



LLANHARAN COMMUNITY COUNCIL

Minutes of the meeting of the Events Committee held by remote attendance on Wednesday 14th January 2026 at 7pm.

The meeting was held in accordance with:

The Local Government and Elections (Wales) Act 2021

Present: Councillors: Cllrs Janine Turner, David Evans, Neil Feist, Chris Parker, Robert Smith,

Clerk to the Council: Leigh Smith

Apologies: None

Absent: Rhys Jenkins

EV2026/001 Welcome and Apologies

The Chair welcomed all attendees.

EV2026/002 Disclosures of Interests

Cllr Neil Feist declared a personal interest in agenda items 6 and 11 (Minute ref 2026/006 and 2026/008) being a member of Llanharan RFC.

Cllr Janine Turner declared a personal interest in agenda items 6 and 11 (Minute ref 2026/006 and 2026/008) being a member of Llanharan RFC.

EV2026/003 Approval of Minutes

RESOLVED

To approve as a true record the minutes of the Events Committee meeting held remotely on 2nd December 2025

EV2026/004 Public speaking

None.

EV2026/005 Correspondence

Noted.

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.

Clerk's note: In order to take effect this Resolution correctly made under delegated authority will require resolution from full council to suspend financial regulation 11.3e)ii

b) RESOLVED

For the Clerk to obtain quotations from providers who facilitated the 2025 event for presentation to a future meeting of the committee.

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.

EV2026/007 St David's day event

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'.

EV2026/008 Report on the 2025 over 60's Christmas lunches

Noted.

EV2026/009 To consider making a further donation to Llanharan Primary School to cover the costs of a bus

RECOMMENDED

The Council to pay a further donation of £120 over and above the £100 already resolved to Llanharan Primary school to cover the costs of a bus required on the day of the over 60's Christmas lunches, to transport children in poor weather.

EV2026/010 Excluding the press and public

RESOLVED

To exclude the press and public by virtue of the Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussion of the next item of business on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

EV2026/011 Unexpected invoice for 2025 Over 60's Christmas lunches.

RECOMMENDED

To pay up to 50% of the invoice total presented in the confidential paper for the 2025 venue hire.

EV2026/012 Urgent information or items suggested to the Clerk for a future agenda

None.

There being no further business the meeting closed at 8.20pm.

Date of next meeting: TBC

Councillor Janine Turner
Chair of the Events Committee.



LLANHARAN COMMUNITY COUNCIL

Minutes of the meeting of the Events Committee held by remote attendance on Tuesday 2nd December 2025 at 7pm.

The meeting was held in accordance with:

The Local Government and Elections (Wales) Act 2021

Present: Councillors: Cllrs Janine Turner, David Evans, Neil Feist, Chris Parker, Robert Smith.

Clerk to the Council: Leigh Smith

Apologies: Cllr Rhys Jenkins

Absent: None

EV2025/022 Welcome and Apologies

The Chair welcomed all attendees.

RESOLVED

That the reason proffered with Cllr Rhys Jenkins' apology for absence be accepted as a valid reason for absence.

EV2025/023 Disclosures of Interests

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

Cllr Janine Turner declared a personal interest being a member of Llanharan RFC.

Cllr Robert Smith declared a personal interest being a member of Llanharan RFC.

EV2025/024 Approval of Minutes

RESOLVED

To approve as a true record the minutes of the Events Committee meeting held remotely on 30th October 2025

EV2025/025 Public speaking

None.

EV2025/026 Correspondence

Noted.

EV2025/027 2025 Fireworks Display, post event review and decisions relating to the event plan for 2026.

a) *RESOLVED*

For the event to remain free of charge for 2026.

b) *RESOLVED*

For the Clerk to make further enquiries into other aspects of the event.

c) *RESOLVED*

To add the clarification of how to cancel tickets (including singles) to marketing information and signage and marketing reminding attendees to download tickets before arrival to the post event recommendations.

EV2025/028 Excluding the press and public

RESOLVED

To exclude the press and public by virtue of the Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussion of the next item of business on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

EV2025/029 Financial aspects of the 2026 Fireworks Display Event.

Noted.

EV2025/030 Urgent information or items suggested to the Clerk for a future agenda

None.

There being no further business the meeting closed at 7.45pm.

Date of next meeting: TBC

Councillor Janine Turner
Chair of the Events Committee.

From: [Llanharan Welfare Hall & Fields](#)
To: [The Clerk / Project Officer](#)
Subject: RE: Fireworks arrangements.
Date: 08 January 2026 14:43:14
Attachments: [image001.png](#)

Hi Leigh

Happy 2026!

Yes all good, we have already informed Selca we are closing at midday.

We will also advise Barrmore this week.

Sarah

Llanharan Welfare Hall & Fields
LRGT
Charity No: 524178

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

From: The Clerk / Project Officer <project@llanharan-cc.gov.wales>
Date: 08/01/2026 14:17 (GMT+00:00)
To: Llanharan Welfare Hall & Fields <mail@lrgt.co.uk>
Subject: Fireworks arrangements.

Hi both,

Happy new year !!

Following our message earlier, Janine has asked me to hold a committee meeting next week to nail down arrangements for next year regarding the fireworks, are you happy with the hire terms as summarised below and is there anything else you would want to specify?

- Hire of hall and grounds from 12noon on 5th November until 9pm
- Exclusive use of hall and fields during hire period i.e. no SELCA and no explicit rights for MOP/Barrmores to enter & park etc... during hire period. (Implicit in this is the assumption that you would use the kitchen etc... as normal to make/sell refreshments/food/other items).

- Obviously during setup we wouldn't stop people coming in and out of the grounds until a reasonable period before the event opened.
- £500 fee payable upon invoice following the event.
- No alcohol to be sold/consumed on site.

If you could let me know you're happy with the above or of any alterations and let me know if there's anything to add id appreciate it.

Hoping to send out papers for the meeting on Tuesday.

Cheers

Regards

Leigh

Fireworks

RE fireworks, on the night we discussed that the Council wants to do free tickets again and

doesn't want to do pitch fees for fear of discouraging vendors.

However, they would like to have exclusive use of the hall and fields (ie No SELCA if that's do-able) and to have hire from 12 noon on Nov 5th and for the hire fee to be agreed. Would you be happy with the £500 hire fee?

I don't think it was explicitly discussed but I'm sure everyone assumed that you guys would also have a stall/use the kitchen etc.. to sell and fundraise etc.... as normal

When you've had a chance to digest this let me know if you are happy with these terms and I can put something more formal together.

Let me know if there are any other hard terms. There will be no alcohol but let know and the event will be run fairly similar to last year with some minor tweaks but let me know if there's anything else and ill knock an agreement together if you like?

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

Clerk's Note: The first section of the below email alludes to the work of the Welfare Ground Showerblock Committee and is not relevant to the Events Committee. Some sections are redacted as they allude to potential future legal agreements.

From: The Clerk / Project Officer

Sent: 19 December 2025 11:12

To: Llanharan Welfare Hall & Fields <mail@lrgt.co.uk>

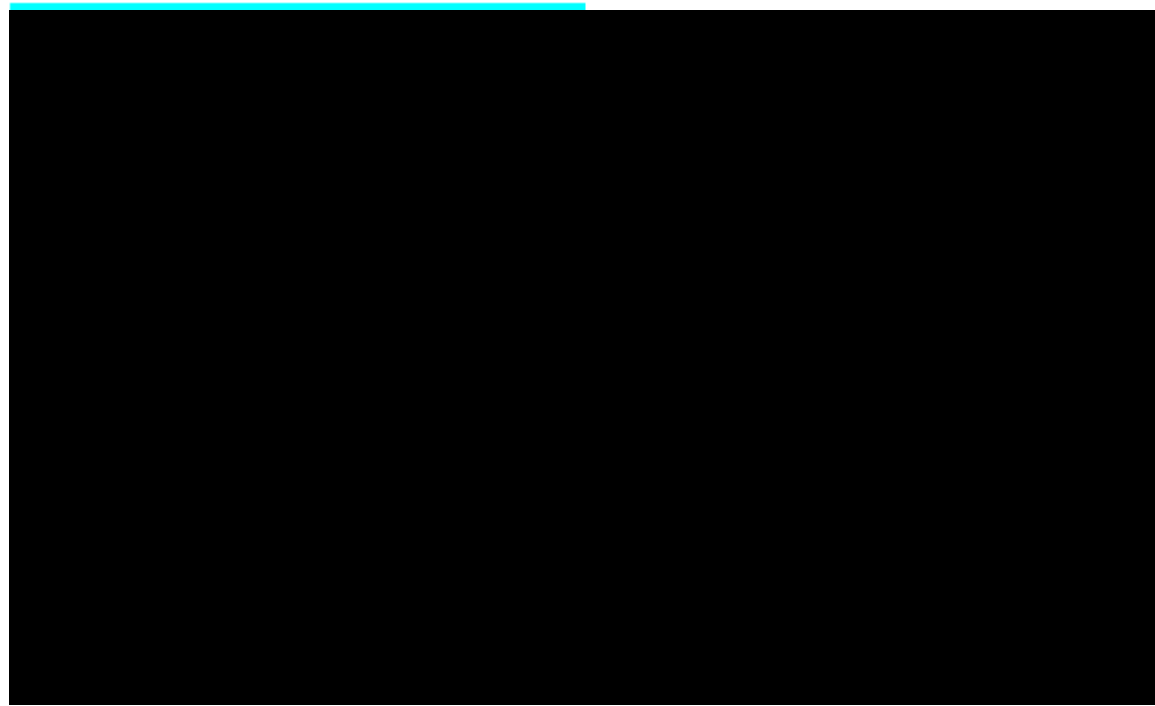
Subject: V4 Draft legal agreement, V3 Tender Doc and Fireworks arrangements.

Morning both,

Thanks for the other night. I have attached a copy of the draft document we discussed. Have a read through and double check you're happy with the wording. I won't do anything this side of Christmas now anyway and Ill Arrange a committee meeting in the new year to progress if you're happy with it? If there's anything you'd like to revisit let me know and we can kick it around some more.

Specifically can I draw your attention to this section

[REDACTED]



Also attached is a draft of the amended tender spec we discussed amended after meeting Louise and Leif. The bits in red are new (except the labelling of the diagram) Same thing, if you're happy we can finalise in the same committee meeting.

Assuming all is well I can then send the legal agreement to the solicitors to do their bits with and the tender document I think will be pretty much ready to go.

Fireworks

RE fireworks, on the night we discussed that the Council wants to do free tickets again and doesn't want to do pitch fees for fear of discouraging vendors.

However, they would like to have exclusive use of the hall and fields (ie No SELCA if that's do-able) and to have hire from 12 noon on Nov 5th and for the hire fee to be agreed. Would you be happy with the £500 hire fee?

I don't think it was explicitly discussed but I'm sure everyone assumed that you guys would also have a stall/use the kitchen etc.. to sell and fundraise etc.... as normal

When you've had a chance to digest this let me know if you are happy with these terms and I can put something more formal together.

Let me know if there are any other hard terms. There will be no alcohol but let know and the event will be run fairly similar to last year with some minor tweaks but let me know if there's anything else and ill knock an agreement together if you like?

As always happy to meet up to discuss rather than emailing.

Thanks again and if I don't see you beforehand have a great Christmas !!

Thanks

Best 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

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Appendix 3

To consider additional arrangements for the 2026 Fireworks display including fireworks provider, venue and other aspects of the event.

The Committee has resolved (using its delegated authority):

EV2025/027 2025 Fireworks Display, post event review and decisions relating to the event plan for 2026.

a) *RESOLVED*

For the event to remain free of charge for 2026

c) *RESOLVED*

To add the clarification of how to cancel tickets (including singles) to marketing information and signage and marketing reminding attendees to download tickets before arrival to the post event recommendations.

And also;

b) *RESOLVED*

For the Clerk to make further enquiries into other aspects of the even

With regards to b), the outstanding issues are:

- i. To appoint a fireworks provider.
- ii. To secure a venue.
- iii. To produce an event plan incorporating the event risk assessment and control measures.

i. To appoint a fireworks provider.

Members are invited to consider the following options.

Option 1 – Attempt to obtain quotations from providers for the provision of the display.

Option 2 – Obtain a quotation from Pendragon for the 2026 display only at this stage for consideration, given the previous benchmark costs and the known quality of the risk assessment provided, training and competence of staff provided, and the overall quality of the display provided.

Officer's note

The Clerk has already contacted Pendragon to obtain a quote and received the following communication:

Leigh,

At this point I have not had a price increase from China, we are not expecting a great rise if any, we our cost will not change to date. Hope this makes sense to you. I will know in a few weeks if prices are going to change and can advise you further then.

Many thanks

Jon Mellen



Winners of the Welsh Fireworks Championships
Winners of the British Firework Championships
2nd Place Winners for the British Champion of Champions competition 2013
www.pendragonfireworks.co.uk
www.pendragonfireworksshop.com
Email:- info@pendragonfireworks.com



The Clerk therefore intends to contact Pendragon in February to obtain a firm quotation.

Note that when receiving quotations for firework displays, all companies will provide a quotation based on your stated available budget. The variability between quotes received is in terms of the quantity and quality of the fireworks included in the display, the training, competence and professionalism of the operators and the quality of the risk assessment and overall safety performance. All of these factors are subjective and can only be judged following an event. The only 2 providers that the Community Council has experience of in recent years is Pendragon and LCDP.

ii. To secure a venue

The Clerk has met with LRGT to discuss potential arrangements for the 2026 display and as per the correspondence provided in Appendix 2 LRGT propose to hire the Welfare Hall and Grounds on the following basis.

- Hire of hall and grounds from 12noon on 5th November 2026 until 9pm
- Exclusive use of hall and fields during hire period i.e. no SELCA and no explicit rights for MOP/others to enter & park etc... during hire period.
- LRGT to have use of kitchen and area in the hall etc... to make/sell refreshments/food/other items.
- No alcohol to be sold/consumed on site.
- £500 hire fee payable upon invoice following the event.

Members are invited to consider whether to enter into a hire agreement with LRGT on these terms.

iii. To produce an event plan incorporating the event risk assessment and control measures

The plan to be completed nearer the event (by August 2026). Based on the 2025 event plan and incorporating the improvements noted from the 2025 post-event review and any actions arising from engagement with RCTCBC's ESAG.

Further anticipated actions to be carried out by August 2026.

- To meet Barrmore's Vets to discuss any possible mitigations of disruption to their activities during the event.
- To obtain professional marshals.
- To obtain a professional traffic management company to provide safe crossing on Bridgend Road.
- To obtain a DJ with PA and associated equipment.
- To obtain First Aid cover.
- To source ancillary items (Toilets, mats, barriers etc...).
- To source suitable vendors for the event.

Members are invited to consider requesting that the Clerk obtain suitable quotations for the above from existing providers in the first instance, for presentation to a future Events Committee meeting. And to delegate the drawing up of the event plan and other arrangements to the officers of the council in consultation with interested members.

Appendix 4

To consider holding a St David's day event utilising the remainder of the budget line 'multicultural carnival'

The Council has previously resolved:

2025/255 Delegation of authority to spend the budget line 'Multicultural carnival' to the Events Committee

RESOLVED

To delegate authority to spend the budget line 'Multicultural carnival' to the Events Committee, with available funds to be spent on Community Council organised events as it sees fit.

There is currently circa £5,600 available on the budget line for Multicultural Carnival.

There is circa £3,909 remaining in total for all community functions.

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
500 Community Functions						
4600 Christmas Dinners	8,624	6,500	(2,124)		(2,124)	132.7%
4610 Firework Display	9,620	10,000	380		380	96.2%
4615 Multi Cultural Carnival	7,847	13,500	5,653		5,653	58.1%
Community Functions :- Indirect Expenditure	26,091	30,000	3,909	0	3,909	87.0%

Members are invited to set the terms for a community event. To allocate a budget, discuss the specifics of the event including date, location and nature of the event and the method of delivering the event (eg Delegated to officers working with interested parties).

Note: The Clerk has placed a provisional booking at Bryncae Community Centre for Sunday 1st March 2026 between 9.30am and 5pm.

Over 60s' Christmas lunches 2025 – report

Bookings by person

	Wednesday	Thursday	Totals
Booked by 18/11 (date at which Wed full)	162	75	237
Booked after 18/11	7	57	64
Cancelled by 11/12 (Caterer's deadline)	12	7	10
Cancelled after 11/12	2	16	18
No shows	1	7	8
Meals wasted	3	23	26
Meals served	154	102	256
Meals paid for	157	125	282
		Loss:	£740

Residence data	Wednesday	Thursday	Totals by area	Distribution
Llanharan residents	127	31	158	80:20
Brynna residents	22	91	113	20:80
Councillors and paid-for guests	8	3	11	
Totals by day	157	125	282	
Requested transport	-	38		

Councillors attending (+1 if paid for):	Wednesday	Thursday
	D Evans	D Evans
	N Feist +1	R Jenkins
	R Jenkins	M Steer
	A Morgan	Mayor of RCT
	C Parker +1	(C Parker as MoP)
	J Turner	

Notes:

Capacity

Many people had to be asked to move from Wednesday to Thursday, which was labour intensive and disappointing for some. There was always spare capacity for Thursday. If booking form had not pushed Llanharan residents towards Wednesday then numbers could have been more balanced.

- Suggest booking form 2026 to omit link between specific days and areas.

Brynna and Llanharan OAP associations could still specify a day for their own members.

Cancellations

The high number of late cancellations for Thursday is likely to have been related to the geographical split. With the weather being bad, travelling from Brynna was more challenging.

- Tickets to emphasise phone number for cancellations
- Tickets must be delivered well before caterer's deadline to facilitate early cancellations.

Transport

The minibus from Church View Close was fully booked, which left no room for wheeled mobility aids. LCDP were asked to send their minibus for those requiring these.

- Suggest booking form 2026 to include a tick box for these items in the transport section.
- Even if link between days and areas is removed, transport could still be offered on just the one day.

Costs

Date	Item	Amount	Category
13/06/2025	Cllr guest 2024	-£21.49	Cllrs
13/11/2025	Cllr guest	-£28.46	Cllrs
25/11/2025	Cllr guest	-£28.45	Cllrs
26/11/2025	Raffle	£189.37	Entertainment
05/12/2025	Pencoed Travel (Brynna school)	£70.00	Entertainment
10/12/2025	Pencoed Travel (guests)	£200.00	Transport
15/12/2025	Cresta Caterers	£8022.90	282 meals x £28.45
22/12/2025	Llanharan school bus	£120.00	Entertainment
23/12/2025	Brynna school donation	£100.00	Entertainment
	Balance	£8623.87	

Notes:

The Llanharan school bus was a last-minute expense due to the weather, and had not been resolved by Council. The school has not received any additional donation.

The Mayor gave a cash donation of £20 which could partially offset the cost of the Llanharan bus.

Booking form

Cresta Caterers had not provided any terms and conditions, but late in the booking period they requested a seating plan. It was too late for this so placecards were produced as an alternative. They were acceptable to the caterers and helpful to guests who had forgotten their orders. They also provided a useful alternative to an attendance register.

However it would be possible to plan for a seating plan approach next year, and if this is adopted the suggestion is to include the following at the end of the booking form.

Seating

There will be a seating plan.

A separate form must be submitted for every person attending.

If you would like to request seats together, please **submit forms stapled together** (up to 8 people per table). Please note we cannot guarantee to meet all requests.

➤ Suggestions for 2026 form

Purpose	Action
Minimise unnecessary capture of personal data	Request year rather than date of birth
Reduce disappointment	<i>“Preferred date (subject to availability)”</i> (and no link to areas)
Avoid last minute issue with space on bus	Include tick box to request a space for a wheeled mobility aid
Correct a misunderstanding about the cheeseboard. It is included for all diners, not an optional extra.	Cheeseboard not listed as an option
Meet caterers’ request for seating plan	See above



Llanharan Community Council Over 60s' Christmas Lunch 2026 *at Llanharan RFC*



In partnership with Llanharan OAP Association and Brynna OAP Association
Catering provided by Cresta Caterers.

Your details – please complete ALL SECTIONS **in block capitals**

Full Name

Year of birth

or

Phone no.

Attending as
carer for (*name*)

Home address

Postcode

Preferred date (subject to availability)

☐

Wednesday 16th December

☐

Thursday 17th December

Transport (**available on THURSDAY ONLY**)

To request transport from Brynna, please circle your preferred pick-up point:

Mountain Hare / Brynnau School / the Eagle / Church View Close / Hillcrest / Meadow Rise

☐

Tick box if you will need space on the bus for a wheeled mobility aid.

Allergies

Please detail any allergies or dietary requirements.

Please note: we will endeavour to accommodate these but cannot guarantee.

Please turn over to make a selection from the menu.

Menu – please select one option for each course

Starter (tick one)

☐

Creamy Garlic Mushrooms with Rustic Breads

☐

Country Vegetable Soup served with a basket of warm Granary Rolls

Main Course (tick one)

served with seasonal vegetables

☐

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

☐

Roast Welsh Beef, Yorkshire Pudding, Horseradish Sauce, English Mustard

☐

Mushroom, Chestnut & Cranberry Wellington (V)

Dessert (tick one)

☐

Christmas Pudding & Brandy Sauce

☐

Vanilla Cheesecake with a Winterberry Compote

*followed by **Cheeseboard**, Coffee, Tea and After Dinner Mints*

Seating

There will be a seating plan.

A separate form must be submitted for every person attending.

If you would like to request seats together, please **submit forms stapled together** (up to 8 people per table). Please note we cannot guarantee to meet all requests.

Return completed forms to boxes in local shops or the Community Council office, 2A Chapel Rd, Llanharan by **Friday 5th December**. Tickets will be issued after this date.

Forms received after the deadline cannot be accepted.

Please contact the office with any queries 01443 231430.



Llanharan Community Council Over 60s' Christmas Lunch 2025 *at Llanharan RFC*



In partnership with Llanharan OAP Association and Brynna OAP Association

Catering provided by Cresta Caterers.

Your details

Full Name

Date of birth

or

Attending as
carer for (*name*)

Full Address and Postcode

Telephone number

Preferred date (subject to availability)

☐

Wednesday 17th December - Llanharan OAP

☐

Thursday 18th December - Brynna OAP

Doors open midday, food served approx. 12.30pm

Transport

To request transport from Brynna, please circle your preferred pick-up point:

Mountain Hare / Brynnau School / the Eagle / Church View Close / Hillcrest / Meadow Rise

Allergies

Please detail any allergies or dietary requirements.

Please note: we will endeavour to accommodate these but cannot guarantee.

Please turn over to make a selection from the menu.

Menu – please select one option for each course

Starter (tick one)

☐

Creamy Garlic Mushrooms with Rustic Breads

☐

Country Vegetable Soup served with a basket of warm Granary Rolls

Main Course (tick one)

served with Baton Carrots, Baby Brussels Sprouts, Petit Pois, Roast & Baby New Potatoes cooked in their skins

☐

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

☐

Roast Welsh Beef, Yorkshire Pudding, Horseradish Sauce, English Mustard

☐

Mushroom, Chestnut & Cranberry Wellington (V)

Dessert (tick one)

☐

Christmas Pudding & Brandy Sauce

☐

Vanilla Cheesecake with a Winterberry Compote

Cheeseboard (optional)

☐

Tick here if you would like a cheeseboard

followed by Coffee, Tea and After Dinner Mints

A separate form must be submitted for every person attending.

Return completed forms to boxes in local shops or to the Community Council office, 2A Chapel Road, Llanharan by **Friday 5th December**. Tickets will be issued.

Forms received after the deadline cannot be accepted.

Please contact the office with any queries 01443 231430.

Appendix 6

To consider making a further donation to Llanharan Primary School to cover the costs of a bus required to transport children to and from the event on the day due to inclement weather

The Council has previously resolved that each of the schools providing entertainment for the lunches, Llanharan Primary School and Brynnau Primary School shall be paid a donation of £100 each.

Llanharan Primary School contacted the Clerk prior to the event and noting the extremely heavy rain forecast for the day of their attendance explained that if the children were to attend then the school would need to hire a bus at a cost of £120 to safely take children to and from the event.

Members are invited to consider paying a further donation to the school of £120 to cover the cost of the bus.