



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

Agenda & Summons Staffing Committee - 07/05/2025 6:30pm

30th April 2025

To: Councillor(s) Billy Spencer, David France (Chair), Estelle Bleivas, Morag Bailey, Nick Howells, Phil Pritchard, Sally Fitzgerald

Dear Councillor,

You are hereby summoned to attend a meeting of the Staffing Committee of Welshpool Town Council which will be held on Wednesday 7th May 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 to view by remote means. Please visit <https://us02web.zoom.us/j/81079430015?pwd=po8AASkmRrShFQBRis85zbRxFNtnaT.1> to join online or use Zoom Meeting ID 810 7943 0015 and passcode 081186, 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 Staffing Committee on the 2nd April 2025.

[Appendix B]

4.1. Matters Arising

To report for information purposes only matters arising from the Staffing Committee on the 2nd April 2025.

5. DATE OF NEXT MEETING

To note that the next meeting of Staffing Committee will be subject to the Annual Meeting.

6. 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]

7. STAFFING MATTERS

To receive, and if desired, resolve regarding update from the Town Clerk in respect of staffing and employment matters.

Appendix A



Cyngor Tref y Trallwng | Welshpool Town Council Declaration of Interests Flowchart

What matters are being discussed at the meeting?

Do any relate to my interests?

- A Does it affect my entries in the Register of Interests?
- OR**
- B Does it affect the well being or financial position of me, my partner, my relatives or my friends or my, my partner's, my relatives' or my friends':
- jobs, employers or businesses;
 - companies in which I or they are a director or where I or they have a shareholding of more than £5,000 (nominal/face value);
 - business partnerships; and
 - the following organisations where I or they hold a position of general control or management:
 - other bodies where I or they represent the authority;
 - other public authorities;
 - companies, industrial and provident societies and charitable bodies;
 - bodies whose main purpose is to influence public opinion or policy; and
 - trade unions or professional associations

More than other people in the authority's area?

NO

YES

**Disclose the
existence & nature
of your interest**

You may have a
personal interest in
the matter

Would a member of the public – If he or she knew all the facts – reasonably think that personal interest was so significant that my decision on the matter would be affected by it?

NO

**You can
participate in
the meeting
and vote**

YES

You may have a
prejudicial interest

This matter relates to:

- another authority of which I am a member;
- another public authority in which I hold a position of general control or management;
- other bodies where I represent the authority;
- statutory sick pay where I am in receipt of, or are entitled to, such pay from my authority; or
- allowances or payments made under sections 141-160 of the Local Government (Wales) Measure 2011

NO

**Also, withdraw from
the meeting by
leaving the room or
chamber. Do not try
to improperly
influence the decision**

**And, considering whether or not it is
appropriate I participate in the decision
making, do I regard myself as not
having a prejudicial interest?**

YES

Personal Interest

Prejudicial Interest

LOCAL GOVERNMENT ACT 2000

MEMBERS' CODE OF CONDUCT –PARAGRAPH 11 (4)
PARAGRAPH 14 (3) (b) (ii)

NOTIFICATION IN RESPECT OF:-

(1) PERSONAL INTEREST ORALLY DISCLOSED AT MEETING

[(2) DISPENSATION RELIED UPON AT MEETING]

1.	NAME OF MEMBER:	
----	-----------------	--

2. DATE AND DETAILS OF MEETING AT WHICH ORAL DISCLOSURE OF PERSONAL INTEREST MADE:

DATE:	
MEETING:	

3. AGENDA ITEM NUMBER AND BUSINESS TO WHICH THE PERSONAL INTEREST RELATES :

AGENDA ITEM:	
BUSINESS CONSIDERED:	

4. DETAILS OF PERSONAL INTEREST

(Insert ALL category number(s) referred to in the accompanying guidance notes that apply together with any Additional Detail): If this involves SENSITIVE information give details of the agreement of the Monitoring Officer allowing you to simply disclose the EXISTENCE of the interest

--

5. PREJUDICIAL INTEREST

Complete sections (a), (b), (c) and (d) in the box below by deleting those sections and words in square brackets as appropriate.

The personal interest detailed in Section 4 above:-

[(a) Is NOT a prejudicial interest because the business concerned relates to [another relevant authority of which I am also a member] [another public authority or body exercising functions of a public nature in which I hold a position of general control or management] [a body to which I have been elected, appointed or nominated by my Council] [my role as a non LEA School Governor and the business does not relate to my school] [my role as a member of the Local Health Board] AND the business does not relate to the determination of any approval, consent, licence, permission or registration]

[(b) Is NOT a prejudicial interest because (under the objective, public perception test in Paragraph 12 (1) of the Members' Code of Conduct) it WOULD NOT be regarded as so significant that it is likely to prejudice my judgement of the public interest].

[(c) Is NOT a prejudicial interest because the business relates to a grant, loan or other form of financial assistance to community or voluntary organisations up to £500].

[(d) IS ALSO A PREJUDICIAL INTEREST because (under the objective, public perception test in Paragraph 12 (1) of the Members' Code of Conduct) it WOULD BE regarded as so significant that it is likely to prejudice my judgement of the public interest].

6. IF YOU HAVE A PREJUDICIAL INTEREST IN RESPECT OF WHICH YOU HAVE THE BENEFIT OF A DISPENSATION GRANTED BY THE STANDARDS COMMITTEE/SUB-COMMITTEE YOU MUST ALSO COMPLETE THE BOX BELOW.

DATE OF MEETING OF THE STANDARDS COMMITTEE/SUB-COMMITTEE	
EXACT WORDING OF DISPENSATION [As an alternative you may simply attach the letter (or a copy) from the Standards Committee/Sub-Committee notifying you of the grant of dispensation]	

7. DATE AND SIGNATURE:

DATE:	
SIGNATURE:	

This written notification, fully completed, dated and signed must be given BEFORE or IMMEDIATELY AFTER the close of the meeting to the Clerk.

V:\WLEGAL\CLARENCE\STANDARDS\TOWN AND COMMUNITY COUNCILS – DECLARATION OF INTEREST (VERSION 2)

Appendix B



**Cyngor Tref Y Trallwng
Welshpool Town Council
Y Porth I Cymru | The Gateway to Wales**

MINUTES

Minutes of the Staffing Committee, held on Wednesday 2nd April 2025 at 6.30 pm in the Council Chamber, Welshpool Town Hall.

Present: -

Cllr Sally Fitzgerald – Vice - Chairman.
Cllr Phil Pritchard.
Cllr Estelle Bleivas.
Cllr David France – Chairman (after Item 1)
Cllr Billy Spencer.
Cllr Morag Bailey.
Cllr Bill Rowell.
Cllr Phil Owen.

Also present:-

Cllr Nick Howells - Via Zoom.
Cllr Carol Robinson - Via Zoom.
Kimberly Wright – Events, Planning and Market Officer.
Richard Williams - Town Clerk and Proper Officer.

S83/2024 Election of a Chairman

Members are asked to elect a Chairman

RESOLVED - Cllr David France was elected as Chairman of the Staffing Committee.

Cllr Sally Fitzgerald, Cllr Estelle Bleivas and Cllr Phil Pritchard left the meeting.

S84/2024 Election of a Vice-Chairman

Members are asked to elect a Vice-Chairman if the current Vice-Chairman is elected as Chairman

As Cllr Sally Fitzgerald was not elected as Chairman, Cllr Sally Fitzgerald remains Vice-Chairman of the Staffing Committee.

S85/2024 Chairman's Welcome

The Chairman welcomed Councillors to the meeting.

S86/2024 Apologies for absence

There were no apologies received.

S87/2024 Declarations of Interest.

Cllr Billy Spencer declared an interest on S93/2024 Contracted cleaning services as an employee of the agency used.

S88/2024 Public Question Time and Participation

There were no questions from the public.

S89/2024 Minutes

RECOMMENDED - Members confirmed the minutes of the Staffing Committee meeting on Wednesday 5th February 2025.

S90/2024 Date and Time of next meeting

Members noted that the next meeting of the Staffing Committee will be held on **Wednesday 7th May 2025** at 7:15 pm

S91/2024 Exclusion of Press and Public

RESOLVED that in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw, due to the nature of the business about to be transacted which is considered to be prejudicial to the public interest.

COMMITTEE IN PRIVATE SESSION

S92/2024 Staff Appraisal

RECOMMENDED - Members agreed to recommend the policy, with the following amendment,
- Make it more clear that it is the Mayor who conducts the Clerks appraisal.

S93/2024 Contracted cleaning services

RESOLVED - Members agreed to defer this item to Full Council so the Town Clerk has time to discuss with the Responsible Financial Officer.

S84/2024 Staffing roles

RESOLVED - Councillors agreed to defer this item for three months to allow the newly appointed Clerk to settle in and decide on staffing roles.

Signed: _____

Date: _____