



LLANHARAN COMMUNITY COUNCIL

Minutes of the meeting of the Community Engagement Committee (CEC) held by remote attendance at 7.00pm on Tuesday 21st October 2025

The meeting was held in accordance with:
The Local Government and Elections (Wales) Act 2021

Present:

Councillors David Evans (Chair), Neil Feist, Chris Parker, Nick Richards

Apologies: None.

Absent: None.

0 members of the public.

Clerk to the Council: Leigh Smith.

CEC2025/044 Welcome and Apologies

The Chair welcomed all attendees.

The Chair requested that all present observe a minute's silence, the date being the anniversary of the Aberfan disaster.

CEC2025/045 Disclosures of Interests

Cllr Neil Feist declared a general personal interest being a member of Cycling UK.



CEC2025/046 Minutes

RESOLVED

To accept the minutes of the CEC meeting held on 31st July 2025 as a true and accurate record of the meeting.

CEC2025/047 CEC Action Plan

Noted.

CEC2025/048 Open Public Participation Session

None.

CEC2025/049 To note the results of the tender for the 3 hire of festive lights for columns and agree a process for the matching of motifs to lampposts.

RECOMMENDED

To instruct the officers of the council to update the council's festive display schedule to show which individual motifs are to be fitted to which lamp-posts.

CEC2025/050 To consider purchasing extra string lights for dressing the 3 additional 16ft Christmas trees added to the festive display in 2024

RECOMMENDED

To approve to purchase of string lights to dress the 3 additional 16ft Christmas trees added to the festive display in 2024 and to authorise the officers to spend up to £1840.

CEC2025/0 Updates on the work of the Jubilee Marsh Multi-User Route Working Group and to consider any recommendations submitted in advance via the Clerk.



No update.

CEC2025/0 Updates on the work of the Festive Display Working Group and to consider any recommendations submitted in advance via the Clerk.

No update.

CEC2025/0 Urgent information or to suggest items to the Clerk for a future agenda.

None

There being no further business the meeting closed at 7.25pm

Date of next scheduled meeting: 5th February 2026

Councillor David Evans
Chair of the Community Engagement Committee.



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The meeting was held in accordance with:

The Local Government and Elections (Wales) Act 2021

Present:

Councillors Neil Feist (Chair), Chris Parker, Nick Richards

Apologies: None.

Absent: Cllr David Evans.

0 members of the public.

Clerk to the Council: Leigh Smith.

CEC2025/035 Welcome and Apologies

The Chair welcomed all attendees.

CEC2025/036 Disclosures of Interests

None.

CEC2025/037 Minutes

RESOLVED

To accept the minutes of the CEC meeting held on 15th May 2025 as a true and accurate record of the meeting.

CEC2025/038 CEC Action Plan

Noted.



CEC2025/039 Open Public Participation Session

None.

CEC2025040 Annual Survey 2024 results

Noted.

CEC2025/041 Updates on the work of the Jubilee Marsh Multi-User Route Working Group and to consider any recommendations submitted in advance via the Clerk.

Verbal update noted.

CEC2025/042 Updates on the work of the Festive Display Working Group and to consider any recommendations submitted in advance via the Clerk.

RECOMMENDED

To proceed to a 3 year hire contract for the same specification as the 2024 display, including the same motifs. The Clerk to make arrangements to undertake a competitive procurement process in line with the council's financial regulations. Details of which to be presented to full council alongside this recommendation.

CEC2025/043 Urgent information or to suggest items to the Clerk for a future agenda.

None

There being no further business the meeting closed at 8.10pm

Date of next scheduled meeting: 21st October 2025

Councillor Neil Feist (Chair).



Llanharan Community Council - CEC Action plan 15.10.2025

Action no	Date added	Category	From	Action	Notes	Status
2025/091 a) b) c)	18.04.2025	Full Council	CEC	CEC2025/020 Issuing a 3 year contract for the erection of the Council's summer baskets beginning in Summer 2025. a) RESOLVED To seek quotations for a 3 year contract using the specification provided in Appendix 3 at this meeting to the CEC Committee, with no formal tender process being required. b) RESOLVED That the CEC Committee be delegated authority to select a vendor at a subsequent meeting. c) RESOLVED That given the timescales, financial regulation 11e)ii)1 be suspended in the event of less than 3 quotations being received on the grounds that the Clerk has attempted to obtain 3 quotes but less than that number have been received. Predicated on the assumption that the Clerk will archive evidence of such for the purposes of any future audit.	Arrange to collect quotes and present results to CEC for resolution, Closing date for quotes - 5pm Monday 12th May	Completed
2025/091 d)	18.04.2025	Full Council	CEC	d) RESOLVED CEC2025/021 Issuing a tender for a 3 year contract for the erection of the council's festive display 2025-2027. To issue a formal open tender for the erection of the council's festive display 2025-2027 under the terms of the Procurement Act 2024 on the terms presented in Appendix 4 to this meeting to the CEC Committee (subject to any alterations required under the discretion of the Clerk). For the Clerk to also approach companies who have already registered an interest as part of the pre-tender exercise, who have carried out works for the council previously and any other appropriate companies. For the tender to run for a period of 6 weeks from issue.	Organise tender ASAP	Completed
2025/091 e)	18.04.2025	Full Council	CEC	e) RESOLVED CEC2025/022 Process to select the preferred Christmas lights and motifs to be included in a 3 year hire agreement for 2025-2027 prior to any tender being issued. The current hire contract having now come to an end. To form a working group known as the Festive Display Working Group, terms of reference, "to consider the specification and other arrangements for the Christmas lights and festive display for 2025 and beyond". Membership to comprise Cllrs Chris Parker (As Chair), Neil Feist, Janine Turner and Rhys A Jenkins.	Inform CP- done 25.4.25 Update committee and WG master list - Done Prompt Working group to meet.	Completed

2025/180	18.07.2025	Full Council	CEC	2025/180 RESOLVED To award the tender for a 3 year contract to erect and remove the council's festive display 2025-2027 to RM Electrical under the terms outlined in the tender document. For the officers to inform the successful bidder and to monitor the obtaining of the relevant qualifications with an update provided to Council in the October meeting of council.	Inform successful vendor. - Done Monitor progress RE qualifications. - Completed.	Completed
2025/218	19/09/2025	Full Council	CEC	RESOLVED CEC2025/042 Updates on the work of the Festive Display Working Group and to consider any recommendations submitted in advance via the Clerk. To proceed to a 3 year hire contract for the same specification as the 2024 display, including the same motifs. The Clerk to make arrangements to undertake a competitive procurement process in line with the council's financial regulations.	See also 2025/219	Completed
2025/219	19/09/2025	Full Council	CEC	2025/219 Issuing a tender for a 3-year contract for Christmas lights hire RESOLVED To issue a tender for a 3-year contract for the provision of hire of Christmas lights based on the same specification as the 2024 display, including the same motifs and the terms presented to Council. The tender to run for 2 weeks under the accelerated process allowed for under the Procurement Act 2003, the justification for doing so being contained within Appendix 16 presented to the meeting. The Clerk being delegated authority to award the tender only to the cheaper of the quotations received, in consultation with the Chair should they feel it appropriate to do so.	Tender process complete and 3 yr contract issued to Festive Lighting. 2025-2027	Completed

Appendix 3

To note the results of the tender for the 3 hire of festive lights for columns and agree a process for the matching of motifs to lampposts.

Details of successful tender on following pages. (The Festive light company).

Note that due to low stock alternative motifs will be provided to the original specification. (There may be the opportunity to change these each year).

Therefore, a piece of work is required to allocated motifs to particular lamp posts.

This can be carried out by the Clerk or the Festive display working group can be asked to make a recommendation to the committee on placement.

From: [The Clerk / Project Officer](#)
To: [Community Engagement Committee](#)
Subject: Notice of issue of tender. - Christmas lights and motifs 3 yr hire contract.
Date: 08 October 2025 13:22:12
Attachments: [Successful tender bid Llanharan CC 3-year hire festive lighting.pdf](#)

Members of CEC,

The tender has closed for the 3 year hire of the Xmas motifs and lights.

FYI

The Festive lighting Company (the existing supplier) have been awarded the tender under delegated authority (They were the only company to tender).

FYI The mix of motifs is slightly different, presumably due to stock issues and so a decision will need to be made as to which motifs to be placed where, and the price is slightly higher than that quoted back in July. Circa £9,250 per year as opposed to circa £8750 per year in July. On top of this we will need to purchase extra string lights for the new Xmas trees installed lasy year (they were hired on a 1 year basis then).

We usually purchase the xmas tree lights and hire everything that is erected on lap-posts. I have stuck to this convention for simplicity.

Costs will come to the next meeting on 21st October.

See successful quote attached.

Regards

Leigh Smith
Clerk to the Council.
Llanharan Community Council
Clerk@llanharan-cc.gov.wales
project@llanharan-cc.gov.wales
www.llanharan-cc.gov.wales
Tel: 01443 231430 / 07769 266675

Mae'r neges ar gyfer y person / pobl enwedig yn unig. Gall gynnwys gwybodaeth bersonol, sensitif neu gyfrinachol. Os nad chi yw'r person a enwyd (neu os nad oes gyda chi'r awdurdod i'w derbyn ar ran y person a enwyd) chewch chi ddim ei chopio neu'i defnyddio, neu'i datgelu i berson arall. Os ydych chi wedi derbyn y neges ar gam, rhowch wybod i'r sawl sy wedi anfon y neges ar unwaith. Mae'n bosibl y bydd holl negeseuon yn cael eu cofnodi a/neu fonitro unol â'r ddeddfwriaeth berthnasol.
llanharan-cc.gov.uk

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Customer Name:	Llanharan CC	Quotation Date:	08/10/2025
Scheme Name:	3-Year Hire	Quotation No:	RH081025-3
Contact Name:	Leigh Smith	Account Manager:	Rob Hollingworth
Installer:		Contact No:	07808 654 403

Lighting Scheme Products										
Area	Code	Product Description	Power (watts)	Quantity	Unit Price	Total Cost		2025 Hire Charge	2026 Hire Charge	2027 Hire Charge
										
	18245.B2.170.R4.S-GO	1.7m Musical Angel on Cloud - gold powder coated frame	39	2	£310.00	£620.00		£279.00	£279.00	£279.00
	12334.B2.230.R1.S4F	2.3m Curved Snowflake Triangle	24	13	£190.00	£2,470.00		£1,111.50	£1,111.50	£1,111.50
	22321.B2.230.R4.S4F	2.3m Baubles and Star Weave	12	17	£225.00	£3,825.00		£1,721.25	£1,721.25	£1,721.25
	22319.B2.230.R4.S4F-GO	2.3m Double Star Weave	12	16	£236.00	£3,776.00		£1,699.20	£1,699.20	£1,699.20
	22320.B2.230.R4.S4F-GO(NEW)	2.3m Triple Bauble Weave	12	10	£234.00	£2,340.00		£1,053.00	£1,053.00	£1,053.00
	22336.B2.130.R4.S4F	1.3m Star of Hope	15	7	£175.00	£1,225.00		£551.25	£551.25	£551.25
	2007-0004A	130mm Stainless Steel Tamtorque Banding		130	£5.70	£741.00		£333.45	£333.45	£333.45
	1217-2401F	600 Warm White LED 230v BOA Light String	36.8	23	£216.00	£4,968.00		£2,235.60	£2,235.60	£2,235.60
	2107-0001A	16A C-Form Male Plug		23	£5.60	£128.80		£57.96	£57.96	£57.96
			Delivery					£200.00	£200.00	£200.00
			1.011	Kwh	Product Totals		£9,242.21	£9,242.21	£9,242.21	
							£9,242.21	£9,242.21	£9,242.21	

Project Totals		£9,242.21	£9,242.21	£9,242.21
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Terms and Conditions of Quotation:

1. By accepting this quote, the customer confirms to have read and understood the enclosed general terms and conditions and agrees that the above specification is correct.
2. All local electrical and physical infrastructure associated with the installation of the Goods being sold / hired is compliant with current regulations and is fit for use.
3. Payment terms are as per section 9.4 of general terms and conditions.
4. All prices quoted are exclusive of VAT (where applicable).
5. Euro (€) prices may vary based on exchange rate fluctuations.
6. This agreement is valid for 60-days.

The Festive Lighting Company General Terms and Conditions.pdf

CONTRACT AWARD NOTICE – NATIONAL

Notice Type: SUPPLIES

1 Authority Details

1.1 Authority Name and Address

Official Name: Llanharan Community Council		
Postal Address: 2A Chapel Road, Llanharan,		
Town: Llanharan	Postal Code: CF72 9QA	Country: UK
For the attention of: Leigh Smith (The Clerk)	Telephone: +44 1443231430	
E-Mail: clerk@llanharan-cc.gov.wales	Fax:	
Internet Address (URL): https://llanharan-cc.gov.wales/		

2 Contract Details

Title

2.1

48 hr extension to 3-Year hire contract for supply of festive motifs etc..

Description of the contract

2.2

This is a 48hr extension to the originally posted tender. The supply (including delivery and collection) of 65 specific motifs and 23 string lights plus specified ancillary items to Llanharan, South Wales (CF72). Fitting and removal to be carried out by a third party contractor. Contract 2025 to 2027

Notice Coding and Classification

2.3

a) Commodity Codes

Code	Description
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31000000	Electrical machinery, apparatus, equipment and consumables; lighting
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b) Delivery Location/Area

Code	Location
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1015	Central Valleys (Merthyr Tydfil, Rhondda Cynon Taf)
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Estimated Total Value

2.4

27726.63 GBP

3 Procedure

Type of Procedure

3.1

Single stage

4 Award of Contract

4.1 Successful Bidders

Name and Address of successful supplier, contractor or service provider

Contract No:

4.1.1

Official Name: The Festive Lighting Company Limited		
Postal Address: The Festive Lighting Company Limited Blackmoor,, West Buckland,		
Town: Wellington	Postal Code: TA219LQ	Country: UK
For the attention of: Rob Hollingsworth	Telephone:	

E-Mail:	Fax:
Internet Address (URL): http://www.festivelighting.co.uk	

5 Other Information

5.1 Reference number attributed to the notice by the contracting authority

N/a

5.2 Date of Contract Award

08-10-2025

5.3 Number of tenders received

1

Other Information

5.4 Specification slightly different to the specific motifs requested in the tender document. However those submitted were considered to be similar in design and value and so accepted.

(WA Ref:156677)

5.5 Additional Documentation

N/a

5.6 Publication date of this notice:

08-10-2025

Appendix 4

To consider purchasing extra string lights for dressing the 3 additional 16ft Christmas trees added to the festive display in 2024.

The Council will need to purchase extra string lights for the 3 new 16ft Christmas trees installed last year (2024) as they were hired on a 1 year basis then.

We usually purchase the Christmas tree lights and other miscellaneous lights and hire everything that is erected on lap-posts.

A quotation has been provided below by Festive lighting Ltd.

The Clerk recommends accepting this quotation and instructing the Clerk to make the purchase.

The Clerk recommends suspending Financial Regulation 11.3 e) ii¹ on the grounds that stock levels are running low at suppliers and an urgent purchase is required.

¹ 12ii.is less than £30,000 (inclusive of VAT) and greater than £1,500 the Proper Officer shall obtain 3 written quotations which clearly detail the priced descriptions of the proposed supply.

