



Cyngor Tref y Trallwng | Welshpool Town Council

Welshpool Town Council, Tourist Information Centre, The Vicarage Gardens, Welshpool, SY21 7DD
Tel: 01938 553142 Email: town.clerk@welshpooltowncouncil.gov.uk

DRAFT

Minutes of the Finance & Governance Committee held on 18/06/2025 6:30pm in Council Chamber, Welshpool Town Hall.

PRESENT:

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

Apologies for absence:

Absent:

Also in attendance:

Councillor Nick Howells
Richard Williams - Town Clerk & Proper Officer
Vanessa Voysey - Responsible Finance Officer

FG180625/1. ELECTION OF CHAIR

RESOLVED

Cllr Morag Bailey was elected as chairman of the Finance & Governance Committee for the municipal year 2025/2026

Proposed by Cllr Revd William Rowell, seconded by Cllr Alison Davies

FG180625/2. ELECTION OF VICE CHAIR

Cllr Richard Church joined the meeting.

RESOLVED

Cllr William Rowell was elected as Vice Chairman of the Finance & Governance Committee for the municipal year 2025/2026

Proposed by Cllr Richard Church, seconded by Cllr Alison Davies

FG180625/3. WELCOME AND APOLOGIES FOR ABSENCE

The Chair welcomed all those present to the meeting.

FG180625/4. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None.

FG180625/5. PUBLIC PARTICIPATION

None.

FG180625/6. MINUTES AND MATTERS ARISING

FG180625/6.1 Previous Minutes

RESOLVED

To approve and sign as a correct record, the minutes from the meeting of the Staffing Committee on 07/05/2025.

Proposed by Cllr Revd William Rowell, seconded by Cllr Richard Church

FG180625/6.2 Matters Arising

F160425/6. Hub Account - actioned and awaiting Lloyds Bank to sign off.

F210525/5.1 Sales Recpts Page 1072 - RFO will email councillors to explain the income.

F210525/5.4 Debit Card - Debit Card now received but awaiting the PIN number for usage.

F210525/8. Working Group - Cllr Prichard would like to join the group.

F210525/12 Debt Write Off Policy - in progress.

FG180625/6.3 Previous Minutes

RESOLVED

To approve and sign as a correct record, the minutes from the meeting of the Staffing Committee on 07/05/2025.

Proposed by Cllr Morag Bailey, seconded by Cllr David France

FG180625/6.4 Matters Arising

S070525/7. Employment Matters - progressed with ACAS and agreement form to be signed.

FG180625/7. FINANCIAL MATTERS

FG180625/7.1 Council Accounts (May 2025 - Period 2)

Councillors scrutinised the accounts and asked questions of the Responsible Finance Officer including:

- Cashbook 1 - Siemens - RFO explained that this is for photocopier lease
- Cashbook 1 - RCI Financial Services - RFO explained that this is Meals on Wheels van lease
- Income & Expenditure - 230/5192 Carnival - the Town Clerk and RFO explained that this is likely to be overspent but income for the Events account code should cover this off
- Income & Expenditure - 210/4885 Elections - the Town Clerk explained that this is overspent due to the two last elections held in 2024. Another election is likely to be soon. A virement will be needed to fill this overspend from general reserves.
- Income & Expenditure - 140/4515 Buttington Cemetery - the Town Clerk explained that this is a historic agreement signed by Council back in 2001 to contribute a RPI linked figure each year towards Buttington Cemetery. The Town Clerk will look at ways that this could be revoked.

FG180625/7.2 Payment of Invoices - June

A question as raised around the payment to Total Energies for Toilets energy usage as it seems very high. Officers to investigate ways to mitigate this, perhaps through energy saving measures.
A query was raised around payment to Lex Autolease for a motoring offence and the RFO explained she is disputing it, as the offence took place in Edinburgh.

The Town Clerk also brought details on changes to contracts for telephony, photocopier and councillor email addresses, which all sought savings.

RECOMMENDED

To authorise the Town Clerk to enter into the new photocopier lease with ABS.

Proposed by Cllr Alison Davies, seconded by Cllr Phil Owen

RECOMMENDED

To authorise the Town Clerk to enter into a new telephony lease with Enconvo.

Proposed by Cllr Alison Davies, seconded by Cllr Richard Church

RECOMMENDED

To authorise the Town Clerk to accept the quote from United Technologies in respect of additional licences for councillor email addresses.

Proposed by Cllr Phil Owen, seconded by Cllr Alison Davies

RECOMMENDED

To confirm and agree payment of invoices for May 2025.

Proposed by Cllr Revd William Rowell, seconded by Cllr Alison Davies

FG180625/8. INTERNAL AUDIT

FG180625/8.1 Accounting Statements & Internal Audit - 2024/25

The RFO introduced the item and explained the audit process. Members examined the financial aspects of the return, with the Internal Auditor report due asap and Full Council to complete the Annual Governance Statement.

RECOMMENDED

To recommend to Full Council the approval of the Accounting Statement for 2024/2025.

Proposed by Cllr Alison Davies, seconded by Cllr Estelle Bleivas

FG180625/9. STRATEGY

FG180625/9.1 Interim Strategic Plan (2025-2028)

The Town Clerk summarised the paper and explained the previous strategic plans which had been previously in place and recommended that a consultation be carried out, asking people for their views on what the Town Council does, what it shouldn't do and how it should respond in the future. Members asked a range of questions.

RECOMMENDED

- To note the contents of the report.

- To approve the launch of a community consultation on the Interim Strategic Plan 2025-2028.

- To authorise the Town Clerk in consultation with the Mayor, Deputy Mayor and Chair's of Committees to approve the consultation documentation.
- To support the wide promotion of the consultation across physical and digital channels.
- To ask officers to bring back a final draft of the Interim Strategic Plan for approval by Full Council in September 2025.

Proposed by Cllr Alison Davies, seconded by Cllr Revd William Rowell

FG180625/9.2 Town Clerk Performance Management Framework

A discussion was held by members and a suggestion was put forward to replace the Town Mayor as day to day line manager of the Town Clerk with the Staffing Committee. It was reaffirmed that contractually the day to day line manager of the Town Clerk is the Town Mayor.

RECOMMENDED

To adopt the Town Clerk Performance Management Framework subject to typographical and numbering amendments being made.

Proposed by Cllr Alison Davies, seconded by Cllr Richard Church. A recorded vote was requested.

For: Alison Davies, David France, Morag Bailey, Nick Howells, Phil Owen, Richard Church, Revd William Rowell

Against: Estelle Bleivas, Phil Pritchard

Abstain:

FG180625/10. DATE OF NEXT MEETING

The next meeting of Finance & Governance Committee will be held on 16th July 2025 at 6:30pm.

FG180625/11. CONFIDENTIAL SESSION - EXCLUSION

RESOLVED

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.

Proposed by Cllr Alison Davies, seconded by Cllr Revd William Rowell

FG180625/12. SALES LEDGER - DEBTORS [CONFIDENTIAL]

Members examined the debtors list and asked a series of questions and queries.

Cllr Nick Howells left the meeting.

RECOMMENDED

To support appropriate enforcement action to collect the outstanding balances, including any costs, as recommended by the Town Clerk

Proposed by Cllr Phil Pritchard, seconded by Cllr Phil Owen

FG180625/13. STAFFING

FG180625/13.1 Appraisals [CONFIDENTIAL]

The Town Clerk summarised the paper and explained some of the outcomes of recent staff appraisals.

RECOMMENDED

- To change the pay scale of Employee No. 8 to SCP 20, backdated to the 19th October 2023.
- To agree to the request made by Employee No. 45 as to working arrangements.

- To authorise the Town Clerk to enter into discussions in relation to the training request made.

Proposed by Cllr Phil Pritchard, seconded by Cllr Revd William Rowell

FG180625/13.2 Other Staffing [CONFIDENTIAL]

The Town Clerk updated members on recent staffing matters.

The meeting finished at 20:01.

Signed:

Dated:

Councillor Morag Bailey (Chair)

Decision/Action Log

Item		Assigned	Status
FG180625/1	RESOLUTION Election of Chair Cllr Morag Bailey was elected as chairman of the Finance & Governance Committee for the municipal year 2025/2026	Town Clerk & Proper Officer	In progress
FG180625/2	RESOLUTION Election of Vice Chair Cllr William Rowell was elected as Vice Chairman of the Finance & Governance Committee for the municipal year 2025/2026	Town Clerk & Proper Officer	In progress
FG180625/6.1	RESOLUTION Previous Minutes To approve and sign as a correct record, the minutes from the meeting of the Staffing Committee on 07/05/2025.	Town Clerk & Proper Officer	In progress
FG180625/6.3	RESOLUTION Previous Minutes To approve and sign as a correct record, the minutes from the meeting of the Staffing Committee on 07/05/2025.	Town Clerk & Proper Officer	In progress
FG180625/7.2	RECOMMENDATION Payment of Invoices - June To authorise the Town Clerk to enter into the new photocopier lease with ABS.	Town Clerk & Proper Officer	In progress
FG180625/7.2	RECOMMENDATION Payment of Invoices - June To authorise the Town Clerk to enter into a new telephony lease with Enconvo.	Town Clerk & Proper Officer	In progress

Item		Assigned	Status
FG180625/7.2	RECOMMENDATION Payment of Invoices - June To authorise the Town Clerk to accept the quote from United Technologies in respect of additional licences for councillor email addresses.	Town Clerk & Proper Officer	In progress
FG180625/7.2	RECOMMENDATION Payment of Invoices - June To confirm and agree payment of invoices for May 2025.	Town Clerk & Proper Officer	In progress
FG180625/8.1	RECOMMENDATION Accounting Statements & Internal Audit - 2024/25 To recommend to Full Council the approval of the Accounting Statement for 2024/2025.	Town Clerk & Proper Officer	In progress
FG180625/9.1	RECOMMENDATION Interim Strategic Plan (2025-2028) - To note the contents of the report. - To approve the launch of a community consultation on the Interim Strategic Plan 2025-2028. - To authorise the Town Clerk in consultation with the Mayor, Deputy Mayor and Chair's of Committees to approve the consultation documentation. - To support the wide promotion of the consultation across physical and digital channels. - To ask officers to bring back a final draft of the Interim Strategic Plan for approval by Full Council in September 2025.	Town Clerk & Proper Officer	In progress
FG180625/11	RESOLUTION Confidential Session - Exclusion 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.		In progress
FG180625/13.1	RECOMMENDATION Appraisals - To change the pay scale of Employee No. 8 to SCP 20, backdated to the 19th October 2023. - To agree to the request made by Employee No. 45 as to working arrangements. - To authorise the Town Clerk to enter into discussions in relation to the training request made.	Town Clerk & Proper Officer	In progress
FG180625/12	RECOMMENDATION Sales Ledger - Debtors To support appropriate enforcement action to collect the outstanding balances, including any costs, as recommended by the Town Clerk	Town Clerk & Proper Officer	In progress
FG180625/9.2	RECOMMENDATION Town Clerk Performance Management Framework To adopt the Town Clerk Performance Management Framework subject to typographical and numbering amendments being made.	Town Clerk & Proper Officer	In progress