

**LLANTWIT FARDRE COMMUNITY COUNCIL  
CYNGOR CYMUNED LLANILTUD FAERDREF**



**COUNCIL MEETING**

**27<sup>th</sup> October 2025**

**REPORT OF THE CLERK**

**1. STAFF UNIFORM**

- 1.1 The purpose of this report is to seek approval from Members for the purchase of uniform for the General Service Manger and outside staff. To ensure a consistent and professional appearance, promote team identity, and improve health and safety standards while on duty.
- 1.2 Staff uniform is due for renewal this year and this has been reflected in the budget with the sum of £1, 000 being set. The official uniform will enhance the Council's public image, ensure staff are easily identifiable by residents, improves safety through high visibility and protective clothing where applicable and give staff members a sense of pride and belonging.
- 1.3 The current supplier of staff uniform is a local company and provides a high quality range of items including the Council's embroidery. The following items have been quoted for by two separate companies however Company 2 does not supply any safety boots

**Company 1**

Items	Description	Quantity	Notes	Total Cost
Polo Shirts	Branded with Logo	3	General Services Manager (Office Based Front Facing)	23.40
Polo Shirts	Just cool light weight with Branded Logo	10	Outside Operatives (5 each)	96.50

Sweatshirts	Branded Logo	6	Outside Operatives	58.80
High Vis Quarter Zip Fleece	Reflective and weather resistant	2	Outside Operatives	59.00
Hi Vis, superior Jacket	Reflective waterproof	2	Outside Operatives	55.00
Classic Hooded Sweatshirt	Branded Logo	1	General Service Manager	12.00
Sweatshirt	Branded Logo	1	General Service Manager	13.50
Classic T Shirt	Branded Logo	2	Outside Operative	10.00
Work Trousers	Durable and comfortable	6	Both Outside Operatives	200.00
Black Trouser		2	General Services Manger	72,40
Work Trousers	Durable and comfortable	1	General Services Manger	33.45
Gore-Tex safety boots	Steel Toe Cap, non-slip waterproof – Standard PPE Item	2 pairs	Outside Operatives	166.00
Total Cost				£800.05 +VAT

#### Company 2

Items	Description	Quantity	Notes	Total Cost
Polo Shirts	Branded with Logo	3	General Services Manager (Office Based Front Facing)	25.62
Polo Shirts	Just cool light weight with Branded Logo	10	Outside Operatives (5 each)	131.90
Sweatshirts	Branded Logo	6	Outside Operatives	54.00
High Vis Quarter Zip Fleece	Reflective waterproof	2	Outside Operatives	28.50
Hi Vis, superior Jacket	Reflective waterproof	2	Outside Operatives	147.00

Classic Hooded Sweatshirt	Branded with Logo	1	General Service Manager	24.23
Sweatshirt	Branded with Logo	1	General Service Manager	23.25
Classic T Shirt	Branded with Logo	2	General Service Manager	7.20
Work Trousers	Durable and comfortable	6	Both Outside Operatives	170.58
Black Trouser		2	General Service Manager	62.70
Work Trousers	Durable and comfortable	1	General Service Manager	28.43
Gore-Tex safety boots	Steel Toe Cap, non-slip waterproof – Standard PPE Item	2	Outside Operatives	Do not supply boots
Total Cost				£703.41

- 1.4 The total cost for this year's staff uniform from **Company A is £800.05 +VAT** which includes safety boots. **Company B's total cost is £703.41 excluding safety boots**, this will be taken from the current year's funds. Future replacement cost will be included in the annual budget planning.
- 1.5 Once approved the order will be placed immediately in readiness for up and coming events.

## 2. RECOMMENDATIONS

- 2.1 Approve the purchase of staff uniform for the General Service Manager and Outside Operatives
- 2.2 Authorise the allocation of funds from the Staffing budget
- 2.3 Agree the cost from Company A or Company B .