

# MILFORD HAVEN TOWN COUNCIL

Minutes of a Meeting of the Public Events Sub-Committee  
held electronically via the Zoom software  
on Monday 2<sup>nd</sup> September 2024 at 3:00pm

---

## PRESENT

The Mayor (Councillor W. D. Elliott BA QTS)  
The Deputy Mayor (Councillor E. A. Davies DipSM FJOIFF)

Councillors: Miss K. F. Gray (Chair)

D. Abbott  
N. Harteveld BSc (Hons) GMBPsS  
Mrs C. Stevens

Mrs N. Beavis-Morrissey

L. J. Bridges (Observer)

Mrs B. J. Fitzgerald, Town Clerk/Financial Officer  
Ms F. K. Galliford, Town Council Secretary

\*\*\*\*\*

The Chair of the Public Events Sub-Committee, Councillor Miss K. F. Gray,  
welcomed everyone to the Meeting.

### 99. APOLOGIES:

Apologies for absence were received from Councillors C. A. Sharp (work commitments), Mrs Y. G. Southwell (family commitments), and Miss T. Stevens (work commitments). Late apologies were received on Tuesday 3<sup>rd</sup> September from Councillor C. Jones for her absence (family commitments).

### 100. DECLARATIONS OF INTEREST:

Councillor L. J. Bridges, who was attending the Meeting in an observational capacity, declared a personal interest in *Agenda Item 11 – Visit of Father Christmas to Milford Haven – 7<sup>th</sup> December 2024 - (c) Entertainment Quotes* – due to his involvement with the company supplying one of the quotes.

### 101. MINUTES OF THE MEETING OF THE PUBLIC EVENTS SUB-COMMITTEE HELD ON 24<sup>TH</sup> JUNE 2024:

**RESOLVED THAT:** the Minutes of the Meeting of the Public Events Sub-Committee held on 24<sup>th</sup> June 2024 be received as a true record.

# MILFORD HAVEN TOWN COUNCIL

## 102. MATTERS ARISING:

There were no matters arising.

The Deputy Mayor, Councillor E. A. Davies DipSM FJOIFF, joined the Meeting at this point.

## 103. DROP-IN SESSIONS:

Members considered a Facebook post from Fishguard and Goodwick Town Council regarding their drop-in sessions throughout the month of August 2024, where residents, businesses and visitors were invited to meet Town Councillors to share their views on how to improve the community, and an accompanying Report asking whether Milford Haven Town Council could adopt a similar initiative.

**RECOMMENDED THAT:** the Town Council is to further investigate the possibility of holding drop-in sessions, with the sessions taking place in the recently modernised Cemetery Chapel.

## 104. REVIEW OF MAYOR'S CIVIC SERVICE AND DINNER HELD ON SATURDAY 13<sup>TH</sup> JULY 2024:

The Mayor of Milford Haven, Councillor W. D. Elliott BA QTS, spoke most positively of his Civic Service (held at St Katharine and St Peter's Church) and Dinner (held at the Pill Social Centre) on Saturday 13<sup>th</sup> July 2024, advising that he had not received any negative feedback. The Mayor further advised that the format of the Civic Dinner – which incorporated elements supporting his Mayoral charities – had been keenly observed by a number of neighbouring Town Councils.

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

## 105. UPCOMING EVENTS:

### (a) *Fishermen's Tribute Service – 14<sup>th</sup> September 2024*

The Town Council Secretary, Ms F. K. Galliford, advised that she had been trying to ascertain the availability of a Chaplain for the Service, but had received updates earlier in the day.

A Member asked whether the Town Council's PA system would be utilised at the Service. Another Member advised that he would endeavour to pick up the system, which is stored at Cemetery Lodge, in advance of the Service.

The Town Clerk, Mrs B. J. Fitzgerald, advised that floral tributes for the Service would be ordered as usual.

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

Councillor N. Harteveld BSc (Hons) GMBPsS joined the Meeting at this point.

## MILFORD HAVEN TOWN COUNCIL

- (b) Baby Loss Awareness Week (incorporating Memorial Service) – 9<sup>th</sup> to 15<sup>th</sup> October 2024

**RECOMMENDED THAT:** the Mayor is to liaise with the office staff regarding the date and Chaplain for the Service.

### 106. UPCOMING EVENTS:

- (a) VE Day 80 – "A Shared Moment of Celebration"

Members considered correspondence from Mr B. Peek CVO OBE OPR, Pageantmaster, regarding VE Day 80 celebrations on 8<sup>th</sup> May 2025.

Discussion followed, with Members mindful of the time before the event, and it was **RECOMMENDED THAT:**

- (i) the Water Gardens area be utilised for the celebrations following previous successful and well-attended events;
- (ii) a beacon also be lit at this area (in keeping with previous events);
- (iii) the Town Crier, Mr D. Rye, be requested to give a proclamation;
- (iv) the Lord-Lieutenant of Dyfed, Miss S. Edwards, be invited to the event;
- (v) all local schools be encouraged to participate in celebrations.

### 107. REMEMBRANCE SUNDAY – 10<sup>th</sup> NOVEMBER 2024:

- (a) Road Closure Quotes

**RECOMMENDED THAT:** a quote from Core Highways for £829 be accepted.

- (b) Consideration Chairs

The Town Clerk advised that the chairs could not be delivered from the Milford Haven Leisure Centre, but could be picked up from the Centre on Friday 8<sup>th</sup> November before being returned to the Centre on Monday 11<sup>th</sup> November 2024.

A couple of Councillors advised that they may be able to store the chairs.

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

# MILFORD HAVEN TOWN COUNCIL

## 108. VISIT OF FATHER CHRISTMAS TO MILFORD HAVEN – 7<sup>th</sup> DECEMBER 2024:

### (a) Road Closure Quotes

**RECOMMENDED THAT:** a quote from Core Highways for £829 be accepted.

### (b) Christmas Tree Quotes

**RECOMMENDED THAT:** a quote from MGC Engineering for the delivery of three 15ft Christmas trees at £230 each (+ VAT) for a total of £828 be accepted.

### (c) Entertainment Quotes

A long discussion took place over the provision of entertainment, with two quotes received from Fun Time Bouncy Castles and Robert Conroy Events.

The requirement for entertainment to take place on the same side of the Town Hall was noted, enabling the smooth access of the Lantern Parade.

A Member expressed concern over potentially charging families to have professional photographs taken on the day, expressing that the Visit of Father Christmas is traditionally a free event, and that the Cost of Living Crisis is still a factor with many families. The Member then suggested whether 'donation buckets' – used by the Milford Haven Round Table for their events – could be a possibility.

Councillor D. Abbott left the Meeting at 3:44pm.

Another Member suggested contacting local food vendors to gauge their interest as to the provision of food at the event, citing the recent hugely popular Milford Waterfront Weekender.

#### **RECOMMENDED THAT:**

- (i) the final decision as to the entertainment provider be made at the next Meeting of the Full Council, upon receipt of an updated package from one of the providers;
- (ii) the Town Council may use items from both providers;
- (iii) the Town Council's PA system be used at this event;
- (iv) local food vendors be contacted to gauge their interest as to the supply of food at the event;
- (v) food vouchers be abundantly produced and available on the day to parties helping at the event;
- (vi) the Dyfed and Glamorgan Army Cadets and Milford Haven Sea Cadets and Royal Marines Cadets be asked to assist at the event;

## MILFORD HAVEN TOWN COUNCIL

- (vii) Gelliswick Community Choir be asked to perform at the event;
- (viii) Mr G. Sayers from the St Katharine's Stratford Players be formally asked to compère at the event;
- (ix) 'donation buckets' be considered.

(d) Input from Milford Haven Round Table

The Town Clerk advised that the Round Table was again available to assist with the Lantern Parade and that everything was on track.

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

(e) Update from landlord of the Town Hall

The Town Clerk informed Members that Mr B. Evens, the landlord of the Town Hall, was happy for the building to be used for the event; however, he noted that the building had been left in a messy state (with items such as discarded chips) last year.

**RECOMMENDED THAT:** a letter be sent to Mr Evens to thank him for his continued cooperation.

(f) Schools' Christmas competition – Christmas card/light switch-on

The Town Council Secretary advised that the competition would open at the end of September. Only one school had entered the competition last year.

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

Although not on the Agenda, it was noted that the volume of letters to Father Christmas – all responded to by the office staff as long as a postal address is provided – placed severe pressure on the postage budget.

**RECOMMENDED THAT:** parents/guardians/youngsters be asked to submit an SAE with their letter.