

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



**EXTRAORDINARY COUNCIL MEETING  
URGENT REPORT**

**16<sup>th</sup> April 2026**

**REPORT OF THE CLERK**

**1. HOLDING OF A SUMMER COMMUNITY EVENT**

- 1.1 Members will recall that a working group has been established to support the planning of a Council's Summer Event.
- 1.2 The suggested date is 25<sup>th</sup> July 2026 on the Cae Fardre Rugby Field from the Hours of 11.00am – 4.00pm.
- 1.3 To secure key elements of the event – such as suppliers and services it is necessary to confirm and authorise payment of initial deposit
- 1.4 Members of the working group received a report from the Clerk on 13<sup>th</sup> April 2026. The report showed two companies the preferred company being Company A at the cost of **£7,315 +VAT**. Also, the extra costs for first aid, stage etc for the event that added up to **£2,565**.
- 1.5 Therefore, the working group requests that Council grants the Clerk delegated authority to approve the release of the necessary deposit payments to secure the booking in a timely manner and approve that the working group proceeds with Company A to provide the services for the event.
- 1.5 The working group will provide a final report outlining the event timetable at a future meeting of the Council.

**2. RECOMMENDATIONS**

- 2.1 That Council approve the costing of Company A **£7,315 +VAT** and £2,565 for extra costs

2.2 That Council Agree the clerk has delegated authority to release the deposit payments to secure booking in a timely manner.