



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 Finance & Governance Committee - 16/07/2025 6:30pm

11th July 2025

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

Dear Councillor,

You are hereby summoned to attend a meeting of the Finance & Governance Committee of Welshpool Town Council which will be held on Wednesday 16th July 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 by remote means. Please visit <https://us02web.zoom.us/j/87035446130?pwd=lqPwZC7sllj5WZl27vaJuej1BOUbZU.1> to join online or use Zoom Meeting ID 870 3544 6130 and passcode 136926, 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 Finance & Governance Committee on 18/06/2025.

[Appendix B]

4.2. Matters Arising

To report for information purposes only matters arising from the Finance & Governance Committee on 18/06/2025.

5. FINANCIAL MATTERS

5.1. Council Accounts (June 2025 - Period 3)

To consider the Bank Reconciliation, Income and Expenditure Reports and Cash and Bank Totals for June 2025.

[Appendix C]
[Appendix D]
[Appendix E]
[Appendix F]
[Appendix G]
[Appendix H]

5.2. Payment of Invoices - July

To consider payment of invoices for July 2025, including any additional payments tabled on the night.

[Appendix I]
[Appendix J]

5.3. Scrutiny of Payments

To elect one councillor for each month for the scrutiny of payments exercise as set out in Financial Regulations for August, September and October 2025.

[Appendix K]

5.4. Summer Recess

To consider delegating approval to the Town Clerk to pay urgent or contractual payments e.g. staff salaries during the Council summer recess (with payments reported for retrospective approval in September).

6. STRATEGY AND POLICY

6.1. Interim Strategic Plan (2025-2028)

To receive an update from the Town Clerk in respect of the Interim Strategic Plan to cover 2025-2028.

6.2. Gifts and Hospitality Policy

To consider the draft Gifts and Hospitality Policy and to recommend adoption.

[Appendix L]

6.3. Vehicle Tracking Policy

To consider the draft Vehicle Tracking Policy and to recommend adoption.

6.4. Policy Updates

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

7. OTHER MATTERS

7.1. Digital Engagement - Q1 2025

To note the digital engagement report for Q1 2025 (April 2025 to June 2025).

[Appendix N]

7.2. Council Branding & Style Guide

To consider and recommend for approval to Full Council the adoption of the Council Branding and Style Guide.

[Appendix O]

7.3. Newsletters & Physical Communications

To consider the report from the Town Clerk in respect of newsletters and physical communications with residents & visitors.

[Appendix P]

8. DATE OF NEXT MEETING

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

9. 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]

10. SALES LEDGER - DEBTORS [CONFIDENTIAL]

To receive an update on the Sales Ledger. [Confidential - information related to the financial or business affairs of a person and/or the authority.]

Confidential Document [Appendix Q]

11. STAFFING REVIEW - EXTERNAL [CONFIDENTIAL]

To consider the report from the Town Clerk in respect of the external staffing review. [Confidential - information relating to any negotiation in connection with any labour relations matter arising between the Council and employees.]

Confidential Document [Appendix R]

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

To consider the report from the Town Clerk in respect of recruitment of the temporary administrator position and to appoint a shortlisting and interview panel and give delegated powers to the Town Clerk to appoint to the position following agreement from the panel. [Confidential - information relating to any negotiation in connection with any labour relations matter arising between the Council and employees.]

Confidential Document [Appendix S]

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



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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

WTCM157 - 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

WTCM158 - 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.

WTCM159 - 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.

WTCM160 - 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.

WTCM161 - 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.

WTCM162 - 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.

WTCM163 - Proposed by Cllr Phil Owen, seconded by Cllr Alison Davies

RECOMMENDED

To confirm and agree payment of invoices for May 2025.

WTCM164 - 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.

WTCM165 - 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.

WTCM166 - 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.

WTCM167 - 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.

WTCM168 - 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

WTCM169 - 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.

WTCM170 - 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

ID		Assigned	Status
WTCM157	RESOLUTION FG180625/1 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	Completed
WTCM158	RESOLUTION FG180625/2 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	Completed
WTCM159	RESOLUTION FG180625/6.1 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
WTCM160	RESOLUTION FG180625/6.3 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
WTCM161	RECOMMENDATION FG180625/7.2 Payment of Invoices - June To authorise the Town Clerk to enter into the new photocopier lease with ABS.	Town Clerk & Proper Officer	In progress
WTCM162	RECOMMENDATION FG180625/7.2 Payment of Invoices - June To authorise the Town Clerk to enter into a new telephony lease with Enconvo.	Town Clerk & Proper Officer	In progress

ID		Assigned	Status
WTCM163	RECOMMENDATION FG180625/7.2 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
WTCM164	RECOMMENDATION FG180625/7.2 Payment of Invoices - June To confirm and agree payment of invoices for May 2025.	Town Clerk & Proper Officer	In progress
WTCM165	RECOMMENDATION FG180625/8.1 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
WTCM166	RECOMMENDATION FG180625/9.1 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
WTCM167	RECOMMENDATION FG180625/9.2 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
WTCM168	RESOLUTION FG180625/11 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
WTCM169	RECOMMENDATION FG180625/12 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

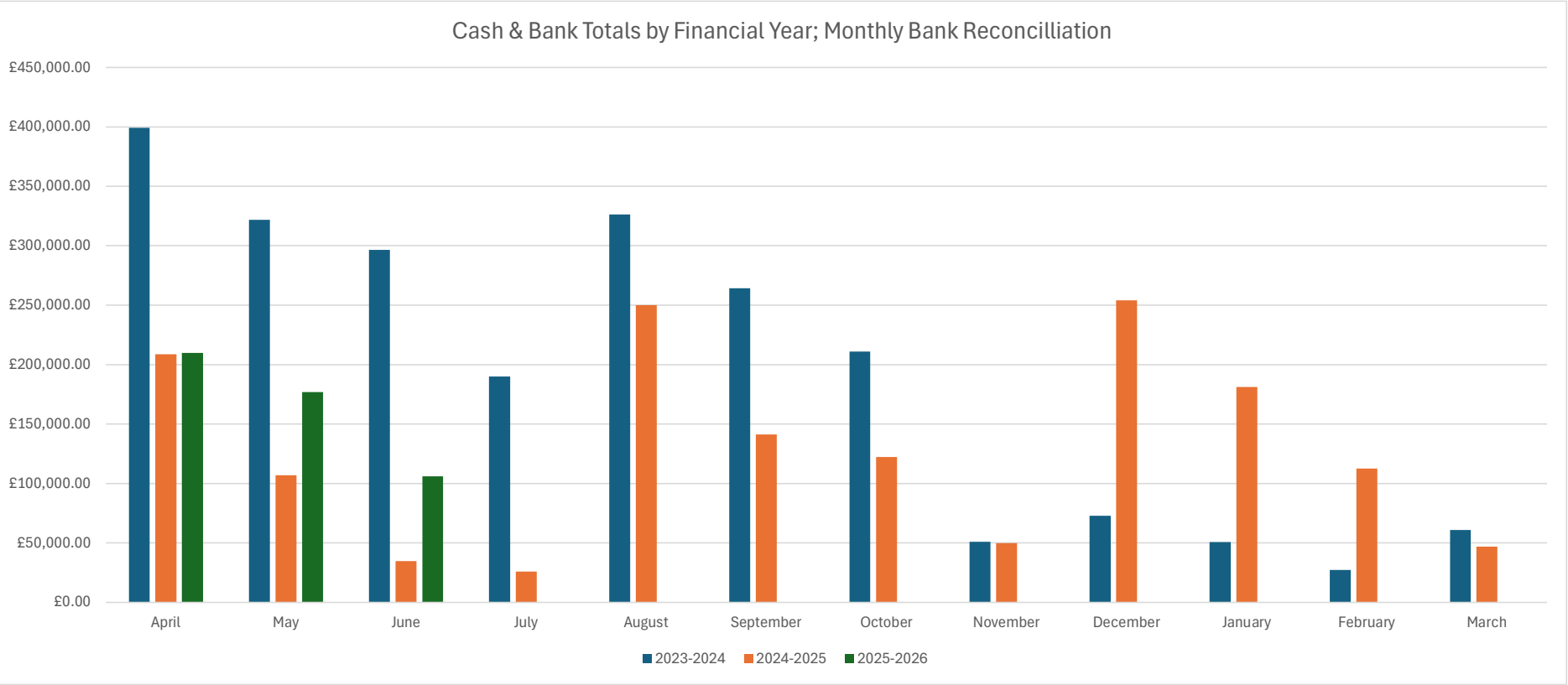
ID		Assigned	Status
WTCM170	RECOMMENDATION FG180625/13.1 Appraisals - To change the pay scale of Employee No. 8 to SCP 20, backdated to the 19th October 2023. - To agree to the request made by Employee No. 45 as to working arrangements. - To authorise the Town Clerk to enter into discussions in relation to the training request made.	Town Clerk & Proper Officer	In progress

Appendix C

Welshpool Town Council

Cash & Bank Totals

Financial Year	Precept			Precept			Precept			Precept		
	April	May	June	July	August	September	October	November	December	January	February	March
2023-2024	£399,121.99	£321,647.77	£296,433.69	£189,914.84	£326,258.67	£264,348.29	£211,024.10	£51,135.99	£72,844.79	£50,699.32	£27,240.37	£61,019.31
2024-2025	£208,734.21	£106,997.97	£34,705.68	£25,891.75	£250,077.35	£141,333.30	£122,216.78	£49,808.97	£254,001.96	£181,224.01	£112,555.29	£46,939.39
2025-2026	£210,022.16	£176,995.40	£105,878.21									



Appendix D

**Bank Reconciliation Statement as at 30/06/2025
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Account	30/06/2025	0	13,087.87
			<u>13,087.87</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			13,087.87
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			13,087.87
		Balance per Cash Book is :-	13,087.87
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Appendix E

Receipts for Month 3

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		9,318.65					9,318.65	
	Banked: 30/05/2025	127.00						
	Sales Recpts Page 1138	127.00	127.00		100			Sales Recpts Page 1138
	Banked: 01/06/2025	10,000.00						
050625	30 Day A/C	10,000.00			201		10,000.00	transfer from reserves
	Banked: 01/06/2025	5.00						
	Sales Recpts Page 1159	5.00	5.00		100			Sales Recpts Page 1159
	Banked: 01/06/2025	228.00						
	Sales Recpts Page 1164	228.00	228.00		100			Sales Recpts Page 1164
	Banked: 02/06/2025	100.00						
	Sales Recpts Page 1133	100.00	100.00		100			Sales Recpts Page 1133
card2805	Banked: 02/06/2025	1,787.89						
card2805	TIC Sales	1,646.00			1500	180	1,646.00	Owens coach tickets
card2805	TIC Sales	56.40			1500	180	56.40	National Express
card2805	TIC Sales	50.00			1500	180	50.00	Fishing permit
card2805	TIC Sales	35.49		5.92	1510	180	29.57	souvenirs other sales
	Banked: 02/06/2025	416.67						
	Sales Recpts Page 1152	416.67	416.67		100			Sales Recpts Page 1152
card2905	Banked: 03/06/2025	67.50						
card2905	TIC Sales	55.00			1500	180	55.00	fishing permit
card2905	TIC Sales	12.50		2.08	1510	180	10.42	souvenir other
	Banked: 04/06/2025	30.00						
	Sales Recpts Page 1144	30.00	30.00		100			Sales Recpts Page 1144
	Banked: 04/06/2025	26.00						
	Sales Recpts Page 1147	26.00	26.00		100			Sales Recpts Page 1147
502227	Banked: 04/06/2025	81.49						
502227	Various	8.99			1510	180	8.99	maps
502227	Various	38.00			1500	180	38.00	Owens coach tickets
502227	TIC Sales	34.50		5.75	1510	180	28.75	souvenirs
card3005	Banked: 04/06/2025	23.00						
card3005	TIC Sales	23.00		3.83	1510	180	19.17	bag
card3105	Banked: 04/06/2025	14.00						
card3105	TIC Sales	14.00		2.33	1510	180	11.67	souvenirs
502150	Banked: 04/06/2025	328.00						
502150	Meals On Wheels	328.00		54.67	1650	200	273.33	income meals to 30th May
502149	Banked: 04/06/2025	45.00						
502149	Meals On Wheels	45.00		7.50	1650	200	37.50	meals cash pen
502148	Banked: 04/06/2025	206.51						
502148	Meals On Wheels	206.51		34.42	1650	200	172.09	Meals to end 31st May cash

Receipts for Month 3

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 04/06/2025	75.00						
	Sales Recpts Page 1153	75.00	75.00		103			Sales Recpts Page 1153
	Banked: 04/06/2025	-5.00						
	Sales Recpts Page 1154	-5.00	-5.00		103			Sales Recpts Page 1154
	Banked: 05/06/2025	60.00						
	Sales Recpts Page 1137	60.00	60.00		100			Sales Recpts Page 1137
card0306	Banked: 06/06/2025	123.80						
card0306	TIC Sales	7.00		1.17	1510	180	5.83	souvenir
card0306	TIC Sales	5.80			1500	180	5.80	National Express
card0306	TIC Sales	55.00			1500	180	55.00	fishing license
card0306	TIC Sales	1.00		0.17	1510	180	0.83	other sale
card0306	TIC Sales	-42.00			1500	180	-42.00	Owens coaches refund
card0306	TIC Sales	46.00		7.67	1510	180	38.33	bags
card0306	TIC Sales	50.00			1500	180	50.00	fishing license
card0306	TIC Sales	1.00		0.17	1510	180	0.83	other sales
	Banked: 09/06/2025	75.00						
	Sales Recpts Page 1135	75.00	75.00		103			Sales Recpts Page 1135
	Banked: 09/06/2025	20.00						
	Sales Recpts Page 1136	20.00	20.00		100			Sales Recpts Page 1136
	Banked: 09/06/2025	40.00						
	Sales Recpts Page 1139	40.00	40.00		100			Sales Recpts Page 1139
	Banked: 09/06/2025	25.00						
	Sales Recpts Page 1140	25.00	25.00		103			Sales Recpts Page 1140
	Banked: 09/06/2025	270.00						
	Sales Recpts Page 1143	270.00	270.00		100			Sales Recpts Page 1143
card0409	Banked: 09/06/2025	145.89						
card0409	TIC Sales	10.00		1.67	1510	180	8.33	souvenirs
card0409	TIC Sales	14.89			1510	180	14.89	maps and books
card0409	TIC Sales	23.00		3.83	1510	180	19.17	bag
card0409	TIC Sales	36.00			1500	180	36.00	owens coach tickets
card0409	TIC Sales	26.00			1510	180	26.00	maps
card0409	TIC Sales	36.00			1510	180	36.00	Owens coaches
	Banked: 09/06/2025	144.00						
	Sales Recpts Page 1148	144.00	144.00		100			Sales Recpts Page 1148
	Banked: 10/06/2025	50.00						
	Sales Recpts Page 1134	50.00	50.00		103			Sales Recpts Page 1134
card0506	Banked: 10/06/2025	-59.00						
card0506	TIC Sales	-59.00			1500	180	-59.00	Owens coaches refund
502114	Banked: 10/06/2025	481.00						
502114	Various	481.00		80.17	1895	230	400.83	Tina tickets and raffle ticket

Receipts for Month 3

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
502293	Banked: 10/06/2025	25.00						
502293	Various	25.00		4.17	1510	180	20.83	sale of radar keys
	Banked: 11/06/2025	10.00						
	Sales Recpts Page 1141	10.00	10.00		100			Sales Recpts Page 1141
card0606	Banked: 11/06/2025	1,184.94						
card0606	TIC Sales	1,078.00			1500	180	1,078.00	Owens coach tickets
card0606	TIC Sales	34.95			1510	180	34.95	maps an dbooks
card0606	TIC Sales	36.00		6.00	1895	230	30.00	Tina Turner tickets
card0606	TIC Sales	35.99		6.00	1510	180	29.99	bags and jewellery
card0706	Banked: 11/06/2025	94.88						
card0706	TIC Sales	24.99			1510	180	24.99	souvenirs
card0706	TIC Sales	69.89		11.65	1510	180	58.24	souvenirs
502151	Banked: 11/06/2025	252.79						
502151	Meals On Wheels	252.79		42.13	1650	200	210.66	Meals 6th June
502228	Banked: 11/06/2025	180.50						
502228	TIC Sales	13.00			1510	180	13.00	maps
502228	TIC Sales	156.00			1500	180	156.00	Owens coaches
502228	TIC Sales	11.50		1.92	1510	180	9.58	souvenirs other sales
502115	Banked: 11/06/2025	504.00						
502115	Various	504.00		84.00	1895	230	420.00	Tina ticket sales
	Banked: 11/06/2025	35.00						
	Sales Recpts Page 1155	35.00	35.00		100			Sales Recpts Page 1155
bacs gt	Banked: 11/06/2025	64.50						
bacs gt	Town Hall Hire	64.50		10.75	1100	100	53.75	booking deposit?
	Banked: 11/06/2025	25,000.00						
reserves	30 Day A/C	25,000.00			201		25,000.00	transfer from reserves
	Banked: 11/06/2025	75.00						
	Sales Recpts Page 1160	75.00	75.00		103			Sales Recpts Page 1160
	Banked: 11/06/2025	50.00						
	Sales Recpts Page 1161	50.00	50.00		103			Sales Recpts Page 1161
	Banked: 12/06/2025	10.00						
	Sales Recpts Page 1142	10.00	10.00		100			Sales Recpts Page 1142
card0906	Banked: 12/06/2025	12.99						
card0906	TIC Sales	12.99		2.16	1510	180	10.83	jewellery
	Banked: 13/06/2025	1,839.00						
	Sales Recpts Page 1145	1,839.00	1,839.00		100			Sales Recpts Page 1145
	Banked: 13/06/2025	48.00						
	Sales Recpts Page 1146	48.00	48.00		100			Sales Recpts Page 1146

Receipts for Month 3

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 13/06/2025	20.00						
	Sales Recpts Page 1157	20.00	20.00		100			Sales Recpts Page 1157
card1006	Banked: 13/06/2025	73.99						
card1006	TIC Sales	50.00			1500	180	50.00	fishing permit
card1006	TIC Sales	23.99		4.00	1510	180	19.99	jewellery souvenirs
	Banked: 16/06/2025	35.00						
	Sales Recpts Page 1149	35.00	35.00		100			Sales Recpts Page 1149
	Banked: 16/06/2025	20.00						
	Sales Recpts Page 1150	20.00	20.00		100			Sales Recpts Page 1150
	Banked: 16/06/2025	10.00						
	Sales Recpts Page 1151	10.00	10.00		100			Sales Recpts Page 1151
card1106	Banked: 16/06/2025	886.50						
card1106	TIC Sales	50.00			1500	180	50.00	fishing permit
card1106	TIC Sales	699.00			1500	180	699.00	Owens coach tickets
card1106	Meals On Wheels	136.50		22.75	1650	200	113.75	meals card 11th June
card1106	TIC Sales	1.00		0.17	1510	180	0.83	other sales
502152	Banked: 16/06/2025	150.09						
502152	Meals On Wheels	150.09		25.02	1650	200	125.07	Meals cash 11th June
502153	Banked: 17/06/2025	284.00						
502153	Meals On Wheels	284.00		47.33	1650	200	236.67	Meals including Haven 13 June
	Banked: 17/06/2025	75.00						
	Sales Recpts Page 1166	75.00	75.00		100			Sales Recpts Page 1166
card1206	Banked: 17/06/2025	170.00						
card1206	TIC Sales	100.00			1500	180	100.00	Owens coaches
card1206	TIC Sales	67.00			1500	180	67.00	fishing permits
card1206	TIC Sales	3.00		0.50	1510	180	2.50	other sales
	Banked: 17/06/2025	30.00						
	Sales Recpts Page 1167	30.00	30.00		100			Sales Recpts Page 1167
	Banked: 17/06/2025	85.00						
	Sales Recpts Page 1168	85.00	85.00		100			Sales Recpts Page 1168
	Banked: 17/06/2025	26.00						
	Sales Recpts Page 1171	26.00	26.00		100			Sales Recpts Page 1171
	Banked: 18/06/2025	160.00						
	Sales Recpts Page 1169	160.00	160.00		100			Sales Recpts Page 1169
	Banked: 18/06/2025	26.00						
	Sales Recpts Page 1170	26.00	26.00		100			Sales Recpts Page 1170
card1406	Banked: 18/06/2025	160.99						
card1406	TIC Sales	105.00			1500	180	105.00	Owens coaches
card1406	TIC Sales	50.00			1500	180	50.00	fishing licenses

Receipts for Month 3

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
card1406	TIC Sales	3.99			1510	180	3.99	maps
card1406	TIC Sales	2.00		0.33	1510	180	1.67	other sales
card1306	Banked: 18/06/2025	189.40						
card1306	TIC Sales	94.00			1500	180	94.00	Owens coaches
card1306	TIC Sales	64.90			1500	180	64.90	National Express
card1306	TIC Sales	13.00			1510	180	13.00	maps
card1306	TIC Sales	17.50		2.92	1510	180	14.58	maps and other sales
502229	Banked: 18/06/2025	96.00						
502229	TIC Sales	96.00			1500	180	96.00	Owens coaches
502229+	Banked: 18/06/2025	33.98						
502229+	TIC Sales	33.98			1510	180	33.98	books and maps
502229	Banked: 18/06/2025	87.97						
502229	TIC Sales	87.97		14.66	1510	180	73.31	jewellery souvenirs
	Banked: 18/06/2025	25.00						
	Sales Recpts Page 1181	25.00	25.00		100			Sales Recpts Page 1181
	Banked: 19/06/2025	20.00						
	Sales Recpts Page 1158	20.00	20.00		100			Sales Recpts Page 1158
	Banked: 19/06/2025	168.00						
	Sales Recpts Page 1172	168.00	168.00		100			Sales Recpts Page 1172
card1606	Banked: 19/06/2025	49.83						
card1606	TIC Sales	20.84			1510	180	20.84	books and maps
card1606	TIC Sales	28.99		4.83	1510	180	24.16	jewellery bags
	Banked: 19/06/2025	20,000.00						
savings	30 Day A/C	20,000.00			201		20,000.00	transfer from reserves
	Banked: 19/06/2025	62.00						
	Sales Recpts Page 1173	62.00	62.00		100			Sales Recpts Page 1173
	Banked: 20/06/2025	35.00						
	Sales Recpts Page 1156	35.00	35.00		100			Sales Recpts Page 1156
	Banked: 20/06/2025	10.00						
	Sales Recpts Page 1162	10.00	10.00		100			Sales Recpts Page 1162
	Banked: 20/06/2025	144.00						
	Sales Recpts Page 1163	144.00	144.00		100			Sales Recpts Page 1163
	Banked: 20/06/2025	1,200.00						
	Sales Recpts Page 1165	1,200.00	1,200.00		100			Sales Recpts Page 1165
card1706	Banked: 20/06/2025	135.99						
card1706	TIC Sales	100.00			1500	180	100.00	Owens coach tickets
card1706	TIC Sales	35.99		6.00	1510	180	29.99	bag and jewellery
	Banked: 20/06/2025	1,718.73						
	Sales Recpts Page 1174	1,718.73	1,718.73		100			Sales Recpts Page 1174

Receipts for Month 3

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 20/06/2025	96.00						
	Sales Recpts Page 1175	96.00	96.00		100			Sales Recpts Page 1175
	Banked: 20/06/2025	96.00						
	Sales Recpts Page 1176	96.00	96.00		100			Sales Recpts Page 1176
	Banked: 20/06/2025	20.00						
	Sales Recpts Page 1177	20.00	20.00		100			Sales Recpts Page 1177
	Banked: 20/06/2025	35.00						
	Sales Recpts Page 1178	35.00	35.00		100			Sales Recpts Page 1178
	Banked: 20/06/2025	10.00						
	Sales Recpts Page 1179	10.00	10.00		100			Sales Recpts Page 1179
502155	Banked: 20/06/2025	90.50						
502155	TIC Sales	90.50		15.08	1650	200	75.42	the Haven
	Banked: 23/06/2025	75.00						
	Sales Recpts Page 1180	75.00	75.00		103			Sales Recpts Page 1180
card1806	Banked: 23/06/2025	58.00						
card1806	TIC Sales	33.00			1500	180	33.00	Owens coaches
card1806	TIC Sales	25.00		4.17	1510	180	20.83	other sales
card1906	Banked: 24/06/2025	66.00						
card1906	TIC Sales	66.00			1500	180	66.00	Owens coaches
502119	Banked: 24/06/2025	260.50						
502119	Carnival	110.50			1850	230	110.50	carnival donations
502119	Carnival	150.00		25.00	1850	230	125.00	Funfair - carnival
	Banked: 24/06/2025	10.00						
	Sales Recpts Page 1182	10.00	10.00		100			Sales Recpts Page 1182
	Banked: 24/06/2025	35.00						
	Sales Recpts Page 1183	35.00	35.00		100			Sales Recpts Page 1183
card2106	Banked: 25/06/2025	121.50						
card2106	TIC Sales	121.50		20.25	1510	180	101.25	bags souvenirs
card2006	Banked: 25/06/2025	225.81						
card2006	TIC Sales	50.00			1500	180	50.00	Owens coaches
card2006	TIC Sales	82.50			1500	180	82.50	National Express
card2006	TIC Sales	2.50		0.42	1510	180	2.08	other sales
card2006	TIC Sales	90.81			1510	180	90.81	books and maps
502154	Banked: 25/06/2025	236.69						
502154	Meals On Wheels	236.69		39.45	1650	200	197.24	Meals inc Haven 20th June
502230	Banked: 25/06/2025	129.05						
502230	TIC Sales	52.00			1500	180	52.00	Owens coaches
502230	TIC Sales	5.95			1510	180	5.95	books
502230	TIC Sales	71.10		11.85	1510	180	59.25	souvenirs bags other sales

Receipts for Month 3

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 25/06/2025	20,000.00						
2506025	30 Day A/C	20,000.00			201		20,000.00	transfer from reserves
	Banked: 26/06/2025	26.00						
	Sales Recpts Page 1184	26.00	26.00		100			Sales Recpts Page 1184
	Banked: 26/06/2025	500.00						
	Sales Recpts Page 1185	500.00	500.00		100			Sales Recpts Page 1185
	Banked: 26/06/2025	35.00						
	Sales Recpts Page 1186	35.00	35.00		100			Sales Recpts Page 1186
	Banked: 26/06/2025	100.00						
	Sales Recpts Page 1187	100.00	100.00		100			Sales Recpts Page 1187
card2306	Banked: 26/06/2025	161.99						
card2306	TiC Sales	161.99		27.00	1510	180	134.99	sales TiC 23rd June
	Banked: 26/06/2025	40.00						
	Sales Recpts Page 1188	40.00	40.00		100			Sales Recpts Page 1188
card2506	Banked: 26/06/2025	110.88						
card2506	TiC Sales	110.88		18.48	1510	180	92.40	TiC Sales card 30th June
card2406	Banked: 27/06/2025	36.00						
card2406	TiC Sales	36.00		6.00	1510	180	30.00	TiC Sales 24th June
502156	Banked: 30/06/2025	174.54						
502156	Meals On Wheels	174.54		29.09	1650	200	145.45	Meals cash
502157	Banked: 30/06/2025	254.50						
502157	Meals On Wheels	254.50		42.42	1650	200	212.08	Meals inc Haven
Total Receipts for Month		93,510.78	8,701.40	747.85			84,061.53	
Cashbook Totals		102,829.43	8,701.40	747.85			93,380.18	

Payments for Month 3

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/06/2025	3 Business Services	22033	56.41	56.41		500			mobile phone fees
02/06/2025	Lex AutoLease	7484719	532.68	532.68		500			lease rental van
02/06/2025	Powys County Council	20227739	6,964.07	6,964.07		500			elections in 2024
05/06/2025	Montgomeryshire Angling Associ	June 25	452.70	452.70		500			fishing permits from August 24
06/06/2025	LLoyds Bank Cardnet	June charg	154.21	154.21		500			cardnet charges
09/06/2025	Sefe Energy	3835254	2,758.14	2,758.14		500			gas Town Hall to April
09/06/2025	United Technology	3719	281.89	281.89		500			monthly subs support
09/06/2025	United Technology	3720	15.84	15.84		500			AP management
10/06/2025	Legal & General (Pensions)	May 25	1,744.89	1,744.89		500			Month 2 May 25 pensio
11/06/2025	Powys County Council	rates june	3,006.00	3,006.00		500			business rates Town H
12/06/2025	British Gas	2326	12.60	12.60		500			electricity bill
12/06/2025	HMRC - PAYE	HMRCmnth 2	6,572.12	6,572.12		500			NiC Month 2 2025
12/06/2025	Charlies AG and Turf	end June	1,029.81	1,029.81		500			machine inspection
12/06/2025	Welshpool DIY	3107	37.93	37.93		500			Welshpool DIY
12/06/2025	Permanent Recruitment Solution	6354	607.49	607.49		500			cleaning services
12/06/2025	Phils Tool Hire	627831	96.00	96.00		500			harris gas bottle
12/06/2025	Otis Ltd	6359	874.51	874.51		500			maintenance - town hall lift
12/06/2025	Potters Recycling	61035	187.25	187.25		500			general waste
12/06/2025	Boys & Boden Ltd	326515	34.02	34.02		500			bolts, chalk line set
12/06/2025	National Express Ltd	310525	162.44	162.44		500			coach tickets costs
12/06/2025	Paul Melton Hawks	1675	300.00	300.00		500			hawk display carnival
12/06/2025	Aries Entertainment	25006	1,080.00	1,080.00		500			baloon modeller face painter
12/06/2025	Brookwood Powys	5148	82.74	82.74		500			souvenir sale items for TiC
12/06/2025	On Track Wholesale	10123	159.57	159.57		500			stock for TiC
12/06/2025	Staff	BACS	28.57			5190	230	28.57	reimbursement for Hallowe'en
12/06/2025	Brookwood Powys	pay errorf	-0.27	-0.27		500			PAY ERROR/5647/Brookwo
16/06/2025	Autorama Vanrama	June fee	53.82	53.82		500			van lease fees June
19/06/2025	Lex AutoLease	2099631	10.00	10.00		500			vehicle fine Edinburgh!
20/06/2025	Traning for the Future	5398	1,080.00	1,080.00		500			City & Guilds Assessment
20/06/2025	Owens Coaches	10th May	9,470.54	9,470.54		500			coach tickets sales
20/06/2025	Boys & Boden Ltd	336209	64.09	64.09		500			lawn edging tool
20/06/2025	Powys County Council	40026830	112.27	112.27		500			trade waste (recycling)
20/06/2025	Titan Wealth Ltd	00610295	1,790.48	1,790.48		500			pension investment contract
20/06/2025	Potters Recycling	61215	271.51	271.51		500			general waste at potters
20/06/2025	AA Catering Disposables Ltd	60846	293.13	293.13		500			lids and foil
20/06/2025	Worknest	83697	134.00	134.00		500			insurance admin fee
20/06/2025	Amberon Ltd	5920678	660.00	660.00		500			road closure VE Day
20/06/2025	Hardings Shed and Garden Suppl	0920	12.99	12.99		500			unleaded petrol
20/06/2025	Border Janitorial Supplies Ltd	236472	171.38	171.38		500			oven cleaner, wipes, toiletrol
20/06/2025	One Voice Wales	9532	84.00	84.00		500			Chairing skills
20/06/2025	Silk Sharples Jennings	s25.24	600.00	600.00		500			preparing schedule of works

Payments for Month 3

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
20/06/2025	Marks Auto Accessories	1777	46.98	46.98		500			number plate seat protectors
20/06/2025	Welshpool DIY	3117	75.07	75.07		500			key cutting gloves locks
20/06/2025	Charlies Stores Ltd	51020	307.23	307.23		500			chainsaw equipment for trainin
20/06/2025	Rikki Lloyd Butcher	29708	18.70	18.70		500			meals costs
20/06/2025	Boys & Boden Ltd	33662	76.00	76.00		500			dumpy bag top soil
20/06/2025	AA Catering Disposables Ltd	wew04	64.00	64.00		500			Teaspoons
20/06/2025	Phils Tool Hire	67276	86.40	86.40		500			lawn spike aerator - hire
20/06/2025	AA Catering Disposables Ltd	on account	229.13	229.13		500			P/Ledger Electronic Payment
23/06/2025	Sefe Energy	Sefe June	1,459.86	1,459.86		500			town hall gas
24/06/2025	Total Energies	Total June	9,936.24	9,936.24		500			electricity TiC
24/06/2025	Enreach	June 2025	905.12	905.12		500			broadband internet june
25/06/2025	Staff Salaries	June Payro	20,772.96	20,772.96		500			June Salaries 25
26/06/2025	HMRC - PAYE	June 25	6,973.95	6,973.95		500			NiC June 25 month 3
26/06/2025	Powys County Council	may june 2	921.14	921.14		500			Month 3 June 25
26/06/2025	H Balard & Son	65014	204.00	204.00		500			diesel running costs
26/06/2025	Rentokil Initial	35456481	833.25	833.25		500			cleaning services toilets
26/06/2025	Boys & Boden Ltd	33832	3.29	3.29		500			dowel and hinges
26/06/2025	H Balard & Son	64745	222.37	222.37		500			diesel
26/06/2025	DM Payroll Services Ltd	4429	144.00	144.00		500			payroll services quarter 1
26/06/2025	Nick Roberts	3012	60.00	60.00		500			call out to EV charger
26/06/2025	United Technology	3968	16.74	16.74		500			monthly ap managemer
26/06/2025	United Technology	3967	298.78	298.78		500			monthly service support
26/06/2025	RCI Mobilize Financial Service	June	252.85	252.85		500			P/Ledger Electronic Payment
26/06/2025	Powys County Council	june 26	2,525.00	2,525.00		500			Pensions Shortfall 2025 2026
26/06/2025	Boys & Boden Ltd	June 25	23.81	23.81		500			various pipes clips for T
26/06/2025	Lloyds Bank Credit Card	June 25	1,161.89	1,161.89		500			Credit Card - June 25
26/06/2025	Lloyds Bank	BACS	29.40		4.90	4900	180	24.50	card rental
27/06/2025	Lloyds Bank	BACS	53.58			4470	210	53.58	Lloyds Bank
Total Payments for Month			89,741.56	89,630.01	4.90			106.65	
Balance Carried Fwd			13,087.87						
Cashbook Totals			102,829.43	89,630.01	4.90			13,194.52	

Appendix F

**Bank Reconciliation Statement as at 30/06/2025
for Cashbook 7 - Petty Cash**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash - Grounds	30/06/2025		50.00
Petty Cash - Office	30/06/2025		306.44
			<hr/> 356.44
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			356.44
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			356.44
		Balance per Cash Book is :-	356.44
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Appendix G

**Bank Reconciliation Statement as at 30/06/2025
for Cashbook 2 - 30 Day A/C**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
30 Day	30/06/2025		92,433.90
			<u>92,433.90</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			92,433.90
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			92,433.90
		Balance per Cash Book is :-	92,433.90
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Appendix H

Detailed Income & Expenditure by Budget Heading 30/06/2025

Month No: 3

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Finance & Governance								
210 Administration & Management								
1076 Precept	0	781,600	781,600	0			100.0%	
1080 Income -Interest	134	217	500	283			43.5%	
Administration & Management :- Income	134	781,817	782,100	283			100.0%	0
4000 Salary	6,194	18,500	135,830	117,330		117,330	13.6%	
4005 HMRC	2,185	7,437	13,815	6,378		6,378	53.8%	
4010 Pension Payments	585	1,790	6,657	4,867		4,867	26.9%	
4011 PCC Pension Shortfall	0	10,100	10,100	0		0	100.0%	
4020 Training Staff	120	270	4,000	3,730		3,730	6.8%	
4021 Training Councillors	294	378	1,000	622		622	37.8%	
4025 Uniforms	24	24	250	226		226	9.8%	
4055 Rates	0	0	7,500	7,500		7,500	0.0%	
4060 Services	324	1,243	7,500	6,257		6,257	16.6%	
4065 Mobile Phones	16	31	250	219		219	12.5%	
4095 Licenses	0	(130)	0	130		130	0.0%	
4100 Cleaning & Materials	(506)	0	250	250		250	0.0%	
4330 Special Projects	0	0	10,000	10,000		10,000	0.0%	
4340 Equipment	0	0	500	500	34	466	6.8%	
4445 Conferences	201	266	1,000	734		734	26.6%	
4470 Bank Charges	54	177	1,000	823		823	17.7%	
4725 Stationery	100	224	2,000	1,776		1,776	11.2%	
4850 Insurance	0	30,666	32,000	1,334		1,334	95.8%	
4855 Audit	1,275	1,275	2,500	1,225		1,225	51.0%	
4860 Professional Fees	144	1,636	2,500	864		864	65.4%	
4865 Web Site	0	0	500	500		500	0.0%	
4866 IT Costs	1,453	6,501	15,000	8,499	96	8,403	44.0%	
4870 Mayoral & Senior Allowance	0	0	1,500	1,500		1,500	0.0%	
4875 Health & Safety	0	6,993	7,000	7		7	99.9%	
4880 Electrical Testing	0	0	500	500		500	0.0%	
4885 Elections	0	6,964	1,500	(5,464)		(5,464)	464.3%	
4890 Welsh Language	0	0	500	500		500	0.0%	
4895 Subscriptions	172	172	2,000	1,828		1,828	8.6%	
4900 Miscellaneous Costs	1	75	500	425		425	15.0%	
5146 Civic & Hospitality	0	0	500	500		500	0.0%	
5450 Warm Hub Expenditure	0	0	500	500		500	0.0%	
Administration & Management :- Indirect Expenditure	12,636	94,593	268,652	174,059	130	173,929	35.3%	0
Net Income over Expenditure	(12,502)	687,224	513,448	(173,776)				
Finance & Governance :- Income	134	781,817	782,100	283			100.0%	
Expenditure	12,636	94,593	268,652	174,059	130	173,929	35.3%	
Movement to/(from) Gen Reserve	(12,502)	687,224	513,448	(173,776)				

Continued over page

Detailed Income & Expenditure by Budget Heading 30/06/2025

Month No: 3

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Operations & Development								
100 Town Hall								
1100 Income -Corn Exchange	541	1,570	7,000	5,430			22.4%	
1103 Refreshments Corn Exchange	80	80	0	(80)			0.0%	
1105 Income -Assembly Rooms	320	994	1,800	806			55.2%	
1110 Income -Other Rooms	60	140	1,000	860			14.0%	
1120 Income -Telephone Mast Rental	0	0	5,000	5,000			0.0%	
Town Hall :- Income	1,001	2,784	14,800	12,016			18.8%	0
4000 Salary	4,354	12,660	68,355	55,695		55,695	18.5%	
4005 HMRC	1,588	4,460	6,885	2,425		2,425	64.8%	
4010 Pension Payments	455	1,310	6,657	5,347		5,347	19.7%	
4055 Rates	0	36,068	35,000	(1,068)		(1,068)	103.1%	
4060 Services	12,573	18,501	60,000	41,499		41,499	30.8%	
4085 Repairs & Maintenance	1,186	3,320	15,000	11,680		11,680	22.1%	
4095 Licenses	5	135	1,500	1,365		1,365	9.0%	
4096 BLT Loan	0	940	0	(940)		(940)	0.0%	
4100 Cleaning & Materials	566	6,158	10,000	3,842		3,842	61.6%	
4200 Waste Collection	0	1,142	1,500	358		358	76.1%	
4202 Consumeables	0	42	500	458		458	8.4%	
4340 Equipment	0	(449)	500	949		949	(89.8%)	
4866 IT Costs	0	0	500	500		500	0.0%	
4875 Health & Safety	0	0	1,000	1,000		1,000	0.0%	
4900 Miscellaneous Costs	764	781	1,500	719		719	52.0%	
Town Hall :- Indirect Expenditure	21,491	85,068	208,897	123,829	0	123,829	40.7%	0
Net Income over Expenditure	(20,489)	(82,284)	(194,097)	(111,813)				
110 Markets								
1200 Income -Market Stalls	627	4,003	13,000	8,997			30.8%	
1205 Income -Outdoor Markets	87	265	1,000	735			26.5%	
Markets :- Income	714	4,268	14,000	9,732			30.5%	0
4085 Repairs & Maintenance	0	0	750	750		750	0.0%	
4095 Licenses	0	0	500	500		500	0.0%	
4205 Marketing	0	0	250	250		250	0.0%	
Markets :- Indirect Expenditure	0	0	1,500	1,500	0	1,500	0.0%	0
Net Income over Expenditure	714	4,268	12,500	8,232				

Detailed Income & Expenditure by Budget Heading 30/06/2025

Month No: 3

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
130 Recreation								
1340 Income - Rec Club Rents etc	0	0	3,000	3,000			0.0%	
1350 Income -Allotments	280	855	600	(255)			142.5%	
Recreation :- Income	280	855	3,600	2,745			23.8%	0
4020 Training Staff	900	1,905	2,000	95		95	95.3%	
4025 Uniforms	368	368	0	(368)		(368)	0.0%	
4060 Services	0	0	2,500	2,500		2,500	0.0%	
4085 Repairs & Maintenance	1,892	3,130	6,000	2,870		2,870	52.2%	
4202 Consumeables	0	0	500	500		500	0.0%	
4340 Equipment	0	0	2,500	2,500		2,500	0.0%	
4341 Play Equipment	30	680	10,000	9,320		9,320	6.8%	
4342 Play Area Fencing	0	0	16,000	16,000		16,000	0.0%	
4345 End of Season Works	0	0	20,000	20,000		20,000	0.0%	
4355 Country Park Lease	0	0	400	400		400	0.0%	
4360 Outer Park Lease	0	0	1,000	1,000		1,000	0.0%	
4365 STRI/ROSPA	520	520	1,500	980		980	34.7%	
4375 Memorial Garden	0	0	250	250		250	0.0%	
4380 Allotment costs	0	0	300	300		300	0.0%	
4400 Vehicles	0	3,125	0	(3,125)		(3,125)	0.0%	
4401 Vehicle Running Costs	394	728	1,000	272		272	72.8%	
4875 Health & Safety	0	16	250	234		234	6.5%	
4900 Miscellaneous Costs	0	0	100	100		100	0.0%	
Recreation :- Indirect Expenditure	4,104	10,472	64,300	53,828	0	53,828	16.3%	0
Net Income over Expenditure	(3,824)	(9,617)	(60,700)	(51,083)				
140 Street Scene								
4000 Salary	4,270	12,429	65,079	52,650		52,650	19.1%	
4005 HMRC	1,475	4,190	6,566	2,376		2,376	63.8%	
4010 Pension Payments	485	1,405	4,662	3,257		3,257	30.1%	
4020 Training Staff	0	0	1,000	1,000		1,000	0.0%	
4025 Uniforms	0	52	500	448		448	10.3%	
4026 PPE	0	0	500	500		500	0.0%	
4065 Mobile Phones	16	31	200	169		169	15.7%	
4085 Repairs & Maintenance	0	485	1,200	715		715	40.4%	
4200 Waste Collection	0	761	2,500	1,739		1,739	30.4%	
4202 Consumeables	61	61	0	(61)		(61)	0.0%	
4340 Equipment	304	753	3,000	2,247		2,247	25.1%	
4400 Vehicles	698	2,635	5,400	2,765		2,765	48.8%	
4401 Vehicle Running Costs	0	17	1,500	1,483		1,483	1.1%	

Detailed Income & Expenditure by Budget Heading 30/06/2025

Month No: 3

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4515 Buttington Cemetery	0	1,300	1,500	200		200	86.7%	
4900 Miscellaneous Costs	0	0	200	200		200	0.0%	
Street Scene :- Indirect Expenditure	7,309	24,119	93,807	69,688	0	69,688	25.7%	0
Net Expenditure	(7,309)	(24,119)	(93,807)	(69,688)				
<u>150 Toilets</u>								
4060 Services	297	1,776	3,000	1,224		1,224	59.2%	
4085 Repairs & Maintenance	60	60	1,000	940		940	6.0%	
4100 Cleaning & Materials	0	0	15,000	15,000		15,000	0.0%	
Toilets :- Indirect Expenditure	357	1,836	19,000	17,164	0	17,164	9.7%	0
Net Expenditure	(357)	(1,836)	(19,000)	(17,164)				
<u>160 Motte & Bailey Castle</u>								
4055 Rates	0	582	0	(582)		(582)	0.0%	
4060 Services	12	64	1,200	1,136		1,136	5.3%	
4085 Repairs & Maintenance	0	13,838	5,000	(8,838)		(8,838)	276.8%	
4095 Licenses	0	0	1,350	1,350		1,350	0.0%	
4550 Rent Private Land	0	3,000	3,000	0		0	100.0%	
Motte & Bailey Castle :- Indirect Expenditure	12	17,484	10,550	(6,934)	0	(6,934)	165.7%	0
Net Expenditure	(12)	(17,484)	(10,550)	6,934				
<u>190 Ann Holloway Centre</u>								
1110 Income -Other Rooms	347	1,042	5,000	3,958			20.8%	
1300 Income - Rent	120	195	0	(195)			0.0%	
1635 Income -Lease	0	0	6,000	6,000			0.0%	
Ann Holloway Centre :- Income	467	1,237	11,000	9,763			11.2%	0
4060 Services	902	4,173	12,000	7,827		7,827	34.8%	
4085 Repairs & Maintenance	50	1,587	5,000	3,413		3,413	31.7%	
4100 Cleaning & Materials	0	143	4,000	3,857		3,857	3.6%	
4200 Waste Collection	219	219	1,500	1,281		1,281	14.6%	
4866 IT Costs	0	0	200	200		200	0.0%	
4875 Health & Safety	0	0	200	200		200	0.0%	
4900 Miscellaneous Costs	0	0	200	200		200	0.0%	
Ann Holloway Centre :- Indirect Expenditure	1,171	6,122	23,100	16,978	0	16,978	26.5%	0
Net Income over Expenditure	(704)	(4,885)	(12,100)	(7,215)				

Detailed Income & Expenditure by Budget Heading 30/06/2025

Month No: 3

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
200 Meals on Wheels								
1650 Income -Meals on Wheels	1,900	7,658	20,000	12,342			38.3%	
Meals on Wheels :- Income	1,900	7,658	20,000	12,342			38.3%	0
4000 Salary	1,198	3,537	21,735	18,198		18,198	16.3%	
4005 HMRC	348	996	801	(195)		(195)	124.4%	
4100 Cleaning & Materials	0	0	500	500		500	0.0%	
4202 Consumeables	0	0	250	250		250	0.0%	
4340 Equipment	0	0	500	500		500	0.0%	
4400 Vehicles	211	421	4,000	3,579		3,579	10.5%	
4710 Meal Costs	140	1,449	8,000	6,551		6,551	18.1%	
4900 Miscellaneous Costs	0	0	200	200		200	0.0%	
Meals on Wheels :- Indirect Expenditure	1,896	6,404	35,986	29,582	0	29,582	17.8%	0
Net Income over Expenditure	4	1,254	(15,986)	(17,240)				
Operations & Development :- Income	4,363	16,802	63,400	46,598			26.5%	
Expenditure	36,340	151,504	457,140	305,636	0	305,636	33.1%	
Movement to/(from) Gen Reserve	(31,978)	(134,703)	(393,740)	(259,037)				

Events & Planning

180 Tourist Information								
1500 Income -Commission Sales	4,885	24,712	40,000	15,288			61.8%	
1505 Income -Rail Ticket	0	1,163	8,000	6,837			14.5%	
1510 Income -Direct Sales	717	2,573	13,500	10,927			19.1%	
Tourist Information :- Income	5,601	28,448	61,500	33,052			46.3%	0
4000 Salary	4,757	13,297	63,145	49,848		49,848	21.1%	
4005 HMRC	1,379	3,244	4,325	1,081		1,081	75.0%	
4010 Pension Payments	774	2,195	7,552	5,357		5,357	29.1%	
4055 Rates	0	4,828	4,700	(128)		(128)	102.7%	
4060 Services	209	978	10,000	9,022		9,022	9.8%	
4085 Repairs & Maintenance	165	288	2,000	1,712		1,712	14.4%	
4100 Cleaning & Materials	0	44	1,000	956		956	4.4%	
4660 Direct Stock	261	716	15,000	14,284		14,284	4.8%	
4661 Commission Costs	(1,037)	9,179	35,000	25,821		25,821	26.2%	
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	153	361	500	139		139	72.3%	
Tourist Information :- Indirect Expenditure	6,661	35,130	148,622	113,492	0	113,492	23.6%	0
Net Income over Expenditure	(1,060)	(6,682)	(87,122)	(80,440)				

Detailed Income & Expenditure by Budget Heading 30/06/2025

Month No: 3

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
230 Events								
1850 Income -Carnival	648	677	1,000	323			67.7%	
1860 Income -Flicks in the Sticks	0	262	1,200	938			21.8%	
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	851	931	1,500	569			62.1%	
Events :- Income	1,499	1,870	6,400	4,530			29.2%	0
4065 Mobile Phones	16	31	250	219		219	12.5%	
4400 Vehicles	(211)	0	0	0		0	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	2,017	2,000	(17)		(17)	100.8%	
5140 Easter Egg Hunt	0	28	0	(28)		(28)	0.0%	
5190 Community Events	701	2,346	3,000	654		654	78.2%	
5192 Carnival	2,878	3,178	2,500	(678)		(678)	127.1%	
Events :- Indirect Expenditure	3,384	7,601	14,750	7,149	0	7,149	51.5%	0
Net Income over Expenditure	(1,886)	(5,731)	(8,350)	(2,619)				
Events & Planning :- Income	7,100	30,318	67,900	37,582			44.7%	
Expenditure	10,046	42,730	163,372	120,642	0	120,642	26.2%	
Movement to/(from) Gen Reserve	(2,945)	(12,413)	(95,472)	(83,059)				
Grand Totals:- Income	11,597	828,937	913,400	84,463			90.8%	
Expenditure	59,021	288,828	889,164	600,336	130	600,206	32.5%	
Net Income over Expenditure	(47,425)	540,109	24,236	(515,873)				
Movement to/(from) Gen Reserve	(47,424)	540,109	24,236	(515,873)				

Appendix I

MONTH 4 (ENDING 5 AUGUST, 2025)

Employer
Details

Employer name	Welshpool Town Council
Employer PAYE reference	914 / W10213
Accounts Office reference	914PC00162457

Income
Tax

Gross tax	£3,903.86
Received from HMRC to refund tax	£0.00
Gross CIS deductions	£0.00
CIS deductions suffered	£0.00
Gross Student Loan deductions	£155.00
Gross Postgraduate Loan deductions	£0.00
Net Income Tax	1 £4,058.86

National
Insurance

Employee National Insurance contributions			£833.31	
Employer National Insurance contributions			£3,157.27	
Statutory Maternity Pay:	Recovered	£0.00	NIC compensation	£0.00
Statutory Paternity Pay:	Recovered	£0.00	NIC compensation	£0.00
Statutory Adoption Pay:	Recovered	£0.00	NIC compensation	£0.00
Statutory Shared Parental Pay:	Recovered	£0.00	NIC compensation	£0.00
Statutory Parental Bereavement Pay:	Recovered	£0.00	NIC compensation	£0.00
Statutory Neonatal Care Pay:	Recovered	£0.00	NIC compensation	£0.00
Received from HMRC to pay Statutory Pay			£0.00	
Employment Allowance claim			£0.00	
Apprenticeship levy			£0.00	
Net National Insurance Contributions			2	£3,990.58

Year to
Date

Amount due in previous periods	£20,035.58
Amount paid in previous periods	£20,035.58
Adjustment	£0.00
Shortfall amount carried forward to this period	3 £0.00

Amount Due

1 + 2 + 3

£8,049.44

Appendix J

Welshpool Town Council**Payments for Approval - July 2025**

Date	Invoice No.	Ref No.	Invoice Information	Amount Due (incl VAT)
<u>AA Catering Disposables Ltd [AACATER]</u>				
08/07/2025	IN061057	5728	mow trays	£250.91
<u>ABS UK Ltd [ABS]</u>				
31/05/2025	783427	5675	photocopies additional to leas	£238.99
30/06/2025	784131	5696	Photocopy charges June 25	£176.02
09/07/2025	784236		additional charges	£178.93
<u>Amberon Ltd [AMBERON]</u>				
10/06/2025	QUOTELL391036	5656	road closure cont market	£660.00
<u>British Gas [BGAS]</u>				
24/06/2025	810167842	5687	electricity motte and bailey	£13.02
27/06/2025	810170199	5684	electricity day centre	£852.99
08/07/2025	725130435	5729	electricity day centre DD	£163.02
<u>Boys & Boden Ltd [BOYS]</u>				
24/06/2025	PW/332717	5681	various pipes clips for TH	£25.44
25/06/2025	W/341673	5683	various for playpark repair	£19.25
08/07/2025	W/343479	5743	materials for AHC fix	£6.99
<u>Charlies AG and Turf [CHARLIESAG]</u>				
27/06/2025	120542	5690	service lawnmowers	£189.02
01/07/2025	120724	5705	Mower service test	£35.00
<u>Commercial Vehicle Contracts Ltd [CVC]</u>				
04/06/2025	17317	5626	documenation fee new tipper	£238.80
<u>Disabled Aid Ltd [DISAID]</u>				
30/05/2025	INV380997	5717	service of equip TIC toilets	£180.00
<u>Dan Johnson Plumbing & Heating [DJ PLUMB]</u>				
13/05/2025	632	5567	service two boilers	£750.00
<u>D Piggott [DPIGG]</u>				
12/02/2024	120224	4233	plumbing hairdressing unit	£100.00
<u>David Whyman Maps [DWHY]</u>				
16/06/2025	155448	5674	maps for sale in TiC	£520.76
<u>Enreach</u>				
30/06/2025	421769	5709	phones broadband july 25	£923.12
<u>Hardings Shed and Garden Supplis [HARDINGS]</u>				
30/06/2025	2.025E+11	5718	fuel june 25	£99.40
<u>HMRC - PAYE [HMRC]</u>				
07/07/2025	TAX JULY 25	5726	paye july 25	£8,049.44
<u>HTL Windows & Doors [HTL]</u>				
23/06/2025	42826	5706	Callout for TIC doors	£198.00
<u>Independent Playground Company [INDEP PLAY]</u>				
01/04/2025	11	5439	installation of new bolts	£390.00
<u>Rentokil Initial [INITIAL]</u>				
30/06/2025	35520137	5699	Rentokil July to Aug 25	£833.25
<u>J Davies Ltd [JDAVIES]</u>				
10/02/2025	250203359	5507	items for TiC	£154.26

<u>JRB Enterprises Ltd [JRBENT]</u>			
25/06/2025	28553	5707	dog poo bags for dispenser £73.37 <i>credit card</i>
<u>KRM Contractors Ltd [KRM]</u>			
28/05/2025	17368	5574	fencing netting buildings site £16,591.20
<u>Legal & General (Pensions) [LEGALGEN]</u>			
26/06/2025	MONTH 3 JUNE 25	5677	Pensions month 3 June 25 £1,838.89
<u>M A Roberts Groundworks and Construction [MARGR]</u>			
26/06/2025	163	5686	bench pads maes y dre £1,620.00
<u>Moprgan Fire and Security Systems Ltd [MFSS]</u>			
07/11/2023	31205	4453	alarm for 12 months £10.80
<u>Moda Express Ltd [MODA]</u>			
03/07/2025	INV25-3051	5724	bags for TIC £196.80 <i>credit card</i>
<u>MWT Cymru [MWTCYMRU]</u>			
01/06/2025	INV-12762	5697	MWT Membership 2025 £126.00
<u>National Express Ltd [NATEXP]</u>			
30/06/2025	B44220250630	5700	national express ticket costs £228.71
<u>Nick Grinsell [NGRINSELL]</u>			
16/06/2025	160625	5634	plant supply hangers tubs £764.00
<u>Nick Jones [NJONES]</u>			
20/06/2025	200625	5736	repair maes y dre toilets £235.00
<u>One Voice Wales [ONEVOICE]</u>			
26/05/2025	9511	5629	community place plan £42.00
29/05/2025	9532	5630	grant applications £84.00
06/06/2025	9558	5628	equality and diversity £84.00
06/06/2025	IPC 02/07 W	5691	inno practice conf revised £67.00
25/06/2025	9678	5708	understanding the law £42.00
27/06/2025	9705	5682	OVW training Module 8 - PP £42.00
01/07/2025	9735	5704	community engagement training £84.00
03/07/2025	9746	5721	community place plan £42.00
03/07/2025	9743	5723	the council meeting £42.00
<u>Otis Ltd [OTIS]</u>			
25/06/2025	25034749/U1	5688	service goods lift TH £268.24
25/06/2025	25034734/U1	5689	service disabled lift TH £874.51
<u>[PARTYFRIEN]</u>			
03/06/2024	6052462	4626	balloon modelling at Carnival £10.00
<u>Powys County Council [PCC1]</u>			
10/06/2025	40028005	5636	trade waste AHC £107.14
10/06/2025	40028004	5669	trade recycling £107.85
03/07/2025	40029029	5722	trade recycling TH £107.85
05/06/2025	20233958		seven stars rent market £112.50 <i>in dispute</i>
09/07/2025	20238985		flash lease for country park £30.00
<u>Powysland Club [PCLUB]</u>			
08/09/2023	08/09/2023	3833	Books for sale in TIC £96.00
<u>Phils Tool Hire [PHILSTOO]</u>			
24/06/2025	67798	5710	hire of carnival infrastructur £633.60
<u>The Pink Laundry [PINKLAUND]</u>			
23/06/2025	9027	5692	drycleaning table cloths TH £72.00
<u>Potters Recycling [POTTERS]</u>			
30/06/2025	61367	5720	general waste £313.64

<u>Powis Estates [POWIS]</u>			
01/06/2025	SI6979	5735 service charge lower park	£1,200.00
<u>Permanent Recruitment Solutions [PRS]</u>			
06/05/2025	6385	5530 cleaning contract	£694.28
12/05/2025	6409	5522 cleaning services	£694.27
19/05/2025	6438	5568 cleaning services	£672.58
27/05/2025	6461	5569 cleaning services	£715.97
02/06/2025	6487	5734 cleaning contract	£658.04
01/07/2025	6588	5701 cleaning services	£692.32
07/07/2025	6600	5719 cleaning services	£672.58
<u>[RBL]</u>			
12/06/2025	120525	5658 VE Day Poppy Wreaths	£106.00
<u>Rikki Lloyd Butcher [RLLOYD]</u>			
31/05/2024	29285	4574 may meals on wheels tickets	£5.27
01/06/2025	29782	5742 meal ticket MoW	£17.00
<u>Playsafety Ltd [ROSPA]</u>			
25/06/2025	89538	5680 RoSPA checks 2025	£624.00
<u>Savage Skills [SAVAGE]</u>			
12/06/2025	1212	5657 BMX arena show	£1,450.00
<u>S B Metalcraft Ltd [SB METAL]</u>			
12/05/2025	212	5638 reparis cargo net Maes y Dre	£160.00
<u>SLCC Enterprises Ltd [SLCC]</u>			
24/06/2025	GL207467-1	5650 FILCA - Richard Williams	£144.00
<u>SRMS</u>			
28/02/2025	S24.305	5351 cherry picker on Town Hall	£1,200.00
<u>Staff Salaries [STAFF]</u>			
07/07/2025	Jul-25	5725 salaries july 25	£21,353.19
<u>3 Business Services [THREEBUS]</u>			
01/07/2025	9.87745E+11	5738 mobile phones july	£56.41 <i>direct debit</i>
<u>TIAA Ltd [TIAA]</u>			
25/06/2025	SI-007704	5679 24/25 Internal Audit	£1,530.00
<u>Total Energies [TOTAL E]</u>			
08/07/2025	382551603/25	5730 electricity triangle house	£123.94 <i>direct debit</i>
08/07/2025	382551658/25	5731 electricity TIC	£200.42 <i>direct debit</i>
08/07/2025	382551845/25	5732 electricity toilets	£206.43 <i>direct debit</i>
08/07/2025	382551625/25	5733 electricity town hall	£4,006.87 <i>direct debit</i>
<u>United Technologies [UTECH]</u>			
30/06/2025	INV-004036	5698 additional cllr emails	£32.94
01/07/2025	INV-004221	5702 AP management	£16.74 <i>direct debit</i>
	INV-004220	5703 monthly support services	£298.78 <i>direct debit</i>
<u>WPG Ltd [WPG]</u>			
30/06/2025	162783	5695 Bench plaques	£36.00
<u>Payments for retrospective approval</u>			
07/06/2025	Total Energies	Town Hall electricity	£9,273.85 <i>direct debit</i>
07/06/2025	Total Energies	Toilets electricity	£311.79 <i>direct debit</i>
07/06/2025	Total Energies	TiC electricity	£219.90 <i>direct debit</i>
07/06/2025	Total Energies	Triange electricity !	£130.70 <i>direct debit</i>
13/06/2025	SEFE	gas town hall	£1,259.64 <i>direct debit</i>
13/06/2025	SEFE	gas day centre	£200.22 <i>direct debit</i>
25/06/2025	NPR Electrical	call out to EV charger day centre	£60.00 <i>BACS</i>

03/06/2025 RCI Mobilize
16/06/2025 Mark's Auto
16/06/2025 Lex Autolease
13/06/2025 H Ballard
16/04/2025 H Ballard
06/06/2025 Hardware DIY
03/06/2025 Initial Rentakil
01/06/2025 3 Business
02/06/2025 Boys and Boden
02/05/2025 Boys and Boden - plumblime

Kangoo rent - Meals on Wheels £252.85 *direct debit*
number plate for tractor £46.98 *BACS*
Ford Tranist lease costs £532.68 *direct debit*
diesel £204.00 *BACS*
diesel £222.37 *BACS*
keys gloves etc £75.07 *BACS*
service charges £833.25 *direct debit*
mobile phones (direct debit) £56.41 *direct debit*
Pine dowel, door hinge £3.29 *BACS*
blanking plug £23.81 *BACS*

£91,468.55

Appendix K

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

Note

Author	Richard Williams Town Clerk & Proper Officer
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The Council's Financial Regulations require that at least once a quarter, a member (who is not a bank signatory) shall verify bank reconciliations and shall sign and date the reconciliations as evidence.

However other Town Councils go further than this by introducing a monthly 'scrutiny' exercise where an appointed member selects three payments at random and the RFO has to produce the supporting documentation e.g. invoices for these payments.

Therefore the person appointed by the Finance & Governance Committee shall make an appointment to visit the Town Council offices and select three random payments from either the bank statement(s) or the payment approval list(s) and such supporting information shall be produced to ensure that appropriate procedures are being followed.

The results of this exercise will be reported back to the Finance & Governance Committee.

Appendix L

Gifts and Hospitality Policy

Purpose

The purpose of this policy is to establish controls to ensure compliance with all applicable anti-bribery and corruption regulations including the Bribery Act 2010 and to ensure the council's business is conducted in a socially responsible and legal manner.

Gifts And Hospitality

The expressions 'gifts' and 'hospitality' have wide meanings and no conclusive or exhaustive definition is possible, but can be illustrated by example.

Gifts and Hospitality may include:

- The free gift of any goods or services;
- The opportunity to acquire any goods or services at a discount or at terms not available to the general public;
- The opportunity to obtain goods or services not available to the general public;
- The offer of food, drink, accommodation or entertainment or the opportunity to attend any cultural or sporting event;
- The use of a free car.
- Common gifts include pens, diaries, calendars and other business stationery, articles of clothing, books, flowers and bouquets. When making purchases, for the council or privately, one should be cautious if additional services, privileges or advantages are offered which might be related to one's position in the Council.

Bribery undermines democracy and the rule of law. Routine local council activities and decision making may expose councils to the risk of bribery offences being committed. Such risks could, for example, relate to entering contracts for the supply of goods or services or commenting on planning applications. It could be said the greater the range and/or financial value of activities carried out by a council the greater the risk of bribery occurring.

Councils may be offered corporate hospitality/gifts by those who want to supply goods and services to them, or by those seeking to win favour and/or favourably influence decisions on relevant matters placed before the council.

Appropriate Gifts and Hospitality

There are some circumstances where one may accept gifts and hospitality as being in the normal course of duties;

- Civic hospitality provided by another public authority;

- Normal and modest refreshment in connection with any meeting in the course of ones work as a Councillor, employee or volunteer (e.g. tea, coffee and other normal beverages and biscuits);
- Tickets for sporting, cultural and entertainment events which are sponsored or promoted by the Council or bodies to which one has been appointed by the Council, where the tickets are offered in relation to fulfilling that sponsorship or promotion;
- Small low value gifts (such as pens, calendars, diaries, flowers and other mementos and tokens);
- Drinks or other modest refreshment received in the normal course of socialising arising consequentially from Council business (e.g. inclusion in a round of drinks after a meeting);
- Modest meals provided as a matter of courtesy in the office or meeting place of a person with whom the Town council has a business connection;
- Souvenirs and gifts from other public bodies intended as personal gifts (e.g. at civic events).

Councillors, employees and volunteers should treat with extreme caution the offer of any gift or hospitality by organisations or persons who do, or might, provide work, goods or services to the Council, or who might be applying to the Council for some kind of decision, e.g. planning permission.

Register of Hospitality and Gifts

To ensure transparency, the council maintains a Register of Hospitality and Gifts. Councillors and Officers are prompted to update the Register as and when gifts/hospitality is received above the value of £10.

Limits of the Policy

The Policy does not apply to:

- Gifts and hospitality one may receive from family and friends (as birthday or other festival presents) that are not related to one's position in the Council
- The acceptance of facilities or hospitality provided to you by the Council;
- Gifts given to the Council that one accepts formally on the Council's behalf and are retained by the Council and not by one personally.

Written – April 2025

Adoption date – XXX

Review date – June 2027

Appendix M



Vehicle Tracking Policy

1. Introduction

Welshpool Town Council owns and operates a small fleet of vehicles and equipment to support its operational services. To promote safety, improve efficiency, and ensure effective resource deployment, certain vehicles may be fitted with GPS tracking and/or telematics devices.

This policy sets out how such tracking systems will be used, who may access the data, and how data is stored in line with applicable laws and guidance.

2. Legal Framework

The Council will ensure that the operation of tracking systems complies with the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR).

The Council is committed to ensuring that personal data collected through telematics systems is used fairly, stored securely, and accessed only by authorised personnel for legitimate purposes.

3. Scope

This policy applies to all employees who operate council-owned vehicles fitted with tracking systems, including permanent, temporary, and agency staff. It also applies to any contractors, volunteers or third parties operating council vehicles on behalf of the authority.

For the purposes of this policy, a “tracking system” includes GPS devices, telematics systems, and any vehicle-mounted cameras that record data or footage.

4. Purpose of Tracking

Tracking systems are fitted to council vehicles for the following reasons:

- To enhance the safety of staff, vehicles, and the public
- To ensure legal compliance and monitor safe driving practices
- To detect unauthorised use of vehicles or equipment
- To provide evidence in case of incidents or disputes
- To support environmental targets through fuel efficiency
- To locate vehicles in case of theft or breakdown

5. Use of Data

Tracking data will be used to:

- Monitor start and finish times of operational activity
- Record vehicle location and routes taken
- Identify harsh driving behaviours such as sudden braking or speeding

- Investigate incidents, complaints, or near misses
- Support service delivery and contract monitoring

6. Access to Data

Data will only be accessed by authorised officers, the Town Clerk, or IT support staff with appropriate permissions.

Any data used in an investigation or disciplinary process will be shared with the employee concerned and their representative in line with the Council's Disciplinary Policy.

Data may also be shared externally in the following circumstances:

- Where required by law (e.g. insurance claims or police investigations)
- Where there is a serious health and safety concern
- Where the Council is under a legal obligation to do so

7. Data Storage and Retention

Tracking data will be stored securely and retained only for as long as is necessary for operational or legal purposes.

CCTV footage (where fitted) will normally be retained for 31 days unless required for a live investigation.

Any employee may make a subject access request to view data related to their use of a council vehicle by contacting the Town Clerk.

8. Employee Responsibilities

Employees must not tamper with, disable, or interfere with tracking systems installed in council vehicles. Any damage or malfunction of the equipment must be reported to a manager immediately. Any employee found to have deliberately interfered with or disabled a tracking device may be subject to disciplinary action in line with the Council's Disciplinary Policy.

9. Fair Use and Monitoring

Vehicle tracking systems will not be used to routinely monitor employee movements, but the data may be reviewed where there is a service need, complaint, health and safety concern, or credible allegation of misconduct.

Monitoring will be proportionate and only carried out by authorised staff.

10. Breaches of Policy

Any breach of this policy by staff may result in disciplinary action. Concerns regarding the misuse of tracking systems may be raised informally with a manager or formally through the Council's Grievance Procedure.

Written – April 2025
Adoption date – XXX
Review date – June 2027

Appendix N



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

Document / Report

Author	Richard Williams Town Clerk & Proper Officer
Title	Digital Engagement Report - Q1 2025
Date	9th July 2025

1. Purpose

1. To inform the Committee of the Council's digital engagement performance over Quarter 1 (1st April to 30th June 2025), based on website analytics and Facebook insights.

2. Background

1. Welshpool Town Council maintains a website and Facebook page to promote transparency, inform residents, and engage the wider community. This report outlines user engagement metrics and highlights top-performing content to help assess the effectiveness of the Council's digital communications.

3. Website Performance

1. Our website performance grew compared to previous periods due to the installation of tracking metrics.
2. In summary there was 2,200 active users in the period with 12,000 page views.
3. The most popular pages were the Council's meeting calendar and specific meetings such as the Events & Planning Committee meeting in July (721 views) and the Annual Meeting in May (323 views).

4. Social Media Performance

1. This quarter saw a dramatic increase in views and engagement, largely driven by well-performing event and news-related posts.
2. This quarter saw:
 1. 95,796 total views (+2,900%)
 2. 14,049 reach (+232%)
 3. 610 content interactions (+12,100%)
 4. 2,357 page visits (+334%)
 5. 45 new followers (+650%)

3. Top performing posts by views were a reminder about the Carnival which saw 4,300 views; the link to the Annual Meeting which saw 3,300 views and VE Day Photos which saw 2,100 views.

5. Conclusion

1. Quarter 1 has shown a significant uplift in digital engagement across both the website and Facebook. This reflects successful efforts to publicise key meetings, events, and announcements.

6. Decision

1. To note for information only.

Appendix O

Cyngor Tref y Trallwng | Welshpool Town Council

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Welshpool, SY21 7DD Tel: 01938 553142 Email:
town.clerk@welshpooltowncouncil.gov.uk

Note

Author	Richard Williams Town Clerk & Proper Officer
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The Council's Branding & Style Guide seeks to refine as opposed to replace the existing brand utilised by the Council.

The implementation of the updated brand & style is neutral as no existing assets or designs will be replaced to reflect the brand – any new designed materials will reflect the new brand.



WELSHPOOL TOWN COUNCIL

Branding & Style Guide

July 2025



Logo & Crest Usage

The logo of the Town Council is the crest adjoined with the words 'Cynog Tref Trallwng' and 'Welshpool Town Council'. It is a symbol of the town and dates back to the days of the previous borough.

General Rules:

- The logo must appear in full colour on a white or coloured background.
- Do not stretch, distort, recolour, or place over busy imagery.
- Maintain clear space around the logo.
- The crest may be used on its own without the additional text when appropriate.



Logo & Crest Usage

**Cyngor Tref
Trallwng**



**Welshpool
Town Council**




**Cyngor Tref
Trallwng**



**Welshpool
Town Council**










Colour Palette

Welshpool Town Council’s colours reflect a balance of trust, calmness, and professionalism. These reflect the current website branding.

-  Primary Blue
(83, 95, 128) or #535f80
-  Accent Grey Blue
(151, 159, 178) or #979fb2
-  Charcoal Slate
(49, 57, 76) or #31394c

For accessibility, ensure sufficient contrast when placing text over background colours.

There are also a number of colours for each ‘service’ area delivered by the Council.

-  Playparks
#ffbe76
-  Markets
#ff7979
-  Maes y Dre Recreation Ground
#badc58
-  Meals on Wheels
#f0932b
-  Ann Holloway Centre
#7ed6df
-  Tourist Information Centre
#686de0
-  Public Toilets
#95afc0
-  Town Hall
#22a6b3
-  Motte & Bailey or Domen Gastell
#535c68

Service Areas & Icons

Each service area delivered by the Council will have it's own colour theme and icon.

The use of iconography should be kept to the same library - please see the Town Clerk for more information.



Allotments



Allotments



Playparks



Playparks



Welshpool Markets



Welshpool Markets



Maes y Dre Recreation Ground



Maes y Dre Recreation Ground



Meals on Wheels



Meals on Wheels



Ann Holloway Centre



Ann Holloway Centre



Tourist Information Centre



Tourist Information Centre



Public Toilets



Public Toilets



Welshpool Town Hall



Welshpool Town Hall



Domen Gastell



Domen Gastell

Typography

Primary Typeface: Libre Franklin

Body Typeface: Open Sans

Libre Franklin should be used across all digital and print materials for a consistent, modern, and accessible look. The body typeface is Open Sans.

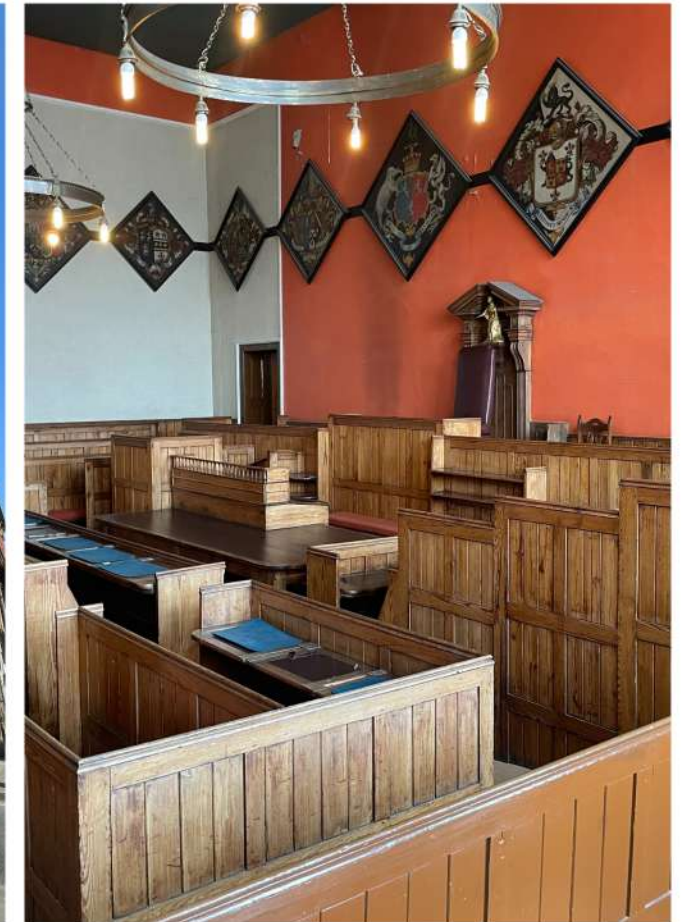
Style	Font Weight	Use Case
H1 - Page Titles	Bold	Reports, Posters
H2 - Section	Semi Bold	Leaflets, Web Content
H3 - Subheader	Medium	Meeting Agendas, Signage
Body Text	Regular	Letters, Reports, Minutes

Imagery & Tone of Voice

- Use high-resolution, naturalistic photos of Welshpool and local community events.
- Avoid stock imagery where possible.
- All imagery should support inclusivity, community, and civic pride.

The Council's communication should be:

- Clear — Plain English, jargon-free.
- Respectful — Even when discussing difficult issues.
- Inclusive — Representative of all demographics.
- Professional yet Friendly — Human, but not casual.



Digital & Social Media

- Profile photo: Use logo or crest.
- Headers: Should match official colour scheme.
- Font: Web-safe equivalent of Libre Franklin if needed (e.g., Arial or Helvetica).
- Hashtags and handles should always be written in sentence case: #WelshpoolCouncil, not #welshpoolcouncil.

Accessibility

- Maintain high contrast between text and background (aim for WCAG AA minimum).
- Avoid colour-only cues (e.g., don't use red text to indicate "bad" without an icon or label).
- Use alt text on all images posted online.

Document Templates

Only use the official letterhead for letters and use the automatically generated letterhead for Council reports.



Contact Us

✉ town.clerk@welshpooltowncouncil.gov.uk

☎ 01938 553142

📍 Welshpool Town Council
The Vicarage Gardens
Welshpool
SY21 7DD

🌐 www.welshpooltowncouncil.gov.uk

Appendix P



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

Document / Report

Author	Richard Williams Town Clerk & Proper Officer
Title	Newsletters & Physical Communications - July 2025
Date	9th July 2025

1. Purpose

1. To consider the reintroduction of a printed Council newsletter and the associated costs for production and distribution to residential properties in Welshpool.

2. Background

1. Welshpool Town Council previously produced and distributed a printed newsletter on a quarterly basis. This was considered an effective way of engaging residents and keeping them informed of Council services, activities, events, and consultations.
2. This method of communication has since ceased, but recent discussions and feedback suggest a desire to revive the quarterly newsletter to complement the Council's digital communication channels and ensure inclusive access to information—particularly for residents who may not engage with the Council's website or social media.

3. Quotes

1. Three suppliers have been approached for quotations for 3,000 copies of an A5, 8-page, full colour, gloss, stapled newsletter. The quotes are as follows:
 1. WPG - £459.00
 2. Welshpool Sign & Print - £462.20
 3. HelloPrint - £279.98

4. Distribution

1. There are two options for delivery:
 1. Councillor Distribution: Councillors and/or volunteers deliver newsletters to their local ward areas. This option would be at no cost to the Council but is dependent on councillor availability and willingness.
 2. Royal Mail Distribution: A quote of £200 has been obtained to deliver to all residential properties within the SY21 7 postcode area. This includes approximately 2,900 properties, covering the three wards of Welshpool.

5. Resource & Legal Implications

1. Should the Council wish to proceed with a quarterly newsletter the annual costs would be around £2,000 per annum if Royal Mail were used to distribute.
2. Costs may be reduced through in-house distribution by councillors or by selecting a different printer if quality is not significantly impacted.
3. There is no budget in the current financial year to fund the project and a virement would need to be used to transfer funds from General Reserve or Special Projects (210/4330) which has £10,000 budgeted.

6. Decision

1. To decide a way forward.