



LLANHARAN COMMUNITY COUNCIL

Minutes of the meeting of the Events Committee held by remote attendance on Thursday 4th June 2026 at 7pm.

The meeting was held in accordance with:

The Local Government and Elections (Wales) Act 2021

Present: Councillors: Cllrs Chris Parker (Deputy Chair), David Evans, Rhys Jenkins, Robert Smith.

Clerk to the Council: Leigh Smith

Assistant Clerk: Rebecca Jenkins

Apologies: Cllr Janine Turner

Absent: Cllr Andrew Morgan

Members of the public: None

EV2026/034 Welcome and Apologies

The Chair welcomed all attendees.

RESOLVED

To accept Cllr Janine Turner's reason for absence.

EV2026/035 Disclosures of Interests

None.

EV2026/036 Approval of Minutes

RESOLVED

To approve as a true record the minutes of the Events Committee meeting held remotely on 31st March 2026.

EV2026/037 Public speaking

None.

EV2026/038 Correspondence

None.

EV2026/039 Events Committee Action Plan

Noted.

EV2026/040 Further arrangements for the 2026 Fireworks display

Noted.

EV2026/041 Annual Events Timetable

RESOLVED

To adopt the draft Annual Events Timetable as presented to the Committee in Appendix 5.

EV2026/042 Urgent information or items suggested to the Clerk for a future agenda

Cllr Smith advised the committee that there would be a need to purchase or hire PA equipment for the Remembrance Day event unless the system used in previous years can be tested and certified.

To allocate a budget to each of the events from the Community Events budget.

To consider planning a summer event.

There being no further business the meeting closed at 7.25pm.

Date of next meeting: Thursday 24th September 2026

Councillor Chris Parker
Deputy Chair, Events Committee.



LLANHARAN COMMUNITY COUNCIL

Minutes of the meeting of the Events Committee held by remote attendance on Tuesday 31st March 2026 at 7pm.

The meeting was held in accordance with:

The Local Government and Elections (Wales) Act 2021

Present: Councillors: Cllrs Chris Parker (Deputy Chair), Neil Feist, Andrew Morgan, Robert Smith.

Clerk to the Council: Leigh Smith

Assistant Clerk: Rebecca Jenkins

Apologies: Cllrs Rhys Jenkins, Janine Turner

Absent: Cllr David Evans

Members of the public: None

EV2026/020 Welcome and Apologies

The Chair welcomed all attendees and expressed the committee's best wishes to Cllr Turner and family.

RESOLVED

- a) To accept Cllr Janine Turner's reason for absence.
- b) To accept Cllr Rhys Jenkins' reason for absence.

EV2026/021 Disclosures of Interests

Cllr Neil Feist declared a personal interest being a member of Llanharan RFC.

Cllr Andrew Morgan declared a personal interest being a member of Llanharan RFC.

EV2026/022 Approval of Minutes

RESOLVED

To approve as a true record the minutes of the Events Committee meeting held remotely on 20th January 2026.

EV2026/023 Public speaking

None.

EV2026/024 Correspondence

Noted.

EV2026/025 Events Committee Action Plan

Noted

The committee noted the success of the St David's Day event.

EV2026/026 Further arrangements for the 2026 Fireworks display

RESOLVED

- a) To hold the 2026 Fireworks display at Llanharan Welfare Ground for the reasons stated in the paper supplied to the committee as Appendix 4.
- b) To instruct the Officers to continue researching the necessary arrangements to use Llanharan RFC in future years.

EV2026/027 2026 Over 60s' Christmas Lunches

RESOLVED

To hold over 60s' Christmas lunches on Wednesday 16th and Thursday 17th December 2026 as being the dates proposed by Llanharan OAP Association subject to the availability of caterers and a venue.

EV2026/028 Caterers - 2026 Over 60s' Christmas Lunches

a) RESOLVED

To engage Cresta Caterers to provide the lunches in 2026 and to book a maximum of 320 places with Menu 2 including the optional Cheese board at £28.92 per head (£34.70 including VAT), and to budget the sum of £9,255 for the purpose.

b) RECOMMENDED

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.

EV2026/029 Venue - 2026 Over 60s' Christmas Lunches

RESOLVED

To book Llanharan Rugby Club for the 2026 lunches and to authorise the officers to spend the sum of £300 for this purpose.

EV2026/030 Increased budget for the panto production stage extension

RESOLVED

To book Events Onstage Ltd to supply the stage extension and to increase the budget for the event by £1,175 to £4,173 for the purpose.

RECOMMENDED

To suspend Financial Regulation 11.3.e.iii)

11.3.e.iii)

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 below £1,500 and above £250 the Proper Officer shall strive to obtain 3 estimates of the cost of proposed supply.

taking into account the Council's recent previous experience with Events Onstage Ltd, a local company, having provided an excellent service at the VE Day event in 2025, and noting that other companies having been approached for quotations did not respond.

EV2026/031 Request to undertake the annual Remembrance Day service at Llanharan War Memorial

RECOMMENDED

To accept the request of the Royal British Legion to undertake the management of the annual Remembrance Day service at Llanharan War Memorial, and to refer further planning back to the Events committee supported by the investigation of the Officers.

EV2026/032 Annual Events timetable

RESOLVED

To instruct the Officers to make the draft Annual Events timetable available to Members for consideration.

EV2026/033 Urgent information or items suggested to the Clerk for a future agenda

Cllr Parker volunteered to make further investigations into the licensing requirements for public film screening.

There being no further business the meeting closed at 7.50pm.

Date of next meeting: TBC

Councillor Chris Parker
Deputy Chair, Events Committee.

Events Committee Action Plan 26/05/2026								
Action no	Date added	Category	From	Action	Notes	Status2	Owner	
EV2025/008d)	09/07/2025	Events	Events	d) RESOLVED Xmas lunches 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.	Brynna and Llanharan invited and confirmed.	Completed	LS	
EV2025/008e)	09/07/2025	Events	Events	e) RESOLVED Xmas lunches 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.		Completed	LS	
EV2025/008f)	09/07/2025	Events	Events	f) RESOLVED Xmas lunches 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.		Completed	RJ	
EV2025/008g)	09/07/2025	Events	Events	g) RESOLVED Xmas lunches 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.	Note: Scrutiny of addresses to be applied this year with reference to the electoral role and follow-up if necessary.	Completed	RJ	
EV2025/008h)	09/07/2025	Events	Events	h) RESOLVED Xmas lunches 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 career.		Completed	RJ	
EV2025/008i)	09/07/2025	Events	Events	i) RESOLVED Xmas lunches 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.		Completed	RJ	
EV2025/019	30/10/2025	Events	Events	EV2025/019 Christmas event RESOLVED To hold a Christmas event at Bryncae Community Centre on 21st December 2025 To allocate a budget of £2500 for the event To delegate authority for organising the event to the officers of the council in consultation with interested members.	Organise event	Completed	LS	
EV2026/006a)	16/01/2026	Events	Events	EV2026/006 Additional arrangements for the 2026 Fireworks display including fireworks provider, venue and other aspects of the event. a) RESOLVED For the Clerk to obtain quotes from Pendragon for the fireworks display and be authorised to place an order provided that the cost increase from the 2025 event does not exceed 10%. Pendragon having a proven track record of providing safety information and risk assessment, adequate numbers of trained and competent staff and a display of proven quality.	Resolution to suspend financial regulation 11.3e)ii at a subsequent meeting of Full Council resolved: 2026/097. Formal order placed with Pendragon March 26.	Completed	LS	

EV2026/006b)	16/01/2026	Events	Events	EV2026/006 Additional arrangements for the 2026 Fireworks display including fireworks provider, venue and other aspects of the event. b) RESOLVED For the Clerk to obtain quotations from providers who facilitated the 2025 event for presentation to a future meeting of the committee.	Request quotes from Rocket, Sunbelt, Cardiff entertainment and others later in the year.,		LS
EV2026/006c)	16/01/2026	Events	Events	EV2026/006 Additional arrangements for the 2026 Fireworks display including fireworks provider, venue and other aspects of the event. c) RESOLVED To delegate the operational and organisational aspect of the event to the Officers of the Council liaising with interested members. Reporting back to the committee as appropriate.	Arrange meeting Barrmores. Draft 2026 event plan. Engage with ESAG		LS
EV2026/007	16/01/2026	Events	Events	EV2026/007 St David's Day event RESOLVED To hold a St David's Day event at Bryncae Community Centre on 1st March 2026. For the Officers to make suitable arrangements for the event in consultation with interested members. Funds to be taken from budget line "Multicultural carnival".	Book stallholders. Plan and release publicity.	Completed	RJ
EV2026/018	21/01/2026	Events	Events	EV2026/0018 Budget for the St David's Day event to be held on 1st March 2026 at Bryncae Community Centre. RESOLVED To allocate a budget of £2,000 for the St David's Day event to be held at Bryncae Community Centre on 1st March 2026 and the officers authorised to spend up to this amount.	Proceed with arrangements.	Completed	RJ
2026/044	20/02/2026	Full Council	Events	2026/044 Resolutions and recommendations of the Events Committee held 20th January 2026 RESOLVED EV2026/017 Holding of a pantomime in November 2026 To hold a pantomime in November 2026 and to set a budget of £3,000. Other aspects of the event to be delegated to the Events Committee and the budget line 'Community Events' delegated to the committee.	Proceed with arrangements including ticketing etc... Future liaison with Events Comm necessary. Quote received for stage extension. Site visit from production team 8th May	Completed	RJ
2026/045	20/02/2026	Full Council	Events	2026/045 Altering the terms of reference for the Events Committee RESOLVED To alter the terms of reference for the Events Committee to read the following from 1st April 2026. To examine [and make decisions on] any arrangements or terms to be set regarding the holding of community events including providers, venues and any other aspects of an event. Incorporating the Fireworks Display and Senior Citizen's Christmas Lunches. The Committee to be delegated authority to make decisions on and spend such funds available for events in the budget under the heading 'Community Functions' as allocated by the council, including delegated authority to spend the budget line 'community events' with available funds to be spent on any Community Council organised events as it sees fit.	Alter master Committee list.		LS

2026/097	20/03/2026	Full Council	Events	<p>2026/097 Suspension of Financial Regulation 11.3e) ii) in order to facilitate the placement of an order with Pendragon Ltd for the provision of the 2026 fireworks display. RESOLVED</p> <p>To suspend financial regulation 11.3e)ii), declining to obtain further quotations on the grounds that the council has previous benchmark costs having obtained quotations previously, there being a price freeze for this year's event and Pendragon having a proven track record of providing safety information and risk assessment, adequate numbers of trained and competent staff and a display of proven quality.</p>	Order placed.	Noted	NA
EV2026/026	01/04/2026	Events	Events	<p>2026/115 Resolutions and recommendations of the Events Committee held on 31st March 2026</p> <p>EV2026/026 Further arrangements for the 2026 Fireworks display RESOLVED</p> <p>To hold the 2026 Fireworks display at Llanharan Welfare Ground for the reasons stated in the paper supplied to the committee as Appendix 4.</p> <p>To instruct the Officers to continue researching the necessary arrangements to use Llanharan RFC in future years.</p>			
EV2026/027	01/04/2026	Events	Events	<p>2026/115 Resolutions and recommendations of the Events Committee held on 31st March 2026</p> <p>EV2026/027 2026 Over 60s' Christmas Lunches RESOLVED</p> <p>To hold over 60s' Christmas lunches on Wednesday 16th and Thursday 17th December 2026 as being the dates proposed by Llanharan OAP Association subject to the availability of caterers and a venue.</p>			
EV2026/028	01/04/2026	Events	Events	<p>2026/115 Resolutions and recommendations of the Events Committee held on 31st March 2026</p> <p>EV2026/028 Caterers - 2026 Over 60s' Christmas Lunches RESOLVED</p> <p>To engage Cresta Caterers to provide the lunches in 2026 and to book a maximum of 320 places with Menu 2 including the optional Cheese board at £28.92 per head (£34.70 including VAT), and to budget the sum of £9,255 for the purpose.</p>	Booked 1/4/26	Completed	RJ
EV2026/029	01/04/2026	Events	Events	<p>2026/115 Resolutions and recommendations of the Events Committee held on 31st March 2026</p> <p>EV2026/029 Venue - 2026 Over 60s' Christmas Lunches RESOLVED</p> <p>To book Llanharan Rugby Club for the 2026 lunches and to authorise the officers to spend the sum of £300 for this purpose.</p>	Emailed to book 1/4/26. Emailed to request confirmation 30/4/26	Completed	RJ

EV2026/030	01/04/2026	Events	Events	<p>2026/115 Resolutions and recommendations of the Events Committee held on 31st March 2026</p> <p>EV2026/030 Increased budget for the panto production stage extension</p> <p>RESOLVED</p> <p>To book Events Onstage Ltd to supply the stage extension and to increase the budget for the event by £1,175 to £4,173 for the purpose.</p>	Met MaM Productions 8/5/26. Back to Ev Onstage for revised quote: 5m stage not 6m.		RJ
EV2026/032	01/04/2026	Events	Events	<p>2026/115 Resolutions and recommendations of the Events Committee held on 31st March 2026</p> <p>EV2026/032 Annual Events timetable</p> <p>RESOLVED</p> <p>To instruct the Officers to make the draft Annual Events timetable available to Members for consideration.</p>	Developed a draft outline timetable for consultation with members	Completed	RJ
2026/115a)	17/04/2026	Full Council	Events	<p>2026/115 Resolutions and recommendations of the Events Committee held on 31st March 2026</p> <p>a) RESOLVED</p> <p>To suspend Financial Regulation 11.3 e) ii) on the grounds that the Council have attempted to obtain 3 quotations for catering having requested quotations from local providers but only one of the providers being available on the dates of the Christmas lunch events.</p>			
2026/115b)	17/04/2026	Full Council	Events	<p>2026/115 Resolutions and recommendations of the Events Committee held on 31st March 2026</p> <p>b) RESOLVED</p> <p>To suspend Financial Regulation 11.3.e.iii) with regards the hire of a temporary stage for the Pantomim, taking into account the Council's recent previous experience with Events Onstage Ltd, a local company, having provided an excellent service at the VE Day event in 2025, and noting that other companies having been approached for quotations did not respond.</p>			
2026/115c)	17/04/2026	Full Council	Events	<p>2026/115 Resolutions and recommendations of the Events Committee held on 31st March 2026</p> <p>c) RESOLVED</p> <p>EV2026/031 Request to undertake the annual Remembrance Day service at Llanharan War Memorial</p> <p>To accept the request of the Royal British Legion to undertake the future arranging of the annual Remembrance Day service at Llanharan War Memorial, and to refer further planning back to the Events committee.</p>			

Appendix 4

Further arrangements for the 2026 Fireworks display

Task	Status / Timing
Pyrotechnics display provider	Booked
Venue	Booked
Meet with Barrmore Vets to discuss access	TBC July 26
Finalise event risk assessment and event plan based on learns from 2025 and conversation with Barrmore Vets.	July 26
Attend ESAB to review event risk assessment and event plan	TBC
Book traffic management	TBC
Book event equipment (toilets, mats, barriers etc...)	TBC
Arrange vendors	TBC
Book first aid cover	TBC
Arrange waste providers if necessary	TBC
Book Marshalls	Rocket notified of date but final quote dependent on numbers required from event plan
Arrange council staffing on day and post event	TBD
Review and action ticketing and marketing plan (Eg Phased release via schools etc...)	TBC

Event	January	February	March	April	May	June	July	August	September	October	November	December
St David's Day	Book stallholders	Publicity	1st	Review								
Fireworks	Quotes	Book venue and provider							Prepare bookings	Open bookings	5th	Review
Remembrance Day									Contact parties	Print OoS	2nd Sunday	Review
Panto												Review
Over 60s' lunches	Review	Quotes	Book venue and caterers							Prepare booking form	Open bookings	
Christmas fair									Book stallholders		Publicity	