



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 Events and Tourism Committee - 14/05/2025 7:15pm

8th May 2025

To: Councillor(s) Billy Spencer, Chris Davies (Chair), Estelle Bleivas, Morag Bailey, Nick Howells, Phil Owen, Phil Pritchard, Sally Fitzgerald, Revd William Rowell

Dear Councillor,

You are hereby summoned to attend a meeting of the Events and Tourism Committee of Welshpool Town Council which will be held on Wednesday 14th May 2025 in the Council Chamber, Welshpool Town Hall at 7:15pm 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/86301714863?pwd=A564pRJI1tfTNYyxpj8eTH2RMTJKZ5.1> to join online or use Zoom Meeting ID 863 0171 4863 and passcode 101742, or via telephone by ringing +44 131 460 1196 United Kingdom.

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

To approve and sign as a correct record, the minutes from the meeting of the Events and Tourism Committee on the 9th April 2025.

[Appendix B]

5. TOURIST INFORMATION CENTRE (TIC)

To receive a verbal report from the TIC Manager on the work of the TIC and other matters.

6. COMMITTEE FINANCE (MONTH 1)

To note the current spending position against budget for the committee for April 2025 (Month 1).

[Appendix C]

7. FLICKS IN THE STICKS

To receive an update on the attendance and takings of the VE-Day special screening of 'A Royal Night Out' held on Monday 12th May 2025 and to note that Flicks in the Sticks does not tour during June, July and August. The next Flicks in the Sticks, will be held on Monday 1st September, showing 'Emma'.

8. CARNIVAL

To receive an update on the Carnival (bookings/parade participants etc) and consider the available face painter and balloon modeller.

[Appendix D]

9. EASTER EGG HUNT 2025

To note that over 50 children took part in the Easter egg hunt this year and we made £50 on the raffle.

10. 1940'S WEEKEND

To consider the attached letter from the 1940s committee, asking for the use of the Town Hall for the 1940s weekend.

[Appendix E]

11. UPCOMING EVENTS

To note the scheduled events for 2025.

[Appendix F]

12. DATE OF NEXT MEETING

To note that the date of the next meeting of Events and Tourism Committee is subject to the Annual Meeting.

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:	
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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

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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 Gymru | The Gateway to Wales**

MINUTES

Minutes of a meeting of the Events and Tourism Committee held on **Wednesday 12th March 2025 at 7:15 p.m. In the Council Chamber, Welshpool Town Hall.**

Present – Cllr C. Davies – Chairman
Cllr Morag Bailey
Cllr Phil Pritchard
Cllr Estelle Bleivas
Cllr Julie Arnold - Via Zoom
Cllr Phil Owen
Cllr Bill Rowell
Cllr Sally Fitzgerald

Also present – Richard Williams - Town Clerk and Proper Officer.
Kimberly Wright – Events Officer.
Wendy Lewis - Tourist Information centre manager.

ET24/102. Chairman's Welcome.

The Chairman welcomed Councillors and members of the public to the meeting.

ET24/103. Apologies for absence.

Members received and approved apologies of absence for this meeting from the following Councillors:

- Cllr Billy Spencer

ET24/104. Declarations of Interest.

Cllr Bill Rowell declared an interest on item 9 BMX Stunt show at Carnival

ET24/105. Public Question Time and Participation.

There were no questions from members of the public.

ET24/106. Minutes.

RECOMMENDED - Members approved the minutes from the previous Events and Tourism meetings held on Wednesday 12th March 2025

ET24/107. Report from the Tourist Information Centre (TIC)

Wendy Lewis gave an update on the footfall and the sales at the T.I.C.

March footfall - local visitors 722

Uk visitors 573

Overseas visitors 31

Trains have been cancelled in March, so people have been using the bus service.

Trains are back up and running again.

ET24/108. Flicks in the Sticks.

Members were updated on the attendance and takings of 'Keeping mum' held on Monday 7th April 2025.

There were 56 in attendance.

Total takings of donations and tea/coffee/cake sales were £123.62.

Members noted that the next Flicks In The Sticks, will be a VE-Day special, held on Monday 12th May 2025 and we will be showing 'A Royal Night Out'.

Cllr Estelle Bleivas and Cllr Sally Fitzgerald offered to help at the next Flicks in the sticks.

ET24/109. Wedding ceremonies re-renewal licence

The licence to hold Civil Ceremonies at Welshpool Town Hall is due to expire on **27th July 2025**. Powys County Council have agreed they can split the fee over three years.

'I am pleased to inform you that we are able to split the payment over three years for you.

- £404 at time of application, £403 due exactly 1 year after first payment and £403 due exactly 1 year after second payment.

RECOMMENDED - Members agreed to recommend to pay for the renewal of the wedding licence over three years, at a cost of £404 at time of application, £403 due exactly 1 year after first payment and £403 due exactly 1 year after second payment.

ET24/110. BMX Stunt show at Carnival

Cllr Bill Rowell declared an interest on this item.

Members were informed that despite sending a letter asking for donations/sponsorship for the cost of the headline act, not one response has been received.

RECOMMENDED - Members agreed to book the headline act, and for Kimberly to continue to try and find sponsorship. If no sponsorship is received, then Cllr Bill Rowell is happy to cover the cost.

ET24/111. Cllr Bill Rowell abstained form the vote.

ET24/112. Anchor point testing.

Members received two quotations for the anchor point testing.

RECOMMENDED - Members recommend booking Derand to test the anchor points at a cost of £2,300.98 inc VAT

ET24/113. Christmas party

Cllr Sally Fitzgerald informed members that Ms Tracey Shooker of Boot Street barbers has agreed to fund the Christmas party

RESOLVED - Members agreed to book the Children's Christmas party on Saturday 20th December 2025 at 6:00pm

Cllr Julie Arnold left the meeting.

ET24/114. Birds of prey display

RECOMMENDED - Members recommend booking the birds of prey display for this year's carnival at a cost of £300.00.

ET24/115. Return of the Jerseys

Members were informed that there is no cost for the Jerseys to perform, the Council receives payment for the hire of the room.

RESOLVED - Members agreed to allow the Jersey's to return in January 2026.

Members asked Kimberly to look into booking Bongo's Bingo and to look into rock bands for 2026.

ET24/116. Events in 2025

Members noted the scheduled events for 2025

- Saturday 19th April - Easter Egg Hunt
- Sunday 4th May - VE-Day parade and church service at Saint Mary's
- Monday 5th May - VE-Day street party
- Thursday 8th May - VE-Day afternoon tea in the Corn Exchange
- Saturday 24th May - Young Traders Market - Regional heat
- Sunday 1st June - Mayor's Sunday and Community Awards

- Saturday 7th June 2025 - Tina Turnet tribute act
- Sunday 22nd June - Welshpool Carnival
- Friday 4th –Sunday 6th July 2025- Continental market
- Saturday 23rd August - Monday 25th August - WTC Book sale event
- Friday 26th - Sunday 28th September 2025 - Welshpool 1940's weekend
- Friday 31st October - Halloween parade and party
- Saturday 1st November - Fireworks night
- Sunday 9th November - Remembrance Sunday
- Saturday 29th November - Winter Festival
- Date TBC - Children's Christmas party

Cllr Phil Owen informed members that Welshpool High School would like to get involved at our planned events.

Kimberly asked for a contact email to liaise with Welshpool High School.

ET24/117. Date and time of next meeting.

Members noted that the next Events and Tourism Committee meeting is scheduled to take place on **Wednesday 14th May 2025** at 7:15 pm in the Council Chamber.

ET24/118. Exclusion of Public and Press

COMMITTEE IN PRIVATE SESSION

ET24/119. Parkinson's coffee morning

RESOLVED - This item will be discussed at the Finance Committee and to liaise with the Events Committee members. The Committee will look at the current cost of room hire and charitable rates.

Kimberly and the Clerk to obtain figures of room hire charges in the area.

ET24/120. Budget Report

Cllr Estelle Bleivas asked if the Book Sale event could have it's own budget line.

Signed: _____

Date: _____

Appendix C

Detailed Income & Expenditure by Budget Heading 08/05/2025

Month No: 1

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Events & Tourism								
<u>180 Tourist Information</u>								
1500 Income -Commission Sales	7,879	7,879	40,000	32,121			19.7%	
1505 Income -Rail Ticket	529	529	8,000	7,471			6.6%	
1510 Income -Direct Sales	774	774	13,500	12,726			5.7%	
Tourist Information :- Income	9,182	9,182	61,500	52,318			14.9%	0
4000 Salary	4,221	4,221	63,145	58,924		58,924	6.7%	
4005 HMRC	0	0	4,325	4,325		4,325	0.0%	
4010 Pension Payments	0	0	7,552	7,552		7,552	0.0%	
4055 Rates	4,828	4,828	4,700	(128)		(128)	102.7%	
4060 Services	315	315	10,000	9,685		9,685	3.1%	
4085 Repairs & Maintenance	0	0	2,000	2,000		2,000	0.0%	
4100 Cleaning & Materials	0	0	1,000	1,000		1,000	0.0%	
4660 Direct Stock	129	129	15,000	14,871		14,871	0.9%	
4661 Commission Costs	583	583	35,000	34,417		34,417	1.7%	
4662 Train ticket costs	0	0	5,000	5,000		5,000	0.0%	
4866 IT Costs	0	0	200	200		200	0.0%	
4875 Health & Safety	0	0	200	200		200	0.0%	
4900 Miscellaneous Costs	85	85	500	415		415	16.9%	
Tourist Information :- Indirect Expenditure	10,160	10,160	148,622	138,462	0	138,462	6.8%	0
Net Income over Expenditure	(978)	(978)	(87,122)	(86,144)				
<u>230 Events</u>								
1850 Income -Carnival	0	0	1,000	1,000			0.0%	
1860 Income -Flicks in the Sticks	124	124	1,200	1,076			10.3%	
1870 Income Fireworks Display	0	0	2,000	2,000			0.0%	
1880 Income -Winter Festival	0	0	700	700			0.0%	
1895 Income-Other Events	50	50	1,500	1,450			3.3%	
Events :- Income	174	174	6,400	6,226			2.7%	0
4065 Mobile Phones	0	0	250	250		250	0.0%	
4900 Miscellaneous Costs	0	0	500	500		500	0.0%	
5100 Flicks in the Sticks	0	0	1,500	1,500		1,500	0.0%	
5105 Fireworks Display	0	0	2,500	2,500		2,500	0.0%	
5115 Remembrance	0	0	500	500		500	0.0%	
5120 Winter Festival	0	0	2,000	2,000		2,000	0.0%	
5121 Christmas Lights	0	0	2,000	2,000		2,000	0.0%	
5140 Easter Egg Hunt	28	28	0	(28)		(28)	0.0%	
5190 Community Events	1,095	1,095	3,000	1,905		1,905	36.5%	

Detailed Income & Expenditure by Budget Heading 08/05/2025

Month No: 1

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5192 Carnival	0	0	2,500	2,500		2,500	0.0%	
Events :- Indirect Expenditure	<u>1,123</u>	<u>1,123</u>	<u>14,750</u>	<u>13,627</u>	<u>0</u>	<u>13,627</u>	<u>7.6%</u>	<u>0</u>
Net Income over Expenditure	<u>(949)</u>	<u>(949)</u>	<u>(8,350)</u>	<u>(7,401)</u>				
Events & Tourism :- Income	9,356	9,356	67,900	58,544			13.8%	
Expenditure	11,283	11,283	163,372	152,089	0	152,089	6.9%	
Movement to/(from) Gen Reserve	<u>(1,927)</u>	<u>(1,927)</u>	<u>(95,472)</u>	<u>(93,545)</u>				
Grand Totals:- Income	9,356	9,356	67,900	58,544			13.8%	
Expenditure	11,283	11,283	163,372	152,089	0	152,089	6.9%	
Net Income over Expenditure	<u>(1,927)</u>	<u>(1,927)</u>	<u>(95,472)</u>	<u>(93,545)</u>				
Movement to/(from) Gen Reserve	<u>(1,927)</u>	<u>(1,927)</u>	<u>(95,472)</u>	<u>(93,545)</u>				

Appendix D

RE: Carnival Fun Day June 2025

From

Date Tue 22/04/2025 11:04

To Kimberly Wright <kimberly@welshpooltowncouncil.gov.uk>

Hi Kimberly

Apologies for the delay but Easter weekend was a little hectic.

We do have a face painter and balloon modeller available for you from 12pm to 5pm. Both hold their own PLI certificates and Risk Assessments.

Face Painter will provide all their own equipment, gazebo, paints, chair, table etc and their fee for the 5 hours is £450.00 + Vat (includes all travel expenses)

Balloon Modeller will provide all his own balloons (these now have to meet environmental standards) and he will be mobile walking around doing balloons for the children for the 5 hours and his cost is £450.00 + Vat (includes all travel expenses).

Please can you provide free parking and toilet facilities, and they will be take short breaks when required.

If there are any other ideas you would like costs on please don't hesitate to contact me.

I look forward to hearing back from you.

Kind regards

Appendix E



20.04.2025

Welshpool

Town Clerk

Welshpool Town Council

Dear Sir.

Last year the Town Council very generously supported the annual 1940s weekend by giving us free use of the Town Hall for the weekend.

I write to ask if again the Town Council can support our efforts in staging another great event for the town.

I enclose a set of accounts from our recent annual meeting and look forward to hearing from you in the near future.

Should you and/or the Council have any queries I am only too willing to attend a meeting.

The dates for this year are 26th - 28th September 2025

Yours faithfully

Chew Mann

WELSHPOOL 1940'S WEEKEND

INCOME AND EXPENDITURE ACCOUNTS FOR 2024

<u>INCOME</u>	<u>2024</u>	<u>2023</u>
FUND RAISING	14,623.78	18,237.24
DONATIONS	1,709.50	88.44
GRANT, Powys CC	5,888.95	8,393.22
GRANT, Lottery	0.00	9,960.00
GRANTS, C F in Wales & Groundwork UK	1,500.00	0.00
OTHER – SPONSORSHIPS, STALLS etc	1,903.00	2,558.50
<u>TOTAL INCOME</u>	<u>25,625.23</u>	<u>39,237.40</u>
<u>EXPENDITURE</u>		
EVENTS/ACTIVITIES	19,858.51	29,977.43
STATIONERY,PRIZES,GIFTS ETC	1,441.76	2,363.55
ROOM HIRE	690.00	797.00
PCC CAR PARK	467.14	367.65
ADVERTS, PROMOTIONS	1,195.40	4,138.52
REFRESHMENTS	209.38	1,238.44
PUBLIC LIABILITY INSURANCE	319.20	577.09
ROAD CLOSURE COSTS, CORE	1,350.00	2,337.00
SUNDRY incl Accomodation	946.60	2,174.18
<u>SUB-TOTAL</u>	<u>26,477.99</u>	<u>43,970.86</u>
<u>REPRESENTED BY :</u>		
<u>BANK ACCOUNT BALANCE B/FWD</u>	10,346.19	16,081.70
Add receipt not banked until later	606.05	0.00
Less cheques not cashed	(495.00)	(891.00)
CASH DRAWN FOR PETTY CASH	20.00	360.00
CASH IN BANK C/FWD	9,619.48	10,346.19
Less cheques not cashed	(35.00)	(495.00)
Add receipt not banked until later	0.00	606.05
<u>NET LOSS FOR THE YEAR</u>	<u>(872.76)</u>	<u>(5,093.46)</u>

	<u>2024</u>	<u>2023</u>
<u>PETTY CASH</u>		
<u>INCOME</u>		
<u>Balance b/fwd</u>	31.29	18.80
Cash from Bank account	20.00	360.00
Cash from Donations/Sales etc	40.50	1.20
Total	91.79	380.00
<u>Expenditure:</u>		
Prizes	43.92	107.67
Refreshments	0.00	127.92
Printing, postages & photocopying	6.70	69.82
Sundry expenses	6.40	44.88
Difference	0.00	(1.58)
Total	57.02	348.71
End of Year Balance to C/fwd	34.77	31.29

Petty Cash was checked at £34.77

These accounts have been prepared from the information and explanations supplied without carrying out an audit and are certified to be in accordance therewith.

Signed by M.D.Evans: Independent person: *M D Evans*.

Date *19-2-2025*

We approve these accounts and confirm that we have made available all relevant records and information for the preparation of these accounts.

Signed by E.Gannon: Treasurer *E. Gannon*.

Date *19/2/2025*

Appendix F

Upcoming Events 2025

Please note the scheduled events for 2025

- Saturday 24th May - Young Traders Market - Regional heat
- Sunday 1st June - Mayor's Sunday and Community Awards
- Saturday 7th June 2025 - Tina Turner tribute act
- Sunday 22nd June - Welshpool Carnival
- Friday 4th –Sunday 6th July 2025- Continental market
- Saturday 23rd August - Monday 25th August - WTC Book sale event
- Friday 26th - Sunday 28th September 2025 - Welshpool 1940's weekend
- Friday 31st October - Halloween parade and party
- Saturday 1st November - Fireworks night
- Sunday 9th November - Remembrance Sunday
- Saturday 29th November - Winter Festival
- Saturday 20th December - Children's Christmas party