



Cyngor Tref y Trallwng | Welshpool Town Council

Welshpool Town Council, Tourist Information Centre, The Vicarage Gardens, Welshpool, SY21 7DD
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Agenda & Summons Finance & Governance Committee - 16/07/2025 6:30pm

11th July 2025

To: Councillor(s) Alison Davies, David France, Estelle Bleivas, Morag Bailey (Chair), Phil Owen, Phil Pritchard, Richard Church, Revd William Rowell (Vice Chair)

Dear Councillor,

You are hereby summoned to attend a meeting of the Finance & Governance Committee of Welshpool Town Council which will be held on Wednesday 16th July 2025 in the Council Chamber, Welshpool Town Hall at 6:30pm to transact the business outlined below.

Yours sincerely,

Richard T Williams LLB (Hons)
Town Clerk & Proper Officer

In accordance with the Local Government and Elections (Wales) Act 2021, this meeting is available by remote means. Please visit <https://us02web.zoom.us/j/87035446130?pwd=lqPwZC7sllj5WZl27vaJuej1BOUbZU.1> to join online or use Zoom Meeting ID 870 3544 6130 and passcode 136926, or via telephone by ringing +44 208 080 6591 .

Agenda

1. WELCOME AND APOLOGIES FOR ABSENCE

The Chair will welcome Councillors and members of the public and will receive, and if desired, resolve to approve, any apologies for absence.

2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

To receive and resolve if desired, declarations of interest and relevant dispensations. [Part III, Local Government Act 2000]

[Appendix A]

3. PUBLIC PARTICIPATION

To receive members of the public who wish to address the meeting, in respect of any item of business included in the agenda. No resolutions may be made under this item and should relate only to matters of Council policy or practice, and not individual affairs or the questioner or any other named person. [Para. 27A, Sch 12, Local Government Act 1972]

4. MINUTES AND MATTERS ARISING

4.1. Previous Minutes

To approve and sign as a correct record, the minutes from the meeting of the Finance & Governance Committee on 18/06/2025.

[Appendix B]

4.2. Matters Arising

To report for information purposes only matters arising from the Finance & Governance Committee on 18/06/2025.

5. FINANCIAL MATTERS

5.1. Council Accounts (June 2025 - Period 3)

To consider the Bank Reconciliation, Income and Expenditure Reports and Cash and Bank Totals for June 2025.

[Appendix C]
[Appendix D]
[Appendix E]
[Appendix F]
[Appendix G]
[Appendix H]

5.2. Payment of Invoices - July

To consider payment of invoices for July 2025, including any additional payments tabled on the night.

[Appendix I]
[Appendix J]

5.3. Scrutiny of Payments

To elect one councillor for each month for the scrutiny of payments exercise as set out in Financial Regulations for August, September and October 2025.

[Appendix K]

5.4. Summer Recess

To consider delegating approval to the Town Clerk to pay urgent or contractual payments e.g. staff salaries during the Council summer recess (with payments reported for retrospective approval in September).

6. STRATEGY AND POLICY

6.1. Interim Strategic Plan (2025-2028)

To receive an update from the Town Clerk in respect of the Interim Strategic Plan to cover 2025-2028.

6.2. Gifts and Hospitality Policy

To consider the draft Gifts and Hospitality Policy and to recommend adoption.

[Appendix L]

6.3. Vehicle Tracking Policy

To consider the draft Vehicle Tracking Policy and to recommend adoption.

6.4. Policy Updates

To give delegated approval to officers to update approved policies to replace references to previous committees with the new approved structure.

7. OTHER MATTERS

7.1. Digital Engagement - Q1 2025

To note the digital engagement report for Q1 2025 (April 2025 to June 2025).

[Appendix N]

7.2. Council Branding & Style Guide

To consider and recommend for approval to Full Council the adoption of the Council Branding and Style Guide.

[Appendix O]

7.3. Newsletters & Physical Communications

To consider the report from the Town Clerk in respect of newsletters and physical communications with residents & visitors.

[Appendix P]

8. DATE OF NEXT MEETING

To note that the next meeting of Finance & Governance Committee will be held on 17th September 2025 at 6:30pm.

9. CONFIDENTIAL SESSION - EXCLUSION

To resolve, if required, that members of the public and press be requested to leave the meeting by reason of the confidential nature of the business about to be transacted. [Section 1(2), Public Bodies (Admission to Meetings) Act 1960]

10. SALES LEDGER - DEBTORS [CONFIDENTIAL]

To receive an update on the Sales Ledger. [Confidential - information related to the financial or business affairs of a person and/or the authority.]

Confidential Document [Appendix Q]

11. STAFFING REVIEW - EXTERNAL [CONFIDENTIAL]

To consider the report from the Town Clerk in respect of the external staffing review. [Confidential - information relating to any negotiation in connection with any labour relations matter arising between the Council and employees.]

Confidential Document [Appendix R]

12. STAFFING - RECRUITMENT OF ADMINISTRATOR (TEMPORARY) [CONFIDENTIAL]

To consider the report from the Town Clerk in respect of recruitment of the temporary administrator position and to appoint a shortlisting and interview panel and give delegated powers to the Town Clerk to appoint to the position following agreement from the panel. [Confidential - information relating to any negotiation in connection with any labour relations matter arising between the Council and employees.]

Confidential Document [Appendix S]