



## **LLANHARAN COMMUNITY COUNCIL**

Minutes of the meeting of the Events Committee held by remote attendance at 7.00pm on Wednesday 9<sup>th</sup> July 2025

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

**Present:**

**Councillors:** Cllrs Janine Turner, David Evans, Rhys Jenkins, Chris Parker, Neil Feist.

**Clerk to the Council:** Leigh Smith

**Apologies:** Cllr Robert Smith.

**Absent:** None.

**EV2025/001 Welcome and Apologies.**

The Chair welcomed all attendees.

**EV2025/002 Disclosures of Interests**

None.

**EV2025/003 Deputy Chair**

**RESOLVED**

To elect Cllr Chris Parker as Deputy Chair of the Events Committee.

**EV2025/004 Public speaking**

None.



## **EV2025/005 Correspondence**

None.

## **EV2025/006 Dates for the 2025 Over 60's Christmas lunches.**

### **RESOLVED**

That the Llanharan OAP association led event shall be held on Wednesday 17<sup>th</sup> December 2025 and the Brynna OAP association event shall be held on Thursday 18<sup>th</sup> December 2025 at Llanharan RFC.

## **EV2025/007 Quotations for the provision of catering for the 2025 Over 60's Christmas lunches**

### **a) RESOLVED**

To accept the Cresta Caterers quotation for 'Menu 2' of £26.00/head plus VAT. (£31.20/head inclusive). And for those meals where the optional cheeseboard is provided - £28.46/head + VAT. (£34.15 inclusive).

### **b) RESOLVED**

To suspend Financial Regulation 11.3 e) ii) on the grounds that the Council have attempted to obtain 3 quotations having requested quotations from local providers but only one of the providers is available on the dates of the events.

11.3e)ii)

*When it is intended to enter into a contract for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in Regulation 11.3, where the value: .....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.*



**EV2025/008 Other matters concerning the organisation of the 2025 Over 60's Christmas lunches.**

**a) *RESOLVED***

The event to be called, "The Llanharan Community Council Over 60's Christmas Lunches".

**b) *RESOLVED***

Invited dignitaries be limited to the Mayor of RCTCBC and a plus one and The Deputy Mayor of RCTCBC and a plus one. Specifying that both should not attend on the same day.

**c) *RESOLVED***

The policy for attendance of Councillor's partner or plus one to be the following: Councillors are entitled to attend one or both days as their availability suits as representatives of the council. For a Councillor's partner or plus one, they are allowed to attend on one or both days, too. However, partners'/plus one's meals should be paid for unless they are over 60 and live in the LCC area (ie they qualify as ordinary residents), in which case one meal will be paid for by council, and any second day attendance meal must be paid for by the individual with them being directly invoiced by the council, payment to be made at the point of booking before attendance is approved.

**d) *RESOLVED***

Llanharan and Brynna Schools to be invited to perform at one day each. The Community Council to fund transport where necessary up to a value of £100. A further donation of £100 to be paid to each school to cover the costs of providing entertainment.

**e) *RESOLVED***

The Chair of the Council to host both events and organise a quiz with prizes which will be funded from the Chair's allowance. The Chair having volunteered to do so.

**f) *RESOLVED***

A raffle will be held at the events with the officers to provide raffle prizes with a budget of up to £250 to be funded under S137 of the LGA 1972.



**g) RESOLVED**

The qualifying criteria for attendance to be that the attendee must be of the qualifying age and must live in the Llanharan Community Council area. Other than that anyone can attend.

**h) RESOLVED**

Carers may attend if required and may receive a free meal. The status of attendees as carers must be made explicit on the booking slips and numbers attending to be monitored by the officers and reported to council following the event. There shall be no documentary evidence required to prove status as a carer.

**i) RESOLVED**

To provide a budget of up to £250 for transport (over and above that provided for the schools) and to authorise the officers to spend up to that amount. Booking slips to make explicit that pickups are made from designated collection points only.

**EV2025/009 Further details of arrangements for the 2025 Fireworks display, the fireworks provider having already been arranged.**

**a) RESOLVED**

That the preferred venue be the Welfare hall and fields. Authority delegated to the Clerk to make suitable arrangements for the hire of the hall and grounds with an appropriate hire agreement. The officers authorised to spend up to £250 on venue hire on receipt of appropriate invoices was authorised

**b) RESOLVED**

To delegate to the officers the practical aspects for the arrangement of the event and the obtaining of a temporary premises licence, the application to have been submitted prior to the September meeting of Council. Arrangements to be made in consultation with the Chair of the Events Committee. The officers authorised to spend up to the budgeted amount of £10,000 in total on the event which includes the costs already agreed for the provision of the pyrotechnics display itself.

**c) RESOLVED**

For the 2025 event to be a free but ticketed event using an appropriate ticketing platform and system. The number of tickets limited to that allowed by the temporary premises licence. Tickets to be advertised locally and specifically on local Facebook hubs only rather than further afield. A ticket return and re-issue system to be



available and all marketing to make it explicit that there will be no entry without a ticket but that there is no restriction on entry time.

**d) RESOLVED**

That the 2025 event be covered by 20 externally provided professional marshals and volunteer marshals, but that 10 of these marshals should be SIA marshals able to legally carry out licensable activities such as access control, to refuse entry if necessary and to deal with disorder. It is likely that the temporary premises licence application will require an SIA presence. That the officers be directed to obtain quotations.

**e) RESOLVED**

That matters of traffic management and safe crossing of the road be deferred to a future meeting to allow the officers to ascertain costs for Temporary Traffic Restriction Orders.

**f) RESOLVED**

That provision be made for a drop-off point near the Haran Roofing entrance for those with disabilities or limited mobility and that no pre-booking or restrictions be put in place. Consideration of whether to apply for a road closure for this area to be deferred to a future meeting.

**g) RESOLVED**

For limited disabled parking to be provided on site. A pre-booking and separate ticketing system to be put in place via the council office and evidence of a blue badge to be required in order to access disabled parking on a first come first served basis. The disabled ticket to have the registration number of the approved vehicle clearly marked. The access to be SIA controlled. All ticketing to be covered by GDPR policies.

**h) RESOLVED**

The location of the disabled parking area to be sited so as to be easily accessible from the disabled parking area. A suitable period to be provided after the low noise display to allow those to leave who wish to do so. Traffic movements from the disabled parking area to be facilitated.



**i) RESOLVED**

That 4 externally provided qualified first aiders plus an ambulance from St Johns ambulance be sourced for the event.

**j) RESOLVED**

Other considerations for the event to be that no sparklers be allowed into the event. Suitable vendors be arranged for the event, no pitch fees be charged but that vendors offer food and drink to marshals free of charge. A lost children point be situated in a signposted location with a db's checked safeguard lead for the event and a safeguarding policy in place. No charity or bucket collections be allowed. No alcohol to be sold or permitted to be brought in or consumed at the event with discretionary bag checks on the gate.

**EV2025/010 Family friendly event at Bryncae Community Centre on 23rd August.**

This motion was not proposed.

**EV2023/011 Urgent information or to suggest items to the Clerk for a future agenda.**

None.

There being no further business the meeting closed at 9pm.

**Date of next meeting: TBD**

Councillor Janine Turner  
Chair of the Events Committee

## **Appendix 1**

### **To elect a deputy Chair**

Authority to do so having been delegated by full council.

*2025/151 Incorporation of the members (including Chair) and amended terms of reference of the Events Working Group into the Events Committee and to disband the Events Working Group.*

#### ***b) RESOLVED***

*To allow the Events Committee to elect a Deputy Chair at its first meeting.*

Nominees must be proposed and seconded.

### **Appendix 3**

#### **To consider the dates for the 2025 Over 60's Christmas lunches**

Llanharan OAP and Brynna OAP have suggested the following dates:

17<sup>th</sup> December 2025 – Llanharan OAP

18<sup>th</sup> December 2025 – Brynna OAP

Llanharan RFC is available on both dates.



## **Appendix 4**

### **Quotations for the provision of catering for the 2025 over 60s Christman lunches.**

3 well-known local caterers were contacted and invited to provide quotations using the following specification:

*Llanharan Community Council is seeking quotations to provide catering for its annual Senior Citizen's Christmas Lunches to be held over two days (on the Wednesday 17<sup>th</sup> and Thursday 18<sup>th</sup> December 2025) at Llanharan RFC (CF72 9RD)*

*Numbers to be confirmed but quotation to be based on 200 people. Quote to be for cost per head please expressed as Excluding VAT (You may express the cost as inclusive of VAT also on your quote if you wish).*

#### **Specification:**

##### **Starter**

*Soup (with bread rolls)*

##### **Main meal**

*Option of a beef or turkey Christmas lunch (numbers of each will be known in advance).*

##### **Dessert**

*Option of a cheese board or alternative dessert (numbers of each will be known in advance).*

*Coffee/Tea.*

#### **To include the following:**

*Tablecloths*

*All crockery and cutlery*

*Festive Table centrepieces*

*Festive Serviettes*

*Table service.*

*Christmas Crackers*

*Please indicate any alternatives, omissions or extras from the specification given above.*

## **Responses**

The following caterers were approached:

Cresta Caterers (Who provided catering for the 2024 event).

Browning (Who had catered the event in the past)

Just Perfect Catering.

Cresta caterers responded with a number of menu options – See Appendix 4a

Brownings responded but did not have availability on the dates listed – See Appendix 4b

Just Perfect Catering did not respond to the request – See Appendix 4c

Summary of quotes from Appendix 4a (Cresta). All prices per head.

Menu 1 - £24.33 plus VAT. (£29.20 inclusive). With cheeseboard – £26.79. (£32.15 inclusive).\*

Menu 2 - £26.00 plus VAT. (£31.20 inclusive). With cheeseboard - £28.46. (£34.15 inclusive)

Menu 3 - £27.67 plus VAT. (£33.20 inclusive). With cheeseboard - £30.13. (£36.15 inclusive)

***\*This option is not Turkey or beef as an option***

|             |                 |   |
|-------------|-----------------|---|
| 2024 cost – | Cresta Caterers | With cheeseboard - £25.79. (£30.95 inclusive) |
|-------------|-----------------|---|

|             |      |        |
|-------------|------|--------|
| 2023 cost - | LCDP | £24.95 |
|-------------|------|--------|

|             |      |        |
|-------------|------|--------|
| 2022 cost - | LCDP | £23.00 |
|-------------|------|--------|

# ***Christmas Dinner Menu 1***

***Traditional Minestrone Soup  
Served with a basket of warm granary rolls***

~

***Roast Pembrokeshire Turkey  
Chipolata Sausage, Cranberry Sauce, Sage & Onion Stuffing  
or***

***Best of Both  
(Roast Welsh Beef Wrapped in Roast Turkey)  
Chipolata Sausage, Cranberry Sauce, Sage & Onion Stuffing  
or***

***Mushroom, Chestnut & Cranberry Wellington (V)***

***Baton Carrots  
Baby Brussels Sprouts  
Petit Pois  
Roast & Baby New Potatoes cooked in their skins***

~

***Christmas Pudding & Brandy Sauce  
or  
Profiteroles with Chocolate Sauce***

~

***Coffee, Tea & After Dinner Mints***

***The cost of the above is £29.20 inc vat per person  
There is a surcharge of £2.50 per person for numbers below 45***

***For the above individual choices, we will require place cards  
for each guest listing their menu choices.***

***Cheese Boards can be provided at an extra cost of £2.95 per head***

***All prices quoted are inclusive of VAT at 20%. The price includes all china, cutlery, cotton  
table covers, festive napkins, floral decorations & crackers***

***\* Choices of Main Course and Dessert must be notified with final numbers  
10 days prior to the event.***



# ***Christmas Dinner Menu 2***

***Creamy Garlic Mushrooms with Rustic Breads***

***or***

***Country Vegetable Soup***

***Served with a basket of warm Granary Rolls***

***~***

***Roast Pembrokeshire Turkey***

***Chipolata Sausage, Cranberry Sauce, Sage & Onion Stuffing***

***or***

***Roast Welsh Beef***

***Yorkshire Pudding, Horseradish Sauce, English Mustard***

***or***

***Mushroom, Chestnut & Cranberry Wellington (V)***

***Baton Carrots***

***Baby Brussels Sprouts***

***Petit Pois***

***Roast & Baby New Potatoes cooked in their skins***

***~***

***Christmas Pudding & Brandy Sauce***

***Or***

***Vanilla Cheesecake with a Winterberry Compôte***

***~***

***Coffee, Tea & After Dinner Mints***

***The cost of the above is £31.20 inc vat per person***

***There is a surcharge of £2.50 per person for numbers below 45***

***For the above individual choices, we will require place cards  
for each guest listing their menu choices.***

***Cheese Boards can be provided at an extra cost of £2.95 per head***

***All prices quoted are inclusive of VAT at 20%. The price includes all china, cutlery, cotton  
table covers, festive napkins, floral decorations & crackers***



# ***Christmas Dinner Menu 3***

***Prawn Salad with a Marie Rose Sauce***

***or***

***Traditional Minestrone Soup***

~

***Roast Pembrokeshire Turkey***

***Pigs in Blankets, Cranberry Sauce, Sage & Onion Stuffing***

***or***

***Roast Welsh Beef***

***Yorkshire Pudding, Horseradish Sauce, English Mustard***

***or***

***Mushroom, Chestnut & Cranberry Wellington (V)***

***Baton Carrots***

***Baby Brussels Sprouts***

***Petit Pois***

***Roast & Baby New Potatoes cooked in their skins***

~

***Christmas Pudding & Brandy Sauce***

***Or***

***Vanilla Cheesecake with a Winterberry Compôte***

~

***Coffee, Tea & After Dinner Mints***

***The cost of the above is £33.20 inc vat per person***

***There is a surcharge of £2.50 per person for numbers below 45***

***For the above individual choices, we will require place cards  
for each guest listing their menu choices.***

***Cheese Boards can be provided at an extra cost of £2.95 per head***

***All prices quoted are inclusive of VAT at 20%. The price includes all china, cutlery, cotton  
table covers, festive napkins, floral decorations & crackers***



**From:** [helen@crestacaterers.co.uk](mailto:helen@crestacaterers.co.uk) on behalf of [Cresta Caterers](#)  
**To:** [Janine Turner](#); [The Clerk](#)  
**Subject:** Re: Llanharan Community council Christmas dinners  
**Date:** 13 June 2025 13:22:22  
**Attachments:** [Xmas Dinner 2025 Menu 1.pdf](#)  
[Xmas Dinner 2025 menu 2.pdf](#)  
[Xmas Dinner 2025 menu 3.pdf](#)

---

Hi Janine,

Thank you for your enquiry. We would be very happy to work with you again this year. All of our Christmas menus (attached) include Staff, Crockery, Cutlery, Tablecloths, Festive Serviettes, Festive Table-centres and Christmas Crackers.

If you have any queries or require further information please do not hesitate to contact me.

Kind Regards  
Helen

On Fri, 13 Jun 2025 at 13:04, Helen Danter <[helen@crestacaterers.co.uk](mailto:helen@crestacaterers.co.uk)> wrote:

----- Forwarded message -----

**From:** **Janine Turner** <[janine.turner@llanharan-cc.gov.wales](mailto:janine.turner@llanharan-cc.gov.wales)>  
**Date:** Thu, 12 Jun 2025 at 14:17  
**Subject:** Llanharan Community council Christmas dinners  
**To:** Janine Turner <[janine.turner@llanharan-cc.gov.wales](mailto:janine.turner@llanharan-cc.gov.wales)>  
**Cc:** The Clerk <[clerk@llanharan-cc.gov.wales](mailto:clerk@llanharan-cc.gov.wales)>

Good afternoon,

Llanharan Community Council is seeking quotations to provide catering for its annual Senior Citizen's Christmas Lunches to be held over two days (on the Wednesday 17<sup>th</sup> and Thursday 18<sup>th</sup> December 2025) at Llanharan RFC (CF72 9RD)

Numbers to be confirmed but quotation to be based on 200 people. Quote to be for cost per head please expressed as Excluding VAT (You may express the cost as inclusive of VAT also on your quote if you wish).

**Specification:**

**Starter**

Soup (with bread rolls)

**Main meal**

Option of a beef or turkey Christmas lunch (numbers of each will be known in advance).

**Dessert**

Option of a cheese board or alternative dessert (numbers of each will be known in advance).

*Coffee/Tea.*

**To include the following:**

Tablecloths

All crockery and cutlery

Festive Table centrepieces

Festive Serviettes

Table service.

Christmas Crackers

Please indicate any alternatives, omissions or extras from the specification given above.

Many thanks

Janine

**From:** [Janine Turner](#)  
**To:** [The Clerk](#)  
**Subject:** Fwd: Llanharan Community council Christmas dinners  
**Date:** 26 June 2025 13:01:12

---

Many thanks  
Janine

Begin forwarded message:

**From:** browningcaterers <browningcaterers@aol.com>  
**Date:** 16 June 2025 at 11:14:09 BST  
**To:** Janine Turner <janine.turner@llanharan-cc.gov.wales>  
**Subject:** RE: Llanharan Community council Christmas dinners

Dear Janine,

Our available dates in December are the 3rd, 4th, 8th, 15th, 16th, 19th, 22nd, and 23rd. All weekend dates in December are also free. I hope this is helpful.

Regards,  
Dane James  
Browning Caterers

----- Original message -----

From: Janine Turner <janine.turner@llanharan-cc.gov.wales>  
Date: 12/06/2025 14:17 (GMT+00:00)  
To: Janine Turner <janine.turner@llanharan-cc.gov.wales>  
Cc: The Clerk <clerk@llanharan-cc.gov.wales>  
Subject: Llanharan Community council Christmas dinners

Good afternoon

Llanharan Community Council is seeking quotations to provide catering for its annual Senior Citizen's Christmas Lunches to be held over two days (on the Wednesday 17<sup>th</sup> and Thursday 18<sup>th</sup> December 2025) at Llanharan RFC (CF72 9RD)

Numbers to be confirmed but quotation to be based on 200 people. Quote to be for cost per head please expressed as Excluding VAT (You may express the cost as inclusive of VAT also on your quote if you wish).

**Specification:**



**Starter**

Soup (with bread rolls)

**Main meal**

Option of a beef or turkey Christmas lunch (numbers of each will be known in advance).

**Dessert**

Option of a cheese board or alternative dessert (numbers of each will be known in advance).

*Coffee/Tea.*

**To include the following:**

Tablecloths

All crockery and cutlery

Festive Table centrepieces

Festive Serviettes

Table service.

Christmas Crackers

Please indicate any alternatives, omissions or extras from the specification given above.

Many thanks

Janine

## Appendix 4c

### Evidence of Attempt to obtain 3 quotations for catering for 2025 Over 60's Christmas lunches



## **Appendix 5**

### **To consider other matters concerning the organisation of the 2025 Over 60's Christmas lunches.**

#### **Proposals**

1. **The Committee decide upon a name for the event.**

In 2024 the event was called, "The Llanharan Community Council Over 60's Christmas Lunches'

2. **That the Committee decide which dignitaries to be invited.**

- a) The local MP
- b) The Local AM(s)
- c) The Mayor of RCTCBC
- d) Any other guests?

In 2024 and previous years all 3 postholder were invited.

3. **The policy for Councillors plus 1's be considered.**

In 2024 the Council's policy was as follows:

*Councillors are entitled to attend one or both days as their availability suits as representatives of the council.*

*For a Councillor's partner or plus one, they are allowed to attend on one or both days, too. However, partners'/plus one's meals should be paid for unless they are over 60 and live in the LCC area (ie they qualify as ordinary residents), in which case one meal will be paid for by council, and any second day attendance meal must be paid for by the individual with them being directly invoiced by the council following the event. \**

*\*The invoicing criteria to apply based on their booking and not their actual attendance. Note: This policy could be changed so that meals are paid for prior to the event at the time of booking.*

#### 4. Entertainment

- a) In previous years, Llanharan and Brynna Schools have been invited to perform at one day each. The Community Council has funded transport where necessary. (See attached summary of costs from 2025)
- b) In previous years a donation of £100 each has been paid to both Brynnau and Llanharan Primary schools to cover the costs of providing entertainment.
- c) In recent years the Chair of the Council has hosted both events and organised a quiz with a prize (Prizes can be funded by the Chair's allowance or claimed as expenses by the Chair if PRE-APPROVED by the Council/Committee and receipts provided). \*
- d) In recent years the Chair of the Council has organised a raffle with prizes (Prizes can be funded by the Chair's allowance or claimed as expenses by the Chair if PRE-APPROVED by the Council/Committee and receipts provided). \*

*\*Funded under S137 of the LGA 1972*

#### 5. Qualifying criteria for attendance

In recent years the qualifying criteria has been:

- a) Qualifying criteria – The attendee must be of the qualifying age and must live in the Llanharan community Council area. (Their addresses are on the slips). Other than that anyone can attend.
- b) Carers have been allowed to attend if necessary in the past and receive a free meal – although in the past there have been no checks on this and no documentation has been requested as evidence.

Should the Council wish to insist on a form of documentary proof that a potential attendee under 60 is a carer a number of options are available:

## ✓ Common Forms of Evidence for a Carer Role

| Type of Document  | Description   | Suitable For                            |
|---|---|---|
| Carer's Allowance Award Letter                                  | Issued by DWP if the person claims Carer's Allowance        | Most official recognition               |
| Letter from GP or NHS Professional                              | Confirms the person provides regular care for someone       | Unpaid/family carers                    |
| Local Authority Carer Registration Letter                       | Some councils keep a carers register and issue confirmation | Registered carers                       |
| Support Plan or Care Plan (NHS or Social Services)              | Lists the carer as a key support person                     | Formal part of care provision           |
| Carer's Emergency Card or ID Badge                              | Issued by many local councils to recognised carers          | Fast and official                       |
| Letter from Employer (if employed as a private or agency carer) | Confirms employment as a carer for a specific person        | Paid/professional carers                |
| Social Worker or Care Coordinator Letter                        | Confirms the person is acting in a caring role              | Useful for multi-agency care situations |

Alternatively, the Council could insist that carers meals are paid for in advance (at the time of booking).

## 6. Transport

Each year the Community Council has paid for the following transport:

- a) Cost of busses to transport OAP's to and from the venue. (£180 in 2024)
- b) Cost of busses for Brynnau Primary school to transport children and staff to and from the venue. (£50 in 2024)

Note: Each year we receive 1 or 2 requests for people to be picked up from their homes and taken/dropped off afterwards due to mobility or other issues as they cannot get to the bus pickup points. Currently the Officers report that the Council cannot offer this service. Individual councillors have sometimes done this in a personal capacity. If no mechanism is put in place this should be made explicit on the booking slips.

## 7. Any other items or issues not listed here.

## **Appendix 6**

### **To consider the details of arrangements for the 2025 Fireworks display, the fireworks provider having already been arranged.**

#### **Proposals**

##### **1. Venue**

In 2024 the event was held at the Llanharan Welfare Ground.

A payment of of £250 to LRGT for the venue and £15/hour for cleaning up to a maximum of £60 on receipt of appropriate invoices was authorised. However, LRGT declined to invoice the council and provided the venue free of charge.

Officer recommendation:

To select a venue and to delegate authority to the Clerk to seek to obtain an appropriate hire agreement with the chosen venue and to authorise the officers to spend upto to £250 for the hire of the venue subject to the receipt of appropriate invoices.

##### **2. Licencing**

A temporary premises licence will be required. Council has previously resolved that the licence application must be submitted by the September meeting of Council for the event to proceed.

Officer recommendation:

To delegate the practical aspects of the arrangement of the event and the licence application to the officers of the council in consultation with the Chair of the Events Committee. The officers authorised to spend up to the budgeted amount of £10,000 in total on the event. (2024 event total cost = £7,723).

##### **3. Ticketing**

Whilst previous events have been ticketed, the 2024 event was not ticketed.

A post event-review identified that managing numbers on the night in order to comply with licence requirements and maintain public safety was problematic. With members of the public attending to find the gates closed due to the event reaching its safe capacity (3000). In the event all those who wished to enter were granted access as they were allowed in as others left. However, this was identified as a risk with gate marshals under pressure to allow people in and constituting a potential source of conflict with members of the public.

A free ticketing system could be considered to manage numbers or an alternative method of managing numbers adopted.

*Note: Llanharry Community Council is holding its fireworks event on the same date, and it is possible that other events will also be held locally on the same date.*

#### 4. Marshalls (SIA and volunteer)

In 2024 the event was covered by 23 marshals comprising 20 STW (non SIA) Marshals (provided by Rocket Security at a cost of £1500) and volunteer marshals.

Officer recommendation:

That the 2025 event be covered by a similar number of marshals but that 10 of these marshals should be SIA marshals able to legally carry out licensable activities such as access control, to refuse entry if necessary and to deal with disorder. It is likely that the temporary premises licence application will require an SIA presence. That the officers be directed to obtain quotations.

#### 5. Road crossings, traffic and parking.

Safely facilitating the public crossing the road into the welfare ground was identified as a significant source of risk from the 2024 event with volunteer, unqualified Marshals facilitating crossing. The police cannot guarantee they will assist and so the options are to 1) provide no assistance or 2) to apply for a Temporary Traffic Restriction Order (TTRO) and either to provide manned temporary traffic lights or suitably qualified marshals to periodically stop traffic and allow safe crossing.

Providing no assistance could lead to a safety hazard to the public and/or create nuisance for traffic.

The Clerk is currently assessing the costs of a TTRO application. Current indications are that this could cost several thousand pounds. However, there may be the option to seek a waiver or reduction in the fee given the nature of the event and the fact that we are a Community Council. Any waiver or reduction would need to be sought from the political leadership of the highway authority.

Consideration could also be given as to whether to apply for a TTRO for surrounding streets and the Haran roofing entrance (See below), notwithstanding the cost element of such an application.

Further information to follow.

#### 6. Disabled access, parking and other arrangements.

The post 2024 event-review identified that whilst the low-noise display and disabled access inside the venue was successful. Disabled access for vehicles and the provision for disabled parking could be improved.

The details of some of these aspects can be addressed in due course in the event plan, however members are invited to give guidance on the provision of disabled parking.

- a) It has been suggested that the Haran Roofing entrance could be used for disabled access as a drop off point and to access limited disabled parking on a first come first served basis. Consideration should therefore be given as to whether to apply for a TTRO (road closure) for this area
- b) Consideration should be given to whether a method of pre-booking is required and if any documentation would be required at the point of booking. Some guidance on this is shown below:



## ✓ Recommended Proof of Disability for Parking Access:

### 1. Valid Blue Badge (UK)

- Primary and official proof of disability for parking.
- Issued by local authorities under the UK Government's Blue Badge Scheme.
- You can ask attendees to **display or present a valid Blue Badge** (photo or digital copy) when booking or upon entry.

### 2. Disabled Persons Railcard / Bus Pass

- While not specific to parking, these can serve as **secondary proof** if someone does not hold a Blue Badge but has mobility limitations.
- Accept at your discretion, depending on how flexible your policy is.

### 3. Personal Independence Payment (PIP) Award Letter

- Specifically if it includes the **Mobility component**.
  - You could ask for a **redacted version** to protect privacy (e.g., just the name and mobility award details).
- 

## ⊘ What You **Should NOT** Request:

To avoid discrimination or breaches of GDPR, **do not** ask for:

- Full medical records
- Letters from doctors (unless voluntarily offered)
- Details of specific medical conditions

## 7. First aid provision

During the 2024 event 2 externally provided qualified first aiders were present. An ambulance was booked but was not available on the day.

A post event review identified that these numbers were inadequate given the numbers of attendees.

### Officer recommendation:

That 4 externally provided qualified first aiders plus an ambulance from St Johns ambulance be provided for the event.

## 8. Other considerations

Officer recommendations:

That based on previous events and conversations held by the previous Fireworks working group council resolves the following:

- a) No sparklers be allowed into the event.
- b) Suitable vendors be arranged for the event, no pitch fees be charged but that vendors offer food and drink to marshals free of charge.
- c) A lost children point be situated in a signposted location with a dba checked safeguard lead for the event and a safeguarding policy in place.
- d) No charity or bucket collections be allowed.
- e) No alcohol to be sold or permitted to be brought in or consumed at the event.

9. Any other items or issues not listed here.

Note: A summary of expected costs from the 2024 event. These costs were overestimated but are indicative and provided for information.

| DESCRIPTION  | INCLUDED<br>IN PRICE<br>YES/NO | % HIGH<br>NOISE /<br>LOW<br>NOISE | PRICE<br>£       | COMMENTS                                      |
|--|--------------------------------|-----------------------------------|------------------|---|
| A FIREWORKS DISPLAY USING BETWEEN 50-70% STANDARD HIGH-NOISE FIREWORKS AND BETWEEN 30-50% LOW-NOISE FIREWORKS. WE AIM TO DISPLAY THE LOW-NOISE FIREWORKS FIRST, FOLLOWED BY AN ANNOUNCEMENT THAT STANDARD HIGH-NOISE FIREWORKS DISPLAY WILL FOLLOW, GIVING THOSE WHO WANT TO LEAVE THE OPPORTUNITY TO DO SO. THE TOTAL DISPLAY TO LAST AROUND 20 MINUTES PROVIDED BY A TRAINED AND COMPETENT PERSON. | Yes                            | 70% normal<br>30% low<br>noise    | 3,500.00         | Included in overall budget                    |
| RISK ASSESSMENT  | Yes                            |                                   |                  | Included in Event Management                  |
| TEMPORARY EVENTS LICENCE   | Yes                            |                                   |                  | NA  |
| STEWARDED/MARSHALLING/ <i>Event Management</i>   | Yes                            |                                   | 4,125.00         | To provide sufficient marshalls for the event |
| POST-EVENT CLEANUP   | Yes                            |                                   |                  | Included in Event Management                  |
| FIRST AID COVER  | Yes                            |                                   | 370.00           | Budget cost for the First Aid company         |
| SAFETY BARRIERS/LIGHTING/TOILETS   | Yes                            |                                   | 2,200.00         | Supplied from hire company                    |
| DJ   | Yes                            |                                   | 250.00           | DJ's fee for event                            |
| SKIP(S) FOR CLEANUP  | Yes                            |                                   | 260.00           | Skip hire fee                                 |
| INSURANCE  | Yes                            |                                   | 1,800.00         | Budget cost for insurance                     |
| BANNERS/SIGNAGE (SUBJECT TO LCC APPROVAL)  | Yes                            |                                   | 350.00           | Please see LCDP T&C's                         |
| FOOD OUTLETS/VENDORS   | Yes                            |                                   |                  | Please see LCDP T&C's                         |
| GIFTS STALLS/STANDS  | Yes                            |                                   |                  | Please see LCDP T&C's                         |
| TICKETING  | Yes                            |                                   |                  | NA  |
| RADIOS   | Yes                            |                                   | 250.00           | Budget cost for Radios                        |
| POLICING   | Yes                            |                                   |                  | Included in Event Management                  |
| OTHER CONSIDERATIONS   | Yes                            |                                   | 1,310.50         | Admin Fee 10%                                 |
|  |                                |                                   |                  |   |
|  |                                |                                   |                  |   |
| <b>TOTAL PRICE</b>   |                                |                                   | <b>14,415.50</b> |   |

## **Appendix 7**

**To consider holding a family friendly event at Bryncae Community Centre on 23rd August, as part of a series of wider community activities arranged with local businesses and groups.**

### **Proposal**

As per title. And to use funds from the budget line – Multicultural carnival and VE day. There being circa £7,000 available.

The fund day to comprise face painting, bouncy castles, small fairground rides and some food/drink stalls (non alcoholic) and music.

To be known as Llanharan Summer Jam, a collaborative event with local businesses holding events at their premises.. Currently a number of local businesses have indicated they would like to participate.

*Note: Bryncae Community Centre is currently booked on Saturday 23<sup>rd</sup> August until 6.30pm.*

Current booking availability can be found here:

<https://app.myhallwizard.com/bryncae-community-centre>

Officer's recommendation:

If approved a budget for this event should be set by the committee. And to delegate authority to the Clerk to spend up to that amount and to make suitable arrangements for the event (including satisfying any licencing obligations) in consultation with the Chair of the Events working group.

Alternatively, a working group could be set up.