



# 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 & Governance Committee held on 16/07/2025 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:

Kimberly Wright - Events, Planning and Markets Officer

### **FG160725/1. WELCOME AND APOLOGIES FOR ABSENCE**

The Chairman welcomed everyone to the meeting. The Town Clerk sent his apologies as he was in London representing the Council.

### **FG160725/2. DECLARATIONS OF INTERESTS AND DISPENSATIONS**

None.

### **FG160725/3. PUBLIC PARTICIPATION**

No members of the public were present.

### **FG160725/4. MINUTES AND MATTERS ARISING**

#### **FG160725/4.1 Previous Minutes**

#### **RESOLVED**

**To approve the minutes from the meeting of the Operations & Development Committee on 18/06/2025.**

*WTCM210 - Proposed by Cllr Alison Davies, seconded by Cllr Revd William Rowell*

## **FG160725/4.2 Matters Arising**

The Chairman updated Councillors on the actions in progress list:

FG180625/7.1 - The new photocopier lease is completed with new machine installed and in use.

FG180625/7.1 - The new telephone lease has been entered into and phones are awaiting installation.

FG180625/7.1 - Councillors now have their own Council email address.

FG180625/9.1 - Chair's of Committees to approve the consultation documentation is still in progress. A reminder email will be sent out this week.

FG180625/9.2 - Town Clerk Performance Management Framework was approved and is now in place.

## **FG160725/5. FINANCIAL MATTERS**

### **FG160725/5.1 Council Accounts (June 2025 - Period 3)**

A discussion took place regarding the amount of information about the accounts that councillors wanted to receive each month. It was decided that just a summary should be provided to the committee. In discussing the current cash and bank totals, the previous RFOs financial management was commended by councillors.

### **FG160725/5.2 Payment of Invoices - July**

The Chairman informed Councillors that receiving a payslip was statutory for audit purposes.

#### **RECOMMENDED**

**To confirm and agree payment of invoices for June 2025.**

*WTCM215 - Proposed by Cllr Alison Davies, seconded by Cllr Estelle Bleivas*

### **FG160725/5.3 Scrutiny of Payments**

#### **RECOMMENDED**

**To elect Cllr Bill Rowell to perform scrutiny of payments exercise for August 2025.**

*WTCM216 - Proposed by Cllr Phil Pritchard, seconded by Cllr Phil Owen*

### **FG160725/5.4 Summer Recess**

#### **RECOMMENDED**

**To authorise the Town Clerk to pay urgent and/or contractual payments during August.**

*WTCM217 - Proposed by Cllr Revd William Rowell, seconded by Cllr Alison Davies*

## **FG160725/6. STRATEGY AND POLICY**

### **FG160725/6.1 Interim Stratgic Plan (2025-2028)**

The Town Clerk will be sending a reminder email this week to Chairs of Committees to sign off the survey.

### **FG160725/6.2 Gifts and Hospitality Policy**

Cllr Phil Owen asked if there should be a review, and if there should be a separate policy for Councillors.

**RECOMMENDED**

**To approve and adopt the Gifts & Hospitality Policy with amendments to make it clear of the scope of the policy e.g. councillors and/or staff.**

*WTCM218 - Proposed by Cllr Alison Davies, seconded by Cllr Richard Church*

**FG160725/6.3 Vehicle Tracking Policy**

Cllr Phil Owen suggested adding a dashcam to the vehicles.

**RECOMMENDED**

**To approve and adopt the Vehicle Tracking Policy.**

*WTCM219 - Proposed by Cllr Richard Church, seconded by Cllr Alison Davies*

**FG160725/6.4 Policy Updates**

**RECOMMENDED**

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

*WTCM220 - Proposed by Cllr Alison Davies, seconded by Cllr Estelle Bleivas*

**FG160725/7. OTHER MATTERS**

**FG160725/7.1 Digital Engagement - Q1 2025**

Councillor Richard Church suggested that the figures given may be higher, due to groups sharing posts and Councillors sharing them. Councillors thanked the Town Clerk for his efforts and for setting up a WhatsApp channel.

**FG160725/7.2 Council Branding & Style Guide**

Councillors approved the Branding and Style guide for projects going forward.

**RECOMMENDED**

**To approve the Council Branding and Style Guide.**

*WTCM225 - Proposed by Cllr Alison Davies, seconded by Cllr Revd William Rowell*

**FG160725/7.3 Newsletters & Physical Communications**

A discussion took place and councillors suggested other groups such as the Scouts delivering in the area, or councillors delivering in their wards.

**RECOMMENDED**

**To approve in principle that two newsletters be produced annually, one for the Summer and one for the Winter, and officers investigate all delivery and distribution methods prior to designing.**

*WTCM222 - Proposed by Cllr Revd William Rowell, seconded by Cllr Alison Davies*

**FG160725/8. DATE OF NEXT MEETING**

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

**FG160725/9. 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.**

*WTCM226 - Proposed by Cllr Morag Bailey, seconded by Cllr Alison Davies*

**FG160725/10. SALES LEDGER - DEBTORS [CONFIDENTIAL]**

Councillors suggested creating a Debt Recovery and Write-Off Policy. Councillors noted that some of the debt would be irrecoverable.

**FG160725/11. STAFFING REVIEW - EXTERNAL [CONFIDENTIAL]**

**RECOMMENDED**

**To use Local Council Consultancy for the external staffing review at a cost of £2,730, subject to the Town Clerk being satisfied with the information provided by them.**

*WTCM223 - Proposed by Cllr Richard Church, seconded by Cllr Alison Davies*

**FG160725/12. STAFFING - RECRUITMENT OF ADMINISTRATOR (TEMPORARY) [CONFIDENTIAL]**

**RECOMMENDED**

**To appoint a shortlisting and interview panel comprising of Cllr Estelle Blevias, Cllr Morag Bailey, The Mayor and the Town Clerk and to give delegated powers to the Town Clerk to appoint to the position following agreement from the panel.**

*WTCM224 - Proposed by Cllr Phil Pritchard, seconded by Cllr Alison Davies*

*The meeting finished at 20:03.*

Signed: Dated:

Councillor Morag Bailey (Chair)

**Decision/Action Log**

ID		Assigned
WTCM210	<b>RESOLUTION</b> <b>FG160725/4.1 Previous Minutes</b> To approve the minutes from the meeting of the Operations & Development Committee on 18/06/2025.	
WTCM215	<b>RECOMMENDATION</b> <b>FG160725/5.2 Payment of Invoices - July</b> To confirm and agree payment of invoices for June 2025.	

ID		Assigned
WTCM216	<b>RECOMMENDATION</b> <b>FG160725/5.3 Scrutiny of Payments</b> To elect Cllr Bill Rowell to perform scrutiny of payments exercise for August 2025.	
WTCM217	<b>RECOMMENDATION</b> <b>FG160725/5.4 Summer Recess</b> To authorise the Town Clerk to pay urgent and/or contractual payments during August.	
WTCM218	<b>RECOMMENDATION</b> <b>FG160725/6.2 Gifts and Hospitality Policy</b> To approve and adopt the Gifts & Hospitality Policy with amendments to make it clear of the scope of the policy e.g. councillors and/or staff.	
WTCM219	<b>RECOMMENDATION</b> <b>FG160725/6.3 Vehicle Tracking Policy</b> To approve and adopt the Vehicle Tracking Policy.	
WTCM220	<b>RECOMMENDATION</b> <b>FG160725/6.4 Policy Updates</b> To give delegated approval to officers to update approved policies to replace references to previous committees with the new approved structure.	
WTCM222	<b>RECOMMENDATION</b> <b>FG160725/7.3 Newsletters &amp; Physical Communications</b> To approve in principle that two newsletters be produced annually, one for the Summer and one for the Winter, and officers investigate all delivery and distribution methods prior to designing.	
WTCM223	<b>RECOMMENDATION</b> <b>FG160725/11 Staffing Review - External</b> To use Local Council Consultancy for the external staffing review at a cost of £2,730, subject to the Town Clerk being satisfied with the information provided by them.	
WTCM224	<b>RECOMMENDATION</b> <b>FG160725/12 Staffing - Recruitment of Administrator (Temporary)</b> To appoint a shortlisting and interview panel comprising of Cllr Estelle Blevias, Cllr Morag Bailey, The Mayor and the Town Clerk and to give delegated powers to the Town Clerk to appoint to the position following agreement from the panel.	
WTCM225	<b>RECOMMENDATION</b> <b>FG160725/7.2 Council Branding &amp; Style Guide</b> To approve the Council Branding and Style Guide.	
WTCM226	<b>RESOLUTION</b> <b>FG160725/9 Confidential Session - Exclusion</b> 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.	