Minutes of the

Public Events Sub-Committee

held remotely by Zoom

on Thursday 23rd November 2023 at 5:45pm

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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)

 Mrs N. Beavis-Morrissey E. A. Davies DipSM FJOIFF Mrs Y. G. Southwell

Mr C. Morgan, Milford Haven Town Council Parade Marshal

Mr D. Mills, President, Milford Haven Round Table

Mrs B. J. Fitzgerald, Town Clerk

Miss F. K. Galliford, Town Council Secretary

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 224. APOLOGIES:

Apologies for absence were received from Councillors D. Abbott (illness), Miss V. Brown (work commitments), C. A. Sharp (work commitments) and Miss T. Stevens (cadet commitment).

Councillor Miss Brown had indicated via email earlier in the day that she would regrettably have to leave the Public Events Sub-Committee due to her work commitments.

225. DECLARATIONS OF INTEREST:

No interests were declared.

226. MINUTES OF THE MEETING OF THE PUBLIC EVENTS SUB-COMMITTEE HELD ON TUESDAY 17TH OCTOBER 2023:

**RESOLVED THAT:**  the Minutes of the Meeting of the Public Events Sub-Committee held on Tuesday 17th October 2023 were received as a true record.

227. MATTERS ARISING:

The Chair of the Public Events Sub-Committee, Councillor Miss K. F. Gray, asked for an update on the Christmas Light Switch on which happens on Saturday 2nd December 2023.

The Chairman of the Milford Haven Round Table, Mr D. Mills had met with the Town Clerk, Mrs B. J. Fitzgerald, previously, and he outlined the part the Round Table would be involved in for the event.

All arrangements are in place for the Round Table’s part. Mr Mills had spoken with the Town Band and the Torch Theatre for their involvement in the event.

The Town Clerk was asked if Sparkle the Elf knows all the timings. The Town Clerk confirmed Sparkle was aware of the timeline.

Councillor E. A. Davies DipSM FJOIFF queried the PA system. It was explained that for this occasion a PA system has been hired and contact details of Mr W. Morse will be given to Councillor Davies for him to speak directly with Mr Morse.

The Round Table has a timeline for the part of the event that they are involved with. Mr Mills will share that timeline with the Town Council Secretary.

228. REVIEW OF REMEMBRANCE 2023:

The Chair asked the Milford Haven Town Council’s Parade Marshal, Mr C. Morgan, for an update from the Remembrance Day parade.

Mr Morgan stated he did not have long to arrange the parade, having being appointed late September 2023.

The parade started slightly earlier and arrived at the Cenotaph a few minutes early. There was a request not to start the service until 10.55 am; however, the Service began at 10.53 am. All the Councillors agreed that overall, it was a very good parade.

The Chair asked that Councillors take charge of their own wreaths for the parade as again this year there was one wreath that was missing for the laying of the wreaths at the Cenotaph. The Town Clerk assured the Councillors that next year the wreaths will be at the Cenotaph in readiness for the Councillors to collect.

Mr C. Morgan was pleased that the children were involved more in the parade this year, which he wanted to achieve.

The Deputy Mayor, Councillor W. D. Elliott BA QTS agreed that the event was very good. Councillor Elliott mentioned that Commodore Mel Robinson CBE ADC (a British senior Royal Naval Reserve Officer) who attended the parade was delighted at the turnout; the parade could match many of the larger events throughout the country.

There were a couple of technical issues such as the parade not being put at ease: they were technically standing to attention, so just small attentions. In terms of the wreaths there were a number of wreath layers that did not turn up. The wreath laying list needs to be looked at and updated.

The Town Council Secretary and Mr Morgan are already looking at that matter with approximately 21 non attendees at the wreath laying. The Town Council Secretary stated how much she had enjoyed working with Mr Morgan on the Remembrance Day service.

Councillor Elliott had received one piece of feedback from the Town Band regarding conflicting pieces of advice from a member of the public but luckily the Town Band knew the procedure and were also in contact with Councillor Elliott.

Mr C. Morgan stated that the service next year would be better. He also mentioned that there had been a general lack of wreaths, organisations throughout the county had difficulty accessing them.

Councillor Mrs Beavis-Morrissey left the Meeting at 6:02 pm.

229. UPDATE ON CHRISTMAS 2023:

The Town Clerk updated the Committee on the children’s rides and the food outlet. These items have been hired from Mr R. Conroy who has had to ask for two of the rides to come from elsewhere. The Town Clerk has been assured by Mr Conroy that all is in hand. The Town Clerk has also requested copies of insurance certificates.

The food outlet will accept vouchers from the Marshals for food to the value of £3 each voucher. There will also be a sweet stall and the Megan’s Starr Foundation refreshment van. The vouchers will be handed to volunteers / Marshals on the event day at the Town Hall.

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