



**NARBERTH TOWN COUNCIL
CYNGOR TREF ARBERTH**

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APPENDIX I

Appendix title:	NARBERTH – TOGETHER AT CHRISTMAS
Meeting:	Community, Events & Tourism Committee
Date:	Wednesday 26 August 2026
Submitted by:	Cllr Kirsty Jones
Document reference:	NTC-CET-260826-SP01-TOGETHER-AT-CHRISTMAS-EN
Status:	Supporting paper for consideration

PART B – BACKGROUND & SUPPORTING INFORMATION

1. Purpose

This paper provides members with further information about the proposed Narberth – Together at Christmas community programme.

It supports the motions listed on the meeting agenda. It does not, by itself, authorise expenditure, procurement or any commitment on behalf of the Council.

2. Programme proposal

The proposal is to develop and deliver an inclusive Community Christmas Programme for Narberth, designed to benefit residents, businesses and visitors throughout the festive period.

The programme should consider, but not be limited to:

- Christmas illuminations;
- a community Christmas tree and associated decorations;
- festive events and activities for children and families;
- activities involving or benefiting older residents;
- opportunities to support and promote local businesses;
- partnership working with community groups, schools, churches and local organisations;
- opportunities for volunteers and community involvement; and
- external funding and sponsorship opportunities to maximise value for money.

3. Christmas illuminations

Christmas illuminations should be considered as one part of the wider community programme rather than in isolation.

- Members will receive information concerning:
- the current illumination arrangements;
- existing contractual commitments;

- options for additional illuminations;
- indicative costs;
- availability and delivery timescales; and
- any infrastructure, installation or electrical requirements.

4. Community consultation

The results of the public consultation concerning Christmas illuminations will inform the development of the wider programme.

Consultation findings should be presented in an aggregated form and considered alongside affordability, deliverability, existing contractual obligations and value for money.

5. Partnership working

Subject to the Committee's decision, the Chair, supported by the Clerk, may engage with relevant community organisations, schools, churches, businesses and potential sponsors to inform the draft programme.

Such engagement will not authorise the Chair or any individual councillor to incur expenditure, place orders or enter into agreements on behalf of the Council.

6. Proposed timetable

August 2026:

- CET Committee considers the programme proposal, consultation and motions.

September 2026:

- Full Council considers any time-critical recommendations supported by adequate costings and RFO advice.
- Full Council considers whether to approve a programme budget of up to £12,000 and any associated funding arrangements.

October 2026:

Full Council receives the fuller draft Community Christmas Programme.

Members consider the completed consultation findings, indicative costs, funding opportunities, responsibilities and delivery timescales.

7. Financial and governance considerations

The proposed budget of up to £12,000 has not yet been approved.

Any expenditure will be subject to:

- an RFO budget report;
- identification and approval of an appropriate funding source;
- Full Council approval of any required virement or reserve redesignation;
- the Council's Financial Regulations and procurement requirements;
- existing contracts and commitments;

- appropriate insurance, permissions and risk assessments; and
- formal authorisation for the Clerk/RFO to implement the Council's decision.

No order, contract or other financial commitment may be made until the necessary approvals are in place.

8. Decisions requested

Members are asked to consider this supporting paper alongside:

- Agenda Item 8: Community Christmas Programme for Narberth; and
- Agenda Item 9: Implementation and Budget Recommendation.