

**MINUTES OF A MEETING OF THE TOURISM COMMITTEE HELD IN THE
MEYRICK SUITE, PATER HALL, PEMBROKE DOCK ON TUESDAY 27TH
NOVEMBER 2007 COMMENCING AT 1030HRS.**

Present: Councillor Mrs Pam George (Chairman)
Councillor Mrs Veronica Roach
Councillor Paul Weatherall
Councillor Phil Gwyther
Councillor Ron Watts

Apologies: Councillor Sue Perkins
Mrs Charlotte Damery

In attendance: Mr Ian Jones (Town Clerk)
Mr Colin Russell (Communities First)
Ms Sarah Payne (Communities First)

21. Minutes of the previous meeting held on 30th October 2007.

It was proposed by Councillor Veronica Roach and seconded by Councillor Phil Gwyther that the minutes as previously circulated to members was an accurate record. All were in agreement.

22. Matters arising.

It was agreed that the Sub Committee should co-opt the following persons:-

Mr Andrew Johnstone from the Pembroke Dock Website Committee
Mr Don Earl from the Summer Festival Committee

There were no other matters arising which would not be dealt with elsewhere in the agenda.

23. To receive an update on the arrangements for the synthetic ice rink and associated attractions for 14/15 December 2007.

The Town Clerk updated members on the arrangements he had made to date. He advised members that Mr Roland Holmes from the Showman's Guild would be providing the small fair to complement the "ice rink" and that he was also aware that if inclement weather was forecast then the rink would be moved to the Pater Hall. He had agreed to pay £400 for the concession which also included catering arrangements on the site. We would have to pay the County Council the sum of £250 for the closure of the Car Park. He distributed to members a copy of the map he had produced and sent to Mr Holmes setting out where the appropriate attractions would be sited. There were to be two displays adjacent to the rink from the Youth Club and the Army Careers Service. He had also invited the PCSO team who could team up with the Fire Service but to date he had not received a definitive response. There was space for another static display if we were to be approached. To date the following sponsorship had been received:-

Milford Haven Port Authority	£1000.00
Chevron	£ 500.00

Red Dragon LNG	£ 100.00
LBS Builders	£ 25.00
Communities First	£ 25.00

In addition Irish Ferries had given vouchers for £100 and Tesco's a voucher for £25. After discussions with both companies it had been agreed that these prizes would be incorporated in a free draw for those purchasing tickets for the synthetic ice rink.

The Town Clerk had calculated that we would need to ensure that the rink was kept busy with trade over the opening period which had been agreed as 1500hrs to 2200hrs on 14th December and 1400 to 2100hrs on the 15th. He had been approached by Mr James Parfitt from Parfitt Carpets whether it would be possible to hire the rink from 1400 to 1500hrs on the Friday for Pennar School to use. The Town Clerk had responded that this was acceptable. A charge would be made for this hire based on use by 50 people.

The Town Clerk pointed out that we would be responsible for manning the rink to collect entrance money although the rink itself would be supervised by the "Ice Rink" Company. This included cover for overnight and non designated hours on the Friday / Saturday. The rink would be dismantled on the Saturday evening after 2100hrs. He enquired if any member of the Town Council would be able to assist with the event and it was suggested that this be brought to the attention of members at the meeting next Thursday to see if any were available. He confirmed that he had written to the Town Council Insurers letting them know that the Winter Carnival had now been replaced with the Synthetic Ice Rink.

There would have to be lighting for the rink itself and use would be made of the new petrol generator which was purchased for this purpose earlier in the year. Spot lights may be fixed to the lighting column adjacent to the rink.

24. To discuss the arrangements for the arrival of Father Christmas on Friday 14th December including Lantern Parade.

Communities First gave information about the Lantern Parade arrangements. It was agreed that the route for the procession including Father Christmas would be from the Memorial Park down Argyle Street, Hawkstone Road, Dimond Street and then Lower Meyrick Street. The Town Clerk stated that this appeared to be a suitable route and he would check this out with the police later that day. The original route he had put forward was only provisional. It was agreed that the Lantern Procession would finish at Lower Meyrick Street with the singing of Carols. The Town Clerk would write to the Secretary of the Band with details of the carols to be sung, revised route etc. The Lantern Parade organisers were working with the two schools and have already liaised with the Fire service given that some of the lanterns would have candles inside them. As far as supervision / "escort" for the group was concerned it was decided to invite members of the Sea Cadets to accompany the "sleigh" through Pembroke Dock. Members of the Lantern Procession would more than likely be accompanied by their parents.

The Town Clerk was asked to arrange for the necessary firework to be set off to announce the arrival of Father Christmas. Given that the Lantern Procession were assembling in the Park the Town Clerk was asked to contact the Bowling Club to see if the Club could be opened to allow Father Christmas to put on his costume there. The procession would be formed up as follows:-

Police Car, Band, Lantern Parade, Sea Cadets and Father Christmas.

25. To receive an update on the erection of Christmas Decorative Lighting within the Town.

The Town Clerk stated that a start on the erection of decorations was made last Friday and all day on Saturday. Some further work would take place later this week and it was hoped to switch on the lights this weekend. Arrangements had been made for the erection of the artificial trees on the various shops in Dimond Street. Although some 12 had expressed an interest only 9 had actually signed up. He had received a complaint from two traders in Queen Street who believed that we should improve the decorations in that area. He had explained that renewal / renovation was an ongoing task and Queen Street would have similar cover to last year although some items previously in Dimond Street may be redeployed to their area.

26 Any other business.

The Town Clerk enquired if next year we should provide additional summer flowers in the Lower Meyrick Street Area with the purchase of troughs to go over the existing railings. He had made initial enquiries about costs which had come to £750 for 6 troughs. It was agreed to see if the County Council were planning any changes in their flower beds in 2008 and to see if we could obtain some sort of partnership where they provided the troughs and we paid for the flowers. The Town Clerk stated that next year we would not place hanging baskets on the rail station concourse as these had not thrived because of a lack of light.

27. Date of next meeting.

The date of the next meeting was fixed for Tuesday 29th January at 1030hrs.

The meeting closed at 1150hrs.