

**MINUTES OF A MEETING OF THE TOURISM COMMITTEE HELD IN THE  
MEYRICK SUITE, PATER HALL, PEMBROKE DOCK ON TUESDAY 24<sup>TH</sup>  
JULY 2007 COMMENCING AT 1030HRS.**

**Present:** Councillor Mrs Pam George (Chairman)  
Councillor Mrs Veronica Roach  
Councillor Ron Watts  
Councillor Paul Weatherall  
Councillor Kevin Higgs

**Apologies:** Councillor Phil Gwyther  
Councillor Ted Hissey

**In attendance:** Mr Ian Jones (Town Clerk)

**1. Minutes of the previous meeting held on 20<sup>th</sup> February 2007.**

The minutes had been circulated with the agenda for this meeting. It was proposed by Councillor V Roach and seconded by Councillor Ron Watts that the previous minutes be accepted as a true record.

**2. Matters arising.**

The Town Clerk gave brief details of the Chamber of Trade's ideas concerning a Business in Bloom Competition for 2008. The Committee were very interested in working with the Chamber on this matter. He was asked to take this matter forward to the next Chamber of Trade Meeting in September.

**3. To receive an update on the arrangements for the Pembrokeshire Waterway Annual Fireworks Champion of Champions event 28 & 29 September 2007.**

The Town Clerk updated members with details of the arrangements for the Fireworks event. He stated that the sum of £36,500 has so far been raised for the two evenings. The Fireworks would be set off from the old Celtic Sea Supply Base. There would also be a Fun Fair on both sides viz. Neyland and Pembroke Dock and Mr Holmes had been allocated the concession. In Neyland the event would co-incide with their Brunel Festivities. The Fair would be situated in the Western Way Car Park in Pembroke Dock. Half the concession cost had been paid up front. Details of the rides to be provided were awaited. Publicity for the event was being finalised and there would be another meeting the week after next to discuss Car Parking arrangements (7<sup>th</sup> August). The Town Clerk gave details of areas which had so far been highlighted viz. Asda Car Park, Front Street, Barrack Hill, Cleddau Bridge and the Pembrokeshire Coast National Park Car Park overlooking Hobbs Point. Members highlighted the following additional areas:-

Cleddau Bridge Call Centre Car Park i.e. the car park which is currently owned by the County Council and not currently in use.  
The Pembroke Dock Quins Car Park

The use of these two would require permission for their use.

The Town Clerk reported that Planed had offered 6 Banners for use within the town to display events. He suggested that these be placed on the lamp standards which are near to the Market Hall (Western Way) leading to the Ferry Port. These standards were already modified to take banners. It was agreed that this offer be accepted especially as the banners could be modified for each event held in the town. The matter will therefore be referred to the full Town Council Meeting on Thursday for their agreement.

#### **4. To consider the arrangements for the Synthetic Ice Rink event from 14 – 15 December 2007.**

The Town Clerk stated that a deposit of £1248.60 had been paid for the rink to Promo Concepts (UK) Ltd. They were satisfied that the Western Way Car Park was suitable for the rink in addition to the Pater Hall (Main Hall). He asked members for confirmation that they wished him to write to businesses within the town or associated with it that may be willing to help sponsor the event. The following businesses were identified:-

Dragon LNG  
South Hook LNG  
Milford Haven Port Authority  
Chevron / Texaco  
ASDA Stores  
TESCO Stores  
Irish Ferries  
Friday ADS  
Pembroke Dock Chamber of Trade  
Communities First  
Jenkins and Davies  
LBS  
Jewsons  
Silcox Motor Coach Co  
ALAMO Car and Van Rental

The Town Clerk was given permission to extend this list as he saw fit.

He was also asked to write to the Fair Ground operators to see if they were willing to provide attractions in the Western Way Car Park. The Town Clerk confirmed that he had spoken to the County Council and they were prepared to close the Car Park for the duration of the event at no charge. The Town Clerk was asked to now formally confirm this in writing before he wrote to the Fair ground operators. It was agreed that Father

Christmas this year would arrive on the Friday evening viz. 14<sup>th</sup> December. The Christmas Tree would now be erected in the Western Way Car Park instead of the Pump House Roundabout making use of the lighting column there for the lights for the tree. Father Christmas would also have a skate on the rink. The Town Clerk would start on the necessary publicity for the event in the autumn.

With regard to the Fairground operatives he was asked to see what Mr Holmes would be prepared to offer for the concession. He was reminded that Mr Odley had in the past provided fast food facilities and he too was a member of the Showmans' Guild so would be covered by the exemption granted under the Licensing ACT.

**5. To consider the response of the Chamber of Trade to the offer concerning illuminated trees on their premises and the arrangements for this year's display in the town.**

The Town Clerk stated that the Chamber of Trade were keen to take up the offer. Mrs Charlotte Damery was canvassing interested parties and the Town Clerk will attend the next Chamber meeting to obtain details of how many businesses were interested.

**6. To consider the Twinning Arrangements with Bergen for the visit at the end of August.**

The Town Clerk informed members that the twinning agreement had been translated into German at a cost of £20. He would be forwarding the agreement to Bergen this week for them to check and confirm it is in order. The agreement will then be signed at a reception to be held on Saturday 2 September in the Pater Hall.

**7. To consider the purchase of further items of memorabilia.**

The Town Council range of gifts had now been depleted. The Town Clerk gave details to members about gifts which could be purchased and be given to visiting VIPs. He provided examples of what could be provided together with brochures.

1. Roller Ball Pens similar to that given by the County Council which would incorporate the Town Crest and name on a white background:-

500 (minimum order) @ £2.99	=	£1495.00
Set up charge (design)	=	£ 150.00
TOTAL		£1645.00

2. Pencils containing Town Name and Crest (on various coloured backgrounds)

7 gross (minimum order)	£141.12
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3. Crystal Key Ring (to incorporate Town Crest)

100 @ £5.90 (Minimum order)	£590.00
Set up charge	£125.00
TOTAL	£775.00

4. Crystal Block Rectangle (to incorporate Sunderland Flying Boat & words “a gift from Pembroke Dock Town Council”)

50 @ £23.40(Minimum order)	£1170.00
Set up cost (3D image)	£ 185.00
TOTAL	£1355.00

The Town Clerk advised members that only 6 “Sunderland Plates” purchased in circa 1990 remained. There were a large number of ties, bookmarks, Town Crest “pins” and a limited number of ladies scarves which incorporated the Town Crest. In addition there was a sufficient supply of Town Council Shields. He was asked to make contact with the firm which provided the Sunderland Plates to see if any more could be made and at what cost.

Members believed that it was necessary to purchase some new memorabilia as set out above and that this would be recommended to the next full Town Council meeting. It would be necessary to vire funds from some underspent budget heads to meet the cost set out above.

**9. To consider the purchase of a Town Flag (to incorporate Town Crest).**

The Town Clerk gave details of the costs involved in the purchase of a Town Flag:-

2 Yard Flag to incorporate Town Crest	£280.09
3 Yard Flag to incorporate Town Crest	£301.20

Members recommended that a 2 yard flag on a royal blue background be purchased. It was also confirmed that flags will only be flown from the Council Offices when wind speed was not forecast to exceed force 4 on the Beaufort scale. This would ensure that the life of the flag was extended.

**10. To consider preliminary investigations in respect of activities to co-incide with the bi-centenary of the town in 2014.**

Members were reminded that the bi-centenary of the town was only 7 years away and booking some military attractions such as the Kings Troop Royal Artillery needed to be booked five years in advance. In addition it would be prudent to start setting aside a set sum of money each year so that there were sufficient reserves to arrange a number of special events. This would be brought to the budget profile meeting at the end of October.

**11. Any other business.**

There being no other business the meeting closed at 1230hrs. No date of the next meeting was fixed but the Town Clerk was asked to arrange another meeting in September / October when sponsorship details etc were in hand.