**CYNGOR TREF PONTARDDULAIS TOWN COUNCIL**

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*Correspondence is welcomed in English or Welsh / Croesewir gohebiaeth yn Gymraeg neu’n Saesneg*

Dear Member

You are hereby summoned to attend the **Special Events Committee Meeting**, of Pontarddulais Town Council in the Council Chamber/Room 1, Mechanics Institute, 45 St Teilo Street, Pontarddulais on **Wednesday 18th June 2025** at 7pm

If you wish to attend the meeting remotely, please contact the Clerk at clerk@pontarddulaistowncouncil.gov.uk for the Teams link

by Tuesday 17th June 2025.

*Council meetings are recorded for minute taking purposes and are deleted once minutes are agreed.*

**Questions from the public relating to items on the agenda. (limited to 15 minutes)**

**SPECIAL EVENTS COMMITTEE MEETING AGENDA**

1. **To receive update on Summer Quiz 2025**
2. **To note date/time/venue for Pontarddulais Summer Fair**
3. **To agree to form a working party to plan and run the Summer Fair 2025**
4. **To discuss and agree plenary powers for the Clerk and Chair of Special Events to arrange the booking of entertainment, vendors and others required to run a safe and successful event up to £4999**

**Susan Rodaway**

**Town Clerk and RFO**

**Pontarddulais Town Council**

**13/06/2025**