Minutes of a Meeting of the Public Events Sub-Committee

held via the Zoom software

on Tuesday 17th October 2023 at 5:30 pm

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PRESENT

The Mayor (Councillor Mrs C. Stevens)

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

 Councillors: Miss K. F. Gray (Chair)

 E. A. Davies DipSM FJOIFF

 Mrs Y. G. Southwell

 Miss T. Stevens

C. Morgan, Milford Haven Town Council Parade Marshal

D. Mills, President, Milford Haven Round Table

Mrs B. J. Fitzgerald, Town Clerk and Financial Officer

F. K. Galliford, Town Council Secretary

The Chair of the Public Events Sub-Committee, Councillor Miss K. F. Gray, welcomed everyone to the Meeting, extending a special welcome to Mr C. Morgan (Milford Haven Town Council Parade Marshal) and Mr D. Mills (President of the Milford Haven Round Table).

168. APOLOGIES

Apologies for absence were received from Councillors D. Abbott (technical difficulties), Mrs N. Beavis-Morrissey (family commitment), Miss V. Brown (work commitment) and C. A. Sharp (annual leave).

169. DECLARATIONS OF INTEREST

No Declarations of Interest were received.

170. MINUTES OF A MEETING OF THE PUBLIC EVENTS SUB-COMMITTEE HELD ON MONDAY 4TH SEPTEMBER 2023

**RESOLVED THAT:** the Minutes of a Meeting of the Public Events Sub-Committee held on Monday 4th September 2023 be accepted as a true record.

171. MATTERS ARISING

 *Citizens’ Awards Nomination Form*

 The Town Council Secretary confirmed that all necessary amendments had been made to the Citizens’ Awards Nomination Form.

*Crib Service*

The Town Council Secretary advised that she had contacted Reverend Father A. Johnson of St. Katharine and St Peter’s Church regarding the Church’s plans for a Crib Service this year. Reverend Johnson was not aware of any plans for a Crib Service, and he would not be able to participate in any such Service due to numerous outstanding commitments on Christmas Eve.

The Mayor of Milford Haven’s Chaplain, Father P. Osunyikanmi, is also likely to be unavailable to officiate at a Service.

 **RESOLVED THAT:** this information be received.

*Christmas Carol Service*

The Town Council Secretary further advised that she had contacted Reverend Father A. Johnson earlier in the day, in accordance with the Mayor’s wishes, regarding the staging of a Mayor’s Christmas Carol Service at St. Katharine and St. Peter’s Church.

Councillor Mrs Y. G. Southwell advised that the Church would be holding its Nine Lessons and Carols Service on Sunday 17th December, and that the Mayor would be invited to give a reading at the Service.

 **RESOLVED THAT:** this information be received.

*Visit of Father Christmas to Milford Haven – Saturday 2nd December 2023*

The Town Clerk, Mrs B. J. Fitzgerald, confirmed that everything was in place with the children’s rides for the day.

Councillor E. A. Davies DipSM FJOIFF advised that he had spoken to St. Katharine’s Stratford Players about compèring matters.

**RECOMMENDED THAT:** the Town Council Secretary is to contact St. Katharine’s Stratford Players to request both their compèring presence and their hugely popular regular presence on the day.

172. UPDATE ON REMEMBRANCE 2023

Mr Ceri Morgan addressed Members in his capacity as Milford Haven Town Council Parade Marshal.

Mr Morgan advised that he was seeking clarification as to an element of the Parade that would highlight youth presence.

Mr Morgan asked if the Deputy Mayor, Councillor W. D. Elliott BA QTS, could meet with him one evening to share his experience.

**RECOMMENDED THAT:** the Deputy Mayor of Milford Haven, Councillor W. D. Elliott BA QTS, is to meet with Mr Morgan upon returning from holiday at the beginning of November.

A Member highlighted the ‘consideration seats’ – seating for the elderly and less able – that was available at last year’s Service. Mr Morgan assured the Member that such seating would not be affected in any way.

Another Member asked about the condition of the Cenotaph. The Town Council Secretary replied that she had been in touch with Mr N. McCarthy of Pembrokeshire County Council and been informed that the Cenotaph/all memorials were being cleaned well in advance of the Remembrance period.

Following a query, it was confirmed that the “Stokey” Lewis VC memorial belongs to the Town Council.

A further Member expressed concern that general cement was being used to repair Italian marble at the Cenotaph.

**RECOMMENDED THAT:** the Town Council Secretary is to contact Mr McCarthy to clarify the situation regarding general cement and Italian marble at the Cenotaph.

173. UPDATE ON CHRISTMAS 2023

Mr Dan Mills addressed Members in his capacity as President of the Milford Haven Round Table.

Mr Mills, and Vice President Mr R. Allen, had recently met with the Town Clerk and Town Council Secretary to discuss Round Table involvement with the Council’s Christmas event.

Mr Mills advised how the Round Table would be more than willing to assist and use their expertise.

The Milford Haven Round Table would provide Santa’s sleigh, and would also provide a Santa for the Visit of Father Christmas on Saturday 2nd December.

The Round Table would be delighted to help with marshalling, the Lantern Parade, and setting up Santa’s Grotto at the Town Hall.

Mr Mills advised that the Round Table could deliver lanterns to the local schools, and would also be interested in setting up a pop-up stand – possibly outside the former police station on Charles Street – with leftover lanterns that can be accessed on the day.

A Member declared his enthusiastic support for the Round Table’s proposals, stating the Round Table to be a safe pair of hands.

**RECOMMENDED THAT:** the Town Clerk and Town Council Secretary are to liaise further with Mr Mills regarding the Round Table’s plans to work with the Town Council for Christmas 2023.

The Deputy Mayor, Councillor W. D. Elliott BA QTS, gave his apologies for Saturday 2nd December as he will be away on that day.

The Chair of the Public Events Sub-Committee, Councillor Miss K. F. Gray, advised that she and the Town Clerk, Mrs B. J. Fitzgerald, had recently met with the landlord of the Town Hall, Mr B. Evens, and that Mr Evens was happy for the Town Hall to be used for the Town Council’s Christmas event.

Further discussion followed relating to Christmas 2023 and it was **RECOMMENDED THAT:**

1. the Town Council Secretary is to contact Lt (SCC) A. Davies MNI RNR regarding the possible use of the Milford Haven Sea Cadets and Royal Marines Cadets minibus for transportation of any festive items;
2. the Cadets (Sea and Army) are to be contacted regarding marshalling duties on Saturday 2nd December;
3. the Town Clerk and Town Council Secretary are to liaise with the Town Council’s electrician, Mr B. Jones, regarding the decorating of the new lampposts on Hamilton Terrace;
4. the outstanding services of ‘Sparkle the Elf’ will be used in full capacity.

Councillor Mrs Y. G. Southwell thanked Mr Mills for attending the Meeting. The Meeting of the Public Events Sub-Committee then concluded.

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