOMMENDED THAT: Councillor C. A. Sharp, through his involvement with the Visit Milford Haven group, is to raise this matter with the group, before reporting back to a future Council Meeting.

68. REMEMBRANCE SUNDAY:

(a) Road Closure

RECOMMENDED THAT: as with previous years, the Town Clerk is to apply for the road closure.

(b) Parade Marshal

A Member stated that, as Remembrance Sunday has been confirmed as a Town Council event, the Council needs to be above reproach.

RECOMMENDED THAT:

- (i) the voluntary position of Parade Marshal be advertised;
- (ii) this position be in place for a three-year period;
- (iii) the Parade Marshal be used for all relevant Town Council events.

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69. D-DAY 80 – 6TH JUNE 2024:

Members considered correspondence from Mr. B. Peek CVO OBE OPR (Pageant Master) regarding plans to commemorate the 80th anniversary of D-Day on 6th June 2024.

RECOMMENDED THAT: a representative from the Royal British Legion Milford Haven be invited to a future Meeting of the Public Events Sub-Committee regarding this event.

70. CHRISTMAS FAYRE IN MILFORD HAVEN:

A Member stated that, just like the Small Food Market in Milford Haven discussed earlier in the Meeting, she had been approached by members of the public regarding the possibility of holding a Christmas Fayre in the town.

A Member mentioned that there was a festive event on Milford Marina and any event held on Charles Street might clash.

RECOMMENDED THAT: dates for Christmas events be confirmed as soon as available.

71. CHRISTMAS LIGHTS SWITCH ON:

(a) *Date of Event*

The Town Council Secretary, Ms F. K. Galliford, advised that the switch on takes place on the first Saturday of December every year. The event this year would take place on Saturday 2nd December.

RECOMMENDED THAT: the Town Clerks from neighbouring Councils, and the Milford Haven Round Table, be contacted with this information to ensure that none of the planned events clash.

(b) *Road Closure Route*

RECOMMENDED THAT: the route be established before the Town Clerk is to apply for the road closure.
