



Cyngor Tref y Trallwng | Welshpool Town Council

Welshpool Town Council, Tourist Information Centre, The Vicarage Gardens, Welshpool, SY21 7DD
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DRAFT

Minutes of the Finance Committee held on 21/05/2025 7:15pm in Council Chamber, Welshpool Town Hall.

PRESENT:

Councillor David France
Councillor Julie Arnold
Councillor Morag Bailey (Chair)
Councillor Phil Owen
Councillor Sally Fitzgerald

Apologies for absence:

Councillor Revd William Rowell

Absent:

Councillor Dr Ben Gwalchmai

Also in attendance:

Councillor Carol Robinson
Councillor Phil Pritchard
Richard Williams - Town Clerk & Proper Officer
Vanessa Voysey - Responsible Finance Officer

F210525/1. WELCOME AND APOLOGIES FOR ABSENCE

The Chair welcomed everyone to the meeting. Apologies for absence was received from Cllr Revd Bill Rowell.

F210525/2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None.

F210525/3. PUBLIC PARTICIPATION

None.

F210525/4. MINUTES AND MATTERS ARISING

F210525/4.1 Previous Minutes

RESOLVED

To approve the minutes from the meeting of the Finance Committee on 16/04/2025.

Proposed by Cllr Sally Fitzgerald, seconded by Cllr Phil Owen

F210525/4.2 Matters Arising

F160425/5.1 New Energy Agreements - VV to send update via email on which supplier selected.
F160425/6. Hub Account - still in progress.

F210525/5. FINANCIAL MATTERS

F210525/5.1 Council Accounts (April 2025 - Period 1)

Cllr Julie Arnold left the meeting.

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

- Triangle House. The RFO and the Town Clerk explained that they were in the process of completing the forms to transfer the account.
- PRS. It was noted that these payments were all relating to different weeks of bills and a review is due on the new arrangements in June.
- Credit Card. A query was raised on how credit card payments appear in the accounts. The RFO explained that they appear in each account code.
- Sales Recpts Page 1072. A query was raised about what this payment was for, as it is just listed as Sales Receipts. The RFO will explore.

F210525/5.2 Payment of Invoices - May

Cllr Julie Arnold rejoined the meeting.

A question as raised around the payment to Blanchere for the hire of the lights. The RFO explained that this was in it's final year with Blanchere and that the Events Committee will need to consider this in the coming year.

RECOMMENDED

To confirm and agree payment of invoices for May 2025.

Proposed by Cllr Phil Owen, seconded by Cllr Sally Fitzgerald

F210525/5.3 Investments & Reserves Strategy

The Town Clerk outlined the report which followed on from the emails sent to all councillors by the RFO in respect of investment funds. It was noted that the wording '3 to 6 months' needs amending to '6 months'. A query was raised regarding ethical investments. The RFO is to send fund information to councillors.

RECOMMENDED

To recommend for approval changes to Council investments and revised Investment and Reserves Strategy.

Proposed by Cllr Sally Fitzgerald, seconded by Cllr Phil Owen

F210525/5.4 Debit Card

Cllr Phil Prichard and Cllr Phil Owen left the meeting.

The RFO explained the situation regarding cash and asked for approval to obtain a debit card to withdraw cash, as cash now needed to be paid directly in as opposed to being used to offset the costs. Cllr Phil Owen rejoined the meeting.

RECOMMENDED

To authorise the RFO to obtain a purchase card in line with Financial Regulations.

Proposed by Cllr Sally Fitzgerald, seconded by Cllr Phil Owen

F210525/6. FINANCIAL REGULATIONS

The Town Clerk introduced the new revised model Financial Regulations and drew attention to Sections 5.6, 5.8 and 5.9. A discussion was held regarding appropriate limits and amendments were made.

RECOMMENDED

To recommend for approval revised Financial Regulations for 2025-26, with the following amendments:

- Section 5.6, replace £25,000 with £30,000.
- Section 5.8, replace £300 with £1,000.
- Section 5.9, replace £3,000 with £1,000.

Proposed by Cllr Sally Fitzgerald, seconded by Cllr Phil Owen

F210525/7. RISK REGISTER

The Town Clerk introduced the Risk Register and explained that this would replace the previous one done in 2022. He stated that a regular review of the register needed to take place. Cllr Bailey proposed adding additional risks around reputation to the Council.

RECOMMENDED

To recommend for approval a revised Risk Register, with the addition of risks around reputation.

Proposed by Cllr Sally Fitzgerald, seconded by Cllr Phil Owen

F210525/8. FEES AND CHARGES

Cllr Julie Arnold left the meeting.

The Town Clerk introduced the report and explained that a working group would be setup to review the fees and charges, ready for the budget setting in September.

RECOMMENDED

To establish a working group to review all fees and charges. The working group made up of Cllr Bailey, Cllr Owen, Cllr Fitzgerald and the Town Clerk, RFO and Events, Planning and Markets Officer and will report back by September to the Finance Committee.

Proposed by Cllr Phil Owen, seconded by Cllr Sally Fitzgerald

F210525/9. GRANTS

The Town Clerk gave an update on grant activity and explained that the Council had been awarded around £23,000 for an energy and carbon reduction project at the Tourist Information Centre. Thanks was given to Cllr Dr Ben Gwalchmai for his work on the grant.

F210525/10. DATE OF NEXT MEETING

The date of the next Finance Committee will be confirmed at the Annual Meeting.

F210525/11. 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 Morag Bailey, seconded by Cllr Phil Owen

F210525/12. SALES LEDGER - DEBTORS [CONFIDENTIAL]

The RFO gave an update on the sales ledger. Councillors asked if a debt write off policy could be worked on and brought back.

The meeting finished at 20:57.

Signed:

Dated:

Councillor Morag Bailey (Chair)

Decision/Action Log

Item		Assigned	Status
4.1	RESOLUTION Previous Minutes To approve the minutes from the meeting of the Finance Committee on 16/04/2025.	Town Clerk & Proper Officer	Completed
5.2	RECOMMENDATION Payment of Invoices - May To confirm and agree payment of invoices for May 2025.	Responsible Finance Officer	In progress
5.3	RECOMMENDATION Investments & Reserves Strategy To recommend for approval changes to Council investments and revised Investment and Reserves Strategy.	Town Clerk & Proper Officer	In progress
5.4	RECOMMENDATION Debit Card To authorise the RFO to obtain a purchase card in line with Financial Regulations.	Responsible Finance Officer	In progress
7	RECOMMENDATION Risk Register To recommend for approval a revised Risk Register, with the addition of risks around reputation.	Town Clerk & Proper Officer	In progress
6	RECOMMENDATION Financial Regulations To recommend for approval revised Financial Regulations for 2025-26, with the following amendments: - Section 5.6, replace £25,000 with £30,000. - Section 5.8, replace £300 with £1,000. - Section 5.9, replace £3,000 with £1,000.	Town Clerk & Proper Officer	In progress

Item		Assigned	Status
8	RECOMMENDATION Fees and Charges To establish a working group to review all fees and charges. The working group made up of Cllr Bailey, Cllr Owen, Cllr Fitzgerald and the Town Clerk, RFO and Events, Planning and Markets Officer and will report back by September to the Finance Committee.	Town Clerk & Proper Officer	In progress
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