Minutes of the Meeting of the Public Events Sub-Committee

held remotely by Zoom

on Wednesday 13th March 2024 at 5:00pm

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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 Miss T. Stevens

N. Harteveld

Observer: L. J. Bridges

Mrs B. J. Fitzgerald, Town Clerk

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340. APOLOGIES:

Apologies for absence were received from Councillors D. Abbott (illness), Mrs N. Beavis-Morrissey (family commitments), C. A. Sharp (work commitments) and Mrs Y. G. Southwell (School Governor commitment).

341. DECLARATIONS OF INTEREST:

No interests were declared.

342. MINUTES OF THE MEETING OF THE PUBLIC EVENTS SUB-COMMITTEE HELD ON 23rd JANUARY 2024:

**RESOLVED THAT:**  the minutes of the Meeting of the Public Events Sub-Committee held on 23rd January 2024 be received as a true record.

343. MATTERS ARISING:

No matters were raised.

344. CHRISTMAS 2024:

1. *Milford Haven Christmas Lights Inventory*

The Chair thanked the Town Council Electrician, Mr B. Jones for sight of the inventory.

The Chair asked the Clerk for the budget for Christmas 2024. The Clerk quoted £20 - £21k without the current budget available.

1. *Potential Generation of Income at Visit of Father Christmas/light switch-on event on Saturday 7th December 2024*

Cllr Harteveld presented her ideas for income generation. A suggestion of having a Christmas Market and charge stall holders, organisations and crafters to have their market stalls at the event for the day. It could be made to be more of an event than just the light switch-on.

It was clarified that the market would be an outdoor event.

A Councillor raised the matter of the cost of the actual licence fee that the Council would have to pay to Pembrokeshire County Council. The Councillor looked online at the cost which is £793 currently on the Pembrokeshire County Council website.

The Clerk confirmed that the landlord of the Town Hall, Mr B. Evens, was content for the Christmas Event to go ahead at his premises. Outside electrical points must be in place for safety reasons.

Food stalls at the Christmas Event carry a roaming licence themselves which meant no extra cost for the Town Council.

The Chair asked that liaison is made with the Port Authority to make the event a joint Christmas Spectacular. She suggested working together with the Milford Marina event until a certain time and then bringing people up to Hamilton Terrace for the main event.

Cllr Harteveld agreed on collaboration to bring more celebration to the event.

It was recommended that the Clerk emails the other Town Council to advise of Milford Haven Town Council event date of 7th December 2024.

The Chair raised the problem of getting all the children and families in to see Father Christmas in a timely manner as all want to take photos. The logistics of this part of the event should be looked at for improvement.

The Chair then mentioned that Christmas Decorations are required to be replaced. It was asked if there was a separate budget for decorations and it was confirmed that any purchases will come out of the existing budget.

The Clerk commented that the budget would be tight this year as the parade lights/lanterns/poles all have to be purchased whereas last year there was a stock in place.

The Deputy Mayor stated that there is an option of using money from Reserves although that should not be required as better budgeting should be in place. Another option would be to explore grant opportunities: the Port Authority have a grant and they may want to support a community event. The Town Council also has connections with South Hook LNG and Dragon LNG, and the National Lottery Community Fund is a possibility. Any funds to support the event could include paying for the market licence.

**Recommended that:** the Clerk emails other Town Councils to advise of Milford Haven Town Council event date of 7th December 2024.

346. MEMORIAL BENCH FOR MR ERIC HARRIES:

Members considered correspondence relating to the purchase and installation of a memorial bench for Mr Harries: a five-time Mayor of Milford Haven and a much loved and respected figure in the town.

There is no budget in place to purchase a memorial bench for Mr Harries; however, the money could be taken from Reserves.

It was noted the benches are of recycled plastic. The Phoenix was deemed the most suitable at a cost of £700 plus VAT along with the installation of a concrete base at a cost of £628.50 plus VAT. A plaque in Mr Harries’ honour would be placed on the bench. Mr Harries’ family would be invited to attend when the bench is being put into position. The Rath is the suggested place for the bench.

**RECOMMENDED THAT:**

(i) the Phoenix Bench be purchased in memory of Mr Eric Harries at a total cost of £1328 plus VAT (for bench and installation);

(ii) this cost will come out of the Council’s Reserves account.

347. D-DAY 80th ANNIVERSARY:

Members considered correspondence relating to the upcoming D-Day 80th Anniversary on 6th June 2024.

The Chair stated that the the D-Day Anniversary would be a big event on par with the Platinum Jubilee for the Queen. There is a grant available that could cover the road closure to bunting, the parade and purchase of a beacon.

The question of cleaning the Cenotaph was raised and it was confirmed that the Cenotaph had been cleaned in November before the Remembrance event took place. It was stated that the brass plaques on the Cenotaph are in a shocking state. The Clerk is to contact Pembrokeshire County Council to ask for the plaques to be cleaned.

The Deputy Mayor was asked of plans by the Sea Cadets. He understood that Lieutenant A. Davies had been invited to the next meeting and to attend the Cenotaph Memorial Service as the Cenotaph has been in place for 100 years.

The Chair said that the Town Council need to work closely with the Royal British Legion, all our Armed Forces, Milford Haven Town Band and the official Forces Chaplain.

The Chair stated that the event would be similar but larger than the Remembrance Service. It is going to be a nationwide celebration and a full community event.

Councillor E. A. Davies DipSM FJOIFF suggested a Sub-Committee be formed due to the scale of the event.

A grant offering £5k match funding for £5k raised is available from the Ministry of Defence. News of this grant had been circulated via email earlier in the day. The closing date for applications is 1st April 2024.

The Chair is confident that the £5k can be raised as the Council would be working with the Royal British Legion and other organisations.

A request for volunteers for a Sub-Committee was put forward. The Mayor, Councillor Mrs C. Stevens, Councillor Miss K. F. Gray and Councillor N. Harteveld put their names forward for the Sub-Committee.

Both Councillors E. A. Davies DipSM FJOIFF and Councillor Miss T. Stevens are content to help out but not be part of the Sub-Committee.

**RECOMMENDED THAT:**

(i) the Clerk is to contact Pembrokeshire County Council for the cleaning of the plaques on the Cenotaph;

(ii)a D-Day 80th Anniversary Sub-Committee be formed to take this matter forward.

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