



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 Strategy, Policy and Development Committee - 07/05/2025 7:15pm

1st May 2025

To: Councillor(s) Chris Davies, David France, Estelle Bleivas, Morag Bailey, Phil Owen, Phil Pritchard (Chair), Richard Church

Dear Councillor,

You are hereby summoned to attend a meeting of Strategy, Policy and Development, which will be held on Wednesday 7th of May 2025 in the Council Chamber at 19:15 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/83090407932?pwd=LPWTQ43xEFb7ii2uCim8lfl3hrLr9g.1> to join online or use Zoom Meeting ID 830 9040 7932 and passcode 443267, 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 Strategy, Policy and Development Committee on the 2nd April 2025.

5. STRATEGY

5.1. Powys Teaching Health Board Better Together Programme

To consider the consultation by Powys Teaching Health Board on the future of health services in Powys.

[Appendix C]

6. DEVELOPMENT

6.1. Town Hall / Building Works

To receive an update on any Council building works.

6.2. Land at Ardwyn School / Wiggly Path

To consider commencing works to seek formal designation of the Wiggly Path as a Public Right of Way.

6.3. Car Parking / Barrier System

To consider the report from the Town Clerk on car parking at Maes y Dre.

[Appendix D]

6.4. Skatepark

To receive an update on the project to date.

7. COMMITTEE RESTRUCTURE

To consider the report from the Town Clerk on committee restructure and recommend to Council accordingly.

[Appendix E]

8. STATUTORY DOCUMENTS / POLICIES

8.1. Standing Orders

To consider and recommend for adoption revised Standing Orders for 2025-26.

Papers to Follow [Appendix F]

8.2. Training Plan

To consider and recommend for adoption the statutory Training Plan.

[Appendix G]

8.3. Code of Conduct

To consider and recommend for adoption a revised Code of Conduct.

[Appendix H]

8.4. Scheme of Delegation

To consider and recommend for adoption revised Standing Orders for 2025-26.

[Appendix I]

8.5. Communications and Engagement Policy

To consider and recommend for adoption the draft Communications and Engagement Policy.

[Appendix J]

8.6. Special Leave Policy

To consider and recommend for adoption the draft Special Leave Policy.

[Appendix K]

8.8. Honorary Titles / Community Awards

To consider and recommend for adoption the draft Honorary Titles and Community Awards Policy.

[Appendix L]

9. DATE AND TIME OF NEXT MEETING

Members are asked to note that the next meeting of the Strategy, Policy and Development Committee will be 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

--

5. PREJUDICIAL INTEREST

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

The personal interest detailed in Section 4 above:-

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

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

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

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

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

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

7. DATE AND SIGNATURE:

DATE:	
SIGNATURE:	

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

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

Appendix B



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

MINUTES

Minutes of the Strategy, Policy, and Development Committee, held on Wednesday 2nd
April 2025 at 7.15 pm in the Council Chamber, Welshpool Town Hall.

Present: -

Cllr Phil Pritchard – Chairman.
Cllr Chris Davies.
Cllr Estelle Bleivas.
Cllr Morag Bailey.
Cllr Phil Owen.
Cllr Richard Church - Via Zoom.

Also present:-

Cllr Bill Rowell.
Cllr Nick Howells - Via Zoom.
Cllr Billy Spencer..
Cllr Carol Robinson - Via Zoom.
Kimberly Wright – Events, Planning and Market officer.
Richard Williams - Welshpool Town Clerk.
County Councillor Graham Breeze - Via Zoom
Dave Williams - My Welshpool - Via Zoom

1. SPD82/2024 Chairman's Welcome

The Chairman welcomed Councillors and residents to the meeting.

2. Apologies for absence

There were no apologies received.

3. Declarations of Interest.

No declarations of interest were made.

4. Public Question Time and Participation

There were no questions from the public.

5. Minutes

RECOMMENDED - Members confirmed the minutes of the Strategy, Policy, and Development Committee meeting on Wednesday 20th February 2025.

i. Development

Members were informed that the operations team are still awaiting quotations for the next phase in the Town Hall works.

There should be an update at the next Full Council meeting.

6. Car park barrier/card payment system

Kimberly informed members that after some research, most organisations are not in favour of the barrier system, due to maintenance and staff costing issues.

One organisation recommended a camera system, (free of charge) by which visitors to the car park must pay a fee to use the car park, (all fee's would be given to Welshpool Town Council. Any person failing to pay that fee, will be fined (any fined fees are paid to the company supplying the camera system.)

Councillor Morag Bailey reminded councillors that this research was for information only and nothing is yet set in stone.

RECOMMENDED - Officers to look at all the data and bring back further information to the next meeting.

7. Zoom

Kimberly informed members that after research into the safety of online meetings, it is impossible to stop future disruption, due to the councils statutory obligation of allowing members of the public to join and participate.

Cllr David France suggested not circulating the links on Facebook, and only uploading them to the website.

Cllr Phil Owen agreed to look into an independent online provider and report back to members on his findings at the next meeting.

8. Policies

Members discussed and considered the following;

- **Staff appraisal**

RECOMMENDED - Members agreed to recommend the policy, with the following amendment,

- Make it more clear that it is the Mayor who conducts the Clerks appraisal.

- **Environmental Policy**

Recommended - Members agreed to the policy with the following added;

- 8.7 - Councillors must inform the office if they require hard copies of agendas etc.

9. Date and Time of next meeting

Members noted that the next meeting of the Strategy, Policy and Development Committee will be held on **Wednesday 2nd April 2025** at 7:15 pm

Signed:_____

Date:_____

Appendix C

Indicative text for inclusion in newsletters, websites etc.

Bwrdd Iechyd Addysgu Powys yn addo gweithio gyda phobl leol ar gynlluniau gofal iechyd yn y dyfodol	Powys Teaching Health Board pledges to work with local people on future healthcare plans
<p>Mae Bwrdd Iechyd Addysgu Powys yn galw ar holl breswylwyr, cleifion a defnyddwyr gwasanaeth Powys i rannu eu barn ar ddyfodol gwasanaethau iechyd.</p> <p>Mae'r rhaglen 'Gwella Gyda'n Gilydd' yn gweithio ledled y sir i ddod o hyd i ffyrdd o barhau i ddarparu gwasanaethau o safon sy'n diwallu orau anghenion pobl Powys.</p> <p>Dyweddodd Hayley Thomas, Prif Weithredwr Bwrdd Iechyd Addysgu Powys (BIAP): "Ein huchelgais yw bod trigolion Powys yn derbyn gwasanaethau gofal iechyd diogel, o ansawdd sy'n ddibynadwy. Rydym am wneud y defnydd gorau o'r adnoddau sydd gennym, wrth hefyd sicrhau, yn anad dim, bod gofal a diogelwch cleifion ar flaen y gad ym mhopeth a wnawn."</p> <p>Yn ystod y blynyddoedd diwethaf mae'r sir a'i phoblogaeth wedi profi llawer o newidiadau. Mae cymunedau'n mynd yn hŷn, ac wrth iddynt heneiddio, mae mwy o bobl yn byw gyda dau neu fwy o gyflyrau iechyd. Mae'r bwrdd iechyd hefyd yn dal i ddelio ag etifeddiaeth Pandemig COVID-19, gan gynnwys galw cynyddol am driniaethau, rhestrau aros sy'n cynyddu, yn ogystal â chynnydd mawr yng nghost tanwydd, bwyd a biliau eraill.</p> <p>Gwella Gyda'n Gilydd yw addewid y bwrdd iechyd i weithio gyda phobl leol</p>	<p>Powys Teaching Health Board is calling on all Powys residents, patients and service users to share their views on the future of health services.</p> <p>The 'Better Together' programme is working across the county to find ways to keep delivering quality services that best meet the needs of the people of Powys.</p> <p>Hayley Thomas, Chief Executive of Powys Teaching Health Board (PTHB), said: "Our ambition is that Powys residents receive safe, quality and reliable health care services. We want to make the very best use of the resources we have whilst ensuring above all that patient care and safety is at the forefront of everything we do."</p> <p>In recent years the county and its population has experienced lots of changes. Communities are getting older, and as they age, more people are living with two or more health conditions. The health board is also still dealing with the legacy of the COVID-19 Pandemic, including rising demand for treatments, growing waiting lists, as well as large increases in the cost of fuel, food and other bills.</p> <p>Better Together is the health board's promise to work with local people and stakeholder organisations including [INSERT PARTNER NAME] to develop</p>

a sefydliadau rhanddeiliaid, gan gynnwys [INSERT PARTNER NAME], i ddatblygu cynllun sy'n diwallu anghenion iechyd a gofal Powys dros y 10 i 25 mlynedd nesaf.

Bydd y cynllun hwn yn sicrhau y gall y bwrdd iechyd ymateb i newidiadau mewn salwch a thriniaethau a buddsoddi mwy mewn atal salwch, gwella ei gyfleusterau ac adeiladu gweithlu cynaliadwy i ddiwallu anghenion yn y dyfodol.

- Mae gwrando ar farn yn hanfodol, gyda'r ymgysylltiad cychwynnol yn dechrau ar 28 Ebrill ac yn dod i ben ar 25 Mai. I gymryd rhan, ewch i [wefan Gwella Gyda'n Gilydd](https://www.haveyoursaypowys.wales/better-together-spring25) y bwrdd iechyd [<https://www.haveyoursaypowys.wales/better-together-spring25>] i wyllo neu wrando ar y fideo cryno Achos dros Newid, neu i ddarllen y crynodeb neu'r dogfennau Achos dros Newid llawn. Os oes angen copi papur arnoch, os ydych am gael fersiwn hawdd ei ddarllen, neu i gofrestru i dderbyn diweddariadau rheolaidd ewch i: <https://pthb.nhs.wales/news-sign-up> NEU
- Ffoniwch: 01874 442917
- E-bostiwch: powys.engagement@wales.nhs.uk
- Ysgrifennwch atom: Gwella Gyda'n Gilydd, Bwrdd Iechyd Addysgu Powys, Tŷ Glasbury, Ysbyty Bronllys, Bronllys, Powys LD3 0LY

a plan that meets the health and care needs of Powys over the next 10 to 25 years.

This plan will ensure the health board can respond to changes in illnesses and treatments, invest more into preventing ill health, improve its facilities and build a sustainable workforce to meet future need.

- Listening to views is essential, with the initial engagement starting on 28 April and concluding on 25 May. To take part, please visit the health board's [Better Together website](https://www.haveyoursaypowys.wales/better-together-spring25) [<https://www.haveyoursaypowys.wales/better-together-spring25>] to watch or listen to the summary case for change video or to read the summary or full case for change documents. If you need a paper copy, want an Easy Read version, or to sign-up to receive regular updates visit: <https://pthb.nhs.wales/news-sign-up> OR
- Ring 01874 442917
- Email powys.engagement@wales.nhs.uk
- Write to Better Together, Powys Teaching Health Board, Glasbury House, Bronllys Hospital, Bronllys, Powys LD3 0LY

Appendix D



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	Maes y Dre Car Parking - May 2025
Date	30th April 2025

1. Purpose

1. To provide councillors with an update on introducing charging at Maes y Dre car park, complete with financial modelling and relevant impact assessments to allow councillors to make an informed decision.

2. Background

1. Following previous discussions at Strategy, Policy and Development Committee on generating additional income for the Town Council, staff were asked to research and explore the full impact on the proposal.
2. Initial research indicated that barrier systems are generally not favoured due to the associated high maintenance and staffing costs. An alternative option has been identified involving a camera-based enforcement system.
3. At the same time, the Council has an ongoing project to create a new community skatepark at Maes y Dre. Consultation and initial design work for the skatepark has already been undertaken with the local community.
4. It is important to note that both projects (car park charging and the skatepark development) involve the Maes y Dre site, and any decision regarding parking arrangements must take into account the future use of part of the site for the skatepark facility.

3. Considerations

1. Maes y Dre car park is situated on the site of the previous tennis courts. The site is owned by the Town Council as part of a transfer done in the 1930s which incorporated all of the Maes y Dre space. The car park was built in the 1970s and currently has 41 spaces and is accessed from Howell Drive. A map of the area in question is included at Schedule 1 of the report.
2. Impact on the skatepark project
 1. As councillors will be aware, any change to the current parking at Maes y Dre would directly impact plans for the proposed new skatepark.
 2. The Council has engaged with the local community through two phases of public consultation and received strong support for the creation of a new skatepark. Key points

to note from this engagement include:

1. The proposed skatepark would occupy the existing car park.
 2. Replacement parking provision along the edge of the access road to the Rugby Clubhouse has been discussed to mitigate the loss of the site.
 3. A high-quality, community-supported design has been developed, addressing accessibility, inclusivity (including provision for beginners, disabled users, and spectators), and local cultural elements (e.g., Welsh symbols and colours).
 4. Estimated construction cost is approximately £390,000.
3. Given these considerations, any decision about parking charges must take into account the impact on the skatepark project and the relationship between the replacement parking provision on the access road to the Rugby Clubhouse.

3. Impact on sports clubs

1. The Town Clerk has contacted the sports clubs to gather more information about the impact that the proposals would have on their facilities and ability to continue to use the recreational grounds.
2. The responses are awaited after consultation with their members. Responses received by the date of the meeting will be given verbally and this document updated for Full Council.

4. Impact on the area in general

1. It is likely if the car park became paid for, that cars would relocate to the other side of the pavilion to the parking area for the Bowling Club and Maes y Dre playpark to avoid the charges. This is likely to cause interference with the use of those facilities and have a direct impact on the Council's workshop at that location.

5. Other considerations

1. The Maes y Dre site was designated as a 'Queen Elizabeth II Field' as part of an agreement between the National Playing Fields Association and the Council in 2014 to celebrate the Diamond Jubilee. This means that the Maes y Dre site must remain for recreational use only and any change to the car park at Maes y Dre may require the consent of the National Playing Fields Association before proceeding. This consent costs around £150 and rises based on the proposed changes.
2. If the car park was to become payable, then the site may become rateable as a hereditament under the Local Government Finance Act 1988 and the Council would then be liable to pay Non-Domestic Rates on that site, which would reduce the amount of income obtained.
3. There was some discussion of an agreement between Ysgol Gymraeg y Trallwng and the sports clubs for use of the school car park, however no formal evidence has been found of this agreement and it may be that the Town Council would wish to enter into a formal agreement with the Governing Body of Ysgol Gymraeg y Trallwng to establish this arrangement.

4. Resource & Legal Implications

1. There are no immediate capital costs to the Town Council for installation if the ParkingEye system is pursued. Income generated from parking fees could contribute to the Council's operating budget.

2. Analysis has taken place on what financial impact the change could have for the Council - this is set out in Schedule 2.
3. The skatepark project will require substantial capital investment and external funding options will need to be explored to meet costs.
4. The Council must ensure that any parking enforcement arrangement complies with relevant data protection laws (e.g., GDPR, as vehicle details are personal data) and that the terms and conditions for car park use are clearly publicised to avoid legal challenges. A formal contract with the service provider would be required, subject to legal review.
5. The Town Clerk also asks members to note the other considerations as set out in Section 4 and the impact on the area in general, which could have a detrimental impact on the bowling club and access to the play park.

5. Consultation

1. No consultation has taken place with the public on this proposal, however social media comments has revealed that since the issue was last discussed in April that there is a significant portion of respondents which are against the proposal, mainly because of the impact on the skatepark project.
2. It would be recommended that a period of consultation take place if the proposal was to be agreed, in which any consultation would allow residents to fully give their opinions and outline the impacts which have not yet been explored, including their views on any proposed fee structure.

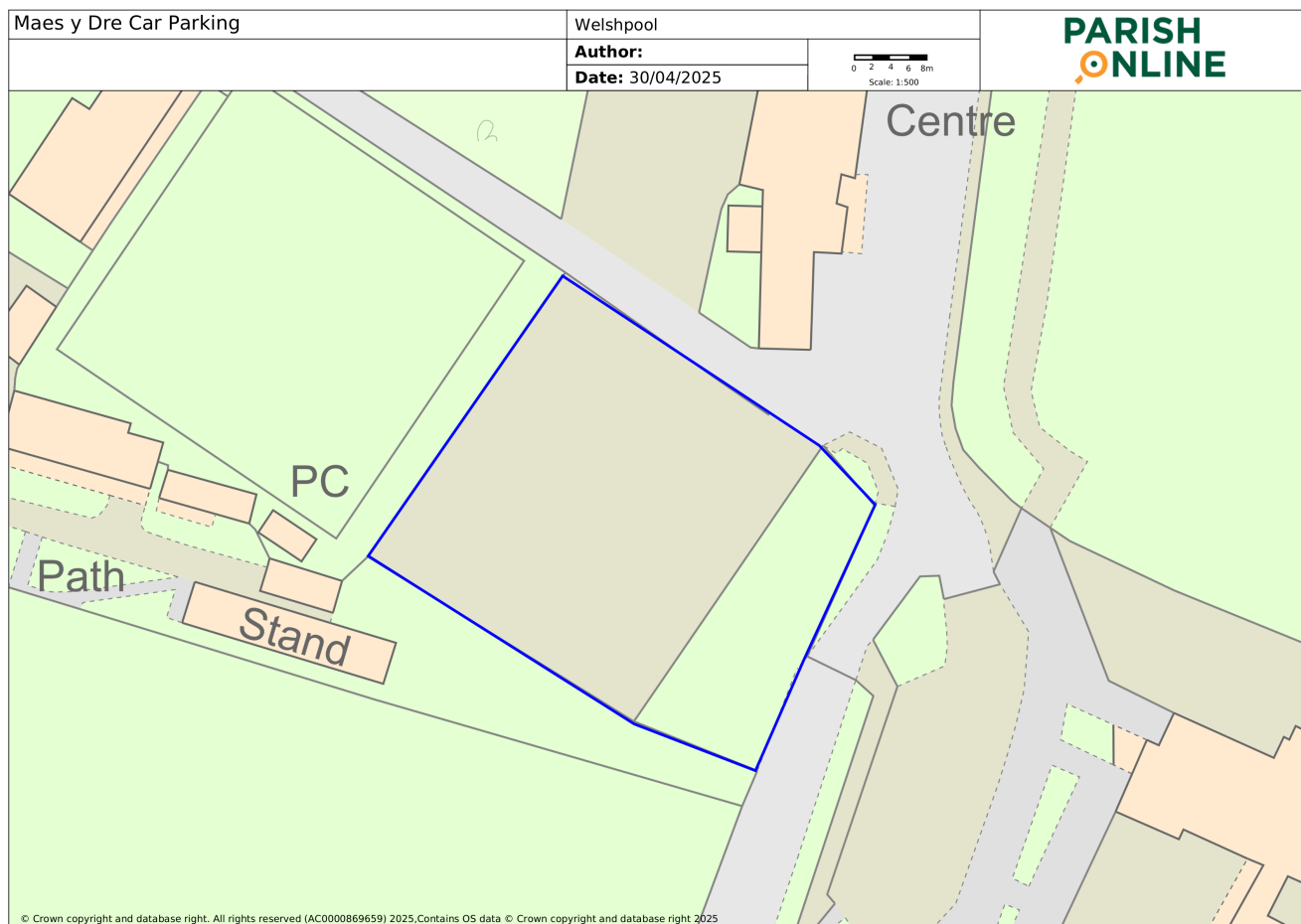
6. Reputational Risk

1. There is a reputational risk to the Council if it proceeds with the proposal to charge and councillors need to be aware of that risk vs the reward in income from fee generation (minus the cost of any liabilities e.g. non-domestic rates).

7. Decision

1. To decide whether or not to recommend to Full Council to proceed with the proposal to charge for parking at Maes y Dre, being mindful of all the advice and considerations presented by officers.
2. If agreement was given to proceed, then to:
 1. authorise the Town Clerk to enter into a contract with ParkingEye on behalf of the Council and to make all other ancillary and necessary arrangements, and
 2. report back to Council with specific details around the fee structure for parking, and
 3. consider the impact on the skatepark project and ask Council to make a decision accordingly.

Schedule 1 - Map



Schedule 2 - Financial Modelling

The financial model used examines the number of spaces available and the average spaces used per day. Over two days of investigation work, the number of average spaces occupied was around 17 out of 41.

The model assumes that the car park would be chargeable for 365 days a year and includes a 'drop off' rate of 25% (the drop off rate is the amount to which if a fee was charged that parking would decrease by).

The model indicates the following income per annum may be attainable:

Daily Parking Fee	Drop-off rate (10%)	Drop-off rate (20%)	Drop-off rate (25%)	Drop-off rate (30%)
£1	£5584.50	£4964	£4653.75	£4343.50
£1.50	£8376.75	£7446	£6980.60	£6515.30
£2	£11169	£9928	£9307.50	£8687
£2.50	£13691.20	£12410.0	£11634.40	£10858.80

It is likely that the higher the amount charged the higher the drop-off rate to alternative lower cost, or free parking around the town.

Appendix E



Committee Structure Review

April 2025

**Richard Williams
Town Clerk & Proper Officer**

Introduction

This paper sets out a review into the committee structure at Welshpool Town Council.

Background

The Council's current committee structure can be found at Appendix 1. It consists of 8 committees, 6 of which meet every month. 2 committees meet quarterly.

The general purpose of Council committees is to enable a smaller, more focussed group of councillors to discuss and make decisions on topics which have been determined by Full Council.

At a meeting of the Strategy, Policy and Development Committee on 20th February 2025, a sub-committee was formed. It made a recommendation to Full Council that Services & Property Committee and Strategy, Policy and Development Committee be merged. It did not consider the model of committee powers.

Analysis of the current structure

It is clear from discussions with councillors and staff that the current structure is unwieldy for the following reasons:

- Committees are bunched up on the same day which don't allow for proper scrutiny and decision making.
- There are too many committees meeting regularly which requires a lot of administration, detracting away from implementing the decisions of the Council.
- Topics and issues bypass committees depending on the severity/priority and go straight to Full Council without having the in depth deep dive sometimes required in a smaller group.
- Committees have too many members in ratio to the overall number on the Council (e.g. 10 out of 15 councillors).

Way forward

In exploring committee structure, consideration of the delivery of committees, their mode of operation and timings has also been taken into account. This is broken down into the following headings:

- Number of Committees
- Committee powers
- Timing and scheduling
- Number of participants and maximums

NUMBER OF COMMITTEES

Options

There are several options for reducing the number of committees which are outlined in more detail below:

Option	Description	No of Committees
A	Adopt the recommendations from the Committee Structure Sub-Committee to merge Services & Property and SPD.	5
B	Combine Finance and Staffing to form Finance & Governance Combine Events & Tourism and Planning to form Events & Planning Combine Services & Property and SPD to form Operations & Development	3
C	Combine Finance and Staffing to form Finance & Governance Combine Events & Tourism and Planning to form Events & Planning Rename Services & Property to Operations & Development Split SPD responsibilities to: <ul style="list-style-type: none">• Strategy to Finance & Governance• Policy to Finance & Governance• Development to Operations	3
D	Abolish committees and hold two Full Council meetings each month	0

There are also variations on the above options to either:

- Planning functions to transfer back to Full Council away from a committee, as the number of applications discussed is low.
- Health and Safety – retain the committee or transfer responsibilities to Full Council and Operations and Development Committee.
- Audit – retain the committee or split responsibilities between Finance & Governance and Full Council.

Recommendation

The Town Clerk would recommend that Option C would be the best to properly theme the areas referred to each committee and also allow for a balance of matters to be evenly distributed across all the committees.

The Town Clerk does not recommend Option D as this would remove the quality features of committees e.g. smaller more focussed meetings to focus on detail and delivery.

COMMITTEE POWERS

The Council currently operates a non-delegated powers model of committee, except for the Planning Committee. This means all decisions from the committee have to go back to Full Council for ratification.

Strengths and Weaknesses

In order to explore the current model, a strengths and weaknesses analysis has taken place.

Strengths	Weaknesses
<ul style="list-style-type: none">• Committees to provide recommendations to Full Council. Full Council then debates the recommendation and makes a decision which carries the full democratic backing of the entire Council.• Planning Committee has delegated powers to comment on planning applications on behalf of the entire Council.	<ul style="list-style-type: none">• Inefficiency of non-delegated committees, as most committees lack powers to make decisions, all decisions must then be referred back to Full Council, which delays progress on timely projects.• Full Council meetings are lengthy as previous discussions and debates in committees are re-explored.• High work load as staff are required to prepare the same decision for multiple committees, often duplicating work for matters to be revisited at Full Council.• Decision making delays as waiting for Full Council approval slows down project decision making and operations, which impacts service delivery and responsiveness.

Options

There are several options for committee models and powers which are outlined in more detail below:

Option	Description
1	Status Quo Continue with the current model of non-delegated powers, with recommendations to Full Council.
2	Delegated Powers

	Committees have full delegated powers over their respective areas, however some decisions will still be made by Full Council and committees to provide comment. Audit and Health and Safety to not have delegated powers.
3	Hybrid Model Committees to have full delegated powers over their respective areas, however decisions made by committees can be 'called in' whereby a number of councillors can request that the decision be reserved to Full Council. Audit and Health and Safety to not have delegated powers.

Option 2 is used in the vast majority of local council's across England and Wales and allows committees to act within agreed budget and Terms of Reference, allowing officers to carry out their decisions in a timely manner.

Option 3 would be an hybrid approach to both Option 1 and 2, allowing for speedy decision making in less controversial areas but still retaining the ability for an issue to be reserved to Full Council. This would be a similar approach to the current operation of the Planning Committee which in its terms of reference allows for delegation except on areas of a controversial nature.

Recommendation

The Town Clerk has no preferred model, except to say that with the right committee structure the all three models would be achievable. If the committee structure and number of committees to stay the same then recommendation would be either Option 2 or 3.

If Option 3 was selected then work would need to take place to determine the number of councillors to request a 'call-in' and this number would need to strike the right balance.

TIMING AND SCHEDULING

The Council currently operates two committees on each Wednesday in the month with Full Council being the fourth Wednesday in the month.

The Committee Structure Sub-Committee considered the timing and scheduling and agreed that Full Council should not be 'paired' up with another committee and should meet standalone.

Opinion

The Town Clerk would agree with the recommendation from the sub-committee regarding scheduling. The proposed scheduling of meetings would be:

- 1st Wednesday – Events & Planning (Events & Tourism and Planning)
- 2nd Wednesday – Operations & Development (Services & Property and SPD)
- 3rd Wednesday – Finance & Governance (Finance and Staffing)
- 4th Wednesday – Full Council

This would allow a consistent schedule which members and residents would be familiar with. Finance is always scheduled later in the month to enable payments for that month to be scrutinised and recommended for approval.

NUMBER OF PARTICIPANTS AND MAXIMUMS

The Council currently allows a councillor to be a member of up to 5 committees (out of 8). It has no minimum requirement and each committee is allowed to be a maximum of 10 councillors.

The size of the committee (e.g. the number of councillors who can sit on it) is far too big as a ratio compared to full council (10 is currently 2/3rds of the Council). It would be recommended to reduce that maximum to a number more manageable e.g. 50% plus 1, or 1/3rd plus 1.

It would also be recommended to reduce the number of committees a councillor can sit on, in order to share the workload amongst the councillors and to ensure that proper time and attention can be paid to the issues facing that committee.

It may also be prudent to set a minimum, so that all councillors fully engage with work done in committees.

CONSULTATION

Consultation on the changes has been carried out among members. Responses included:

Number of Committees

- Support for Option C (3 committees)
- Retention of Health and Safety and Audit Committees but hold these quarterly
- Moving 'Arts' from Operations to Events and Planning
- Support for Option D (no committees, two full councils per month)
- Planning to become a full council function
- Health and Safety to become a standing item for all agendas

Powers

- Retention of Option 1 (No Delegated Powers)
- Support for Option 3 (Hybrid Model of Powers)

Number of Participants

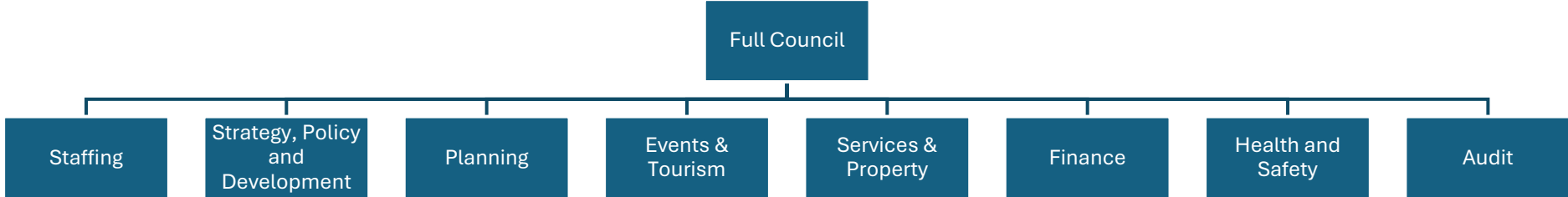
- At least one committee and no more than two
- Membership to be limited to one third plus two

Further discussions will now be had at Strategy, Policy and Development Committee to inform Full Council's decision.

CONCLUSION

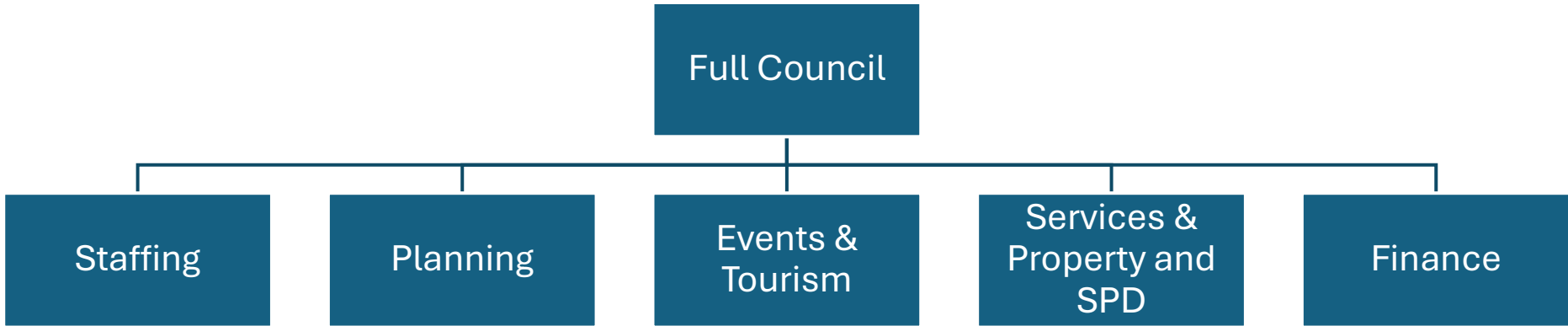
For Council to make a decision based on the above. Terms of Reference for each Option A, B and C are included in the pack with flexibility to amend based on the decision taken in respect of powers and functions.

Appendix 1 – Current Structure

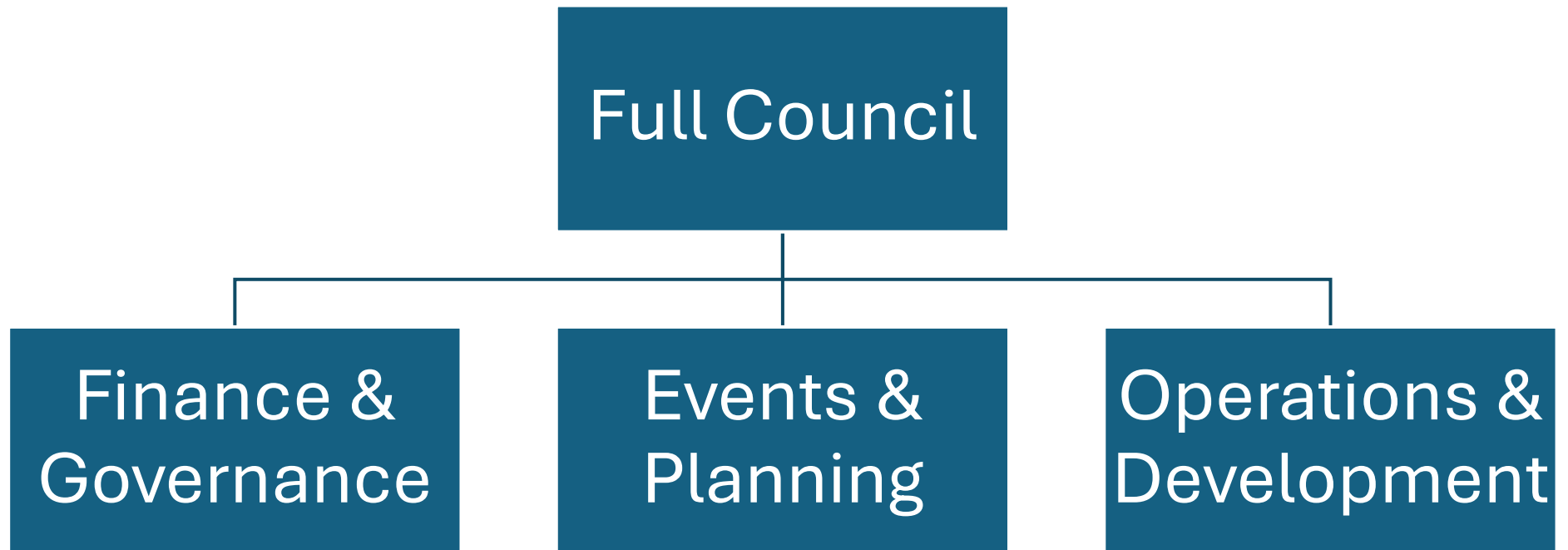


Appendix 2 – Proposed Structure

Option A



Option B and Option C



Appendix 3 – Responsibility Areas

This table sets out the overall areas of responsibility within each proposed committee from Option C. Option B would be the same, except for Strategy, Policy and Transfer of Services to sit with Operations & Development.

Full Council areas may require comment from other committees e.g. virements would require a comment from Finance & Governance.

Full Council	Finance & Governance	Events & Planning	Operations & Development
<ul style="list-style-type: none"> • Precept and Budget setting • Virements and variations • Borrowing money • Statutory documents e.g. standing orders • By-laws • Prosecution or defence • Inquiries • External consultations • Outside bodies • Acquisition and disposal of land and assets 	<ul style="list-style-type: none"> • Financial Management • Staffing including capability, discipline and grievances • Information Management • Grants and Fundraising • Engagement and Communications • Strategy (but not approval of) • Policy (but not approval of) • Transfer of Services (but not approval of) • Audit (but not approval of) 	<ul style="list-style-type: none"> • Events and Festivals • Marketing and Branding • Planning and Enforcement • Economy and Regeneration (town wide) • Tourism and Tourist Information • Heritage, Arts & Cultural 	<ul style="list-style-type: none"> • Recreation and Playgrounds • Toilets • Playing Fields and Open Spaces • Street Furniture • Street Scene • Gardens and Flower Beds • Markets • Equipment / Plant and Vehicles • Buildings and Property • Development of New Projects

Appendix F



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	Papers to Follow
Date	9th April 2025

Papers to Follow

Appendix G



Training Plan

The Council has a statutory duty to make and publish a plan setting out the training provision for its members and staff.

The first plan must be made and published prior to the 5th November 2022 and reviewed within 3 months of every ordinary Council election (next scheduled for May 2027).

Legal Framework

Section 67 of the Local Government and Elections (Wales) Act 2021 requires the Town Council to publish a plan. The act of undertaking or attendance at training is not a statutory requirement.

Section 67(4) requires the Council to keep the plan up to date and review its training plan from time to time.

The approval of the training plan is specifically exempted from functions which can be delegated under Section 101 of the Local Government Act 1972.

Statutory Training Plan

As part of its commitment to training, the Council will commission training from sector bodies such as One Voice Wales to deliver training of sufficient quality.

The Council will support councillors and staff to attend training and ensure that an annual training budget is set aside.

Welsh Government statutory guidance provides that there are a core set of skills and understanding which each councillor should have. These include:

- Basic induction
- The Code of Conduct
- Financial management and governance

This plan works in conjunction with the Staff Appraisal Policy when exploring future training needs.

The full plan is set out below.

Who	What	How	When	Outcome	Comments
All new councillors	Induction to the Council	Informal session delivered by council staff and other experienced councillors	Within 1 month of acceptance of office	Good knowledge and understanding of the Council and it's work, history and structure.	
All Councillors	Code of Conduct	Formal training	Within 6 months of accepting office	Knowledge and understanding of the obligations within the Code of Conduct.	Requirement of Standing Orders
All Councillors	Financial Management and Governance	Formal training	When required	Knowledge and understanding of obligations on Council.	According to the relevancy of role in Council
All Councillors	The Council The Councillor Council Meetings The Law Council as Employer Health and Safety	Formal training	When required	Knowledge and understanding of obligations on Council.	According to the relevancy of role in Council
Chairs and Vice Chairs of Council and Committees	Chairing Skills	Formal training	Within 6 months of accepting office as Chair/Vice Chair	Knowledge and understanding of obligations on you as Chair/Vice Chair	Good practice
All office based staff	The Council The Councillor Council Meetings The Law Council as Employer	Formal training	When required	Knowledge and understanding of obligations on Council.	According to the relevancy of role in Council

	Health and Safety				
All staff	Specialist training where required	Formal training	When required	Knowledge, skill and understanding for role.	
Town Clerk	Local Council Administration (CiLCA) or higher	Formal qualification	Within 24 months of appointment	Knowledge, understanding and skill necessary to undertake the role of Proper Officer	The current Town Clerk is qualified at Level 5 (Undergraduate level) in Law. Will obtain CiLCA as part of contractual agreement.
Responsible Finance Officer	A recognised finance or accounting qualification	Formal qualification	As part of the recruitment process	Knowledge, understanding and skill necessary to undertake the role of RFO	

Written April 2025

Adopted **XXX**

Review date June 2027

Appendix H

WELSHPOOL TOWN COUNCIL
THE LOCAL AUTHORITIES (MODEL CODE OF
CONDUCT) (WALES) ORDER 2008 (AS AMENDED)

PART 1
INTERPRETATION

1.—(1) In this code —

"co-opted member" ("*aelod cyfetholedig*"), in relation to a relevant authority, means a person who is not a member of the authority but who —

- (a) is a member of any committee or sub-committee of the authority, or
- (b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority, and who is entitled to vote on any question which falls to be decided at any meeting of that committee or subcommittee;

"meeting" ("*cyfarfod*") means any meeting —

- (a) of the relevant authority,
- (b) of any executive or board of the relevant authority,
- (c) of any committee, sub-committee, joint committee or joint sub-committee of the relevant authority or of any such committee, sub-committee, joint committee or joint sub-committee of any executive or board of the authority, or
- (d) where members or officers of the relevant authority are present other than a meeting of a political group constituted in accordance with regulation 8 of the Local Government (Committees and Political Groups) Regulations 1990,

and includes circumstances in which a member of an executive or board or an officer acting alone exercises a function of an authority;

"member" ("*aelod*") includes, unless the context requires otherwise, a co-opted member;

"registered society" means a society, other than a society registered as a credit union, which is —

- (a) a registered society within the meaning given by section 1(1) of the Co-operative and Community Benefit Societies Act 2014; or
- (b) a society registered or deemed to be registered under the Industrial and Provident Societies Act (Northern Ireland) 1969;

"register of members' interests" ("*cofrestr o fuddiannau'r aelodau*") means the register established and maintained under section 81 of the Local Government Act 2000;

"relevant authority" ("*awdurdod perthnasol*") means—

- (a) a county council,
- (b) a county borough council,
- (c) a community council,

(d) a fire and rescue authority constituted by a scheme under section 2 of the Fire and Rescue Services Act 2004 or a scheme to which section 4 of that Act applies,

(e) a National Park authority established under section 63 of the Environment Act 1995;

"you" ("*chi*") means you as a member or co-opted member of a relevant authority; and

"your authority" ("*eich awdurdod*") means the relevant authority of which you are a member or co-opted member.

(2) In relation to a community council—

(a) "proper officer" ("*swyddog priodol*") means an officer of that council within the meaning of section 270(3) of the Local Government Act 1972; and

(b) "standards committee" ("*pwylgor safonau*") means the standards committee of the county or county borough council which has functions in relation to the community council for which it is responsible under section 56(1) and (2) of the Local Government Act 2000.

PART 2 GENERAL PROVISIONS

2.—(1) Save where paragraph 3(a) applies, you must observe this code of conduct —

(a) whenever you conduct the business, or are present at a meeting, of your authority;

(b) whenever you act, claim to act or give the impression you are acting in the role of member to which you were elected or appointed;

(c) whenever you act, claim to act or give the impression you are acting as a representative of your authority; or

(d) at all times and in any capacity, in respect of conduct identified in paragraphs 6(1)(a) and 7.

(2) You should read this code together with the general principles prescribed under section 49(2) of the Local Government Act 2000 in relation to Wales.

3. Where you are elected, appointed or nominated by your authority to serve —

(a) on another relevant authority, or any other body, which includes a Local Health Board you must, when acting for that other authority or body, comply with the code of conduct of that other authority or body; or

(b) on any other body which does not have a code relating to the conduct of its members, you must, when acting for that other body, comply with this code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

4. You must —

(a) carry out your duties and responsibilities with due regard to the principle that there should be equality of opportunity for all people, regardless of their gender, race, disability, sexual orientation, age or religion;

- (b) show respect and consideration for others;
- (c) not use bullying behaviour or harass any person; and
- (d) not do anything which compromises, or which is likely to compromise, the impartiality of those who work for, or on behalf of, your authority.

5. You must not —

- (a) disclose confidential information or information which should reasonably be regarded as being of a confidential nature, without the express consent of a person authorised to give such consent, or unless required by law to do so;
- (b) prevent any person from gaining access to information to which that person is entitled by law.

6.—(1) You must —

- (a) not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute;
- (b) report, whether through your authority's confidential reporting procedure or direct to the proper authority, any conduct by another member or anyone who works for, or on behalf of, your authority which you reasonably believe involves or is likely to involve criminal behaviour (which for the purposes of this paragraph does not include offences or behaviour capable of punishment by way of a fixed penalty);
- (c) report to your authority's monitoring officer any conduct by another member which you reasonably believe breaches this code of conduct;
- (d) not make vexatious, malicious or frivolous complaints against other members or anyone who works for, or on behalf of, your authority.

(2) You must comply with any request of your authority's monitoring officer, or the Public Services Ombudsman for Wales, in connection with an investigation conducted in accordance with their respective statutory powers.

7. You must not —

- (a) in your official capacity or otherwise, use or attempt to use your position improperly to confer on or secure for yourself, or any other person, an advantage or create or avoid for yourself, or any other person, a disadvantage;
- (b) use, or authorise others to use, the resources of your authority —
 - (i) imprudently;
 - (ii) in breach of your authority's requirements;
 - (iii) unlawfully;
 - (iv) other than in a manner which is calculated to facilitate, or to be conducive to, the discharge of the functions of the authority or of the office to which you have been elected or appointed;
 - (v) improperly for political purposes; or

(vi) improperly for private purposes.

8. You must —

(a) when participating in meetings or reaching decisions regarding the business of your authority, do so on the basis of the merits of the circumstances involved and in the public interest having regard to any relevant advice provided by your authority's officers, in particular by —

(i) the authority's head of paid service;

(ii) the authority's chief finance officer;

(iii) the authority's monitoring officer;

(iv) the authority's chief legal officer (who should be consulted when there is any doubt as to the authority's power to act, as to whether the action proposed lies within the policy framework agreed by the authority or where the legal consequences of action or failure to act by the authority might have important repercussions);

(b) give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by your authority.

9. You must —

(a) observe the law and your authority's rules governing the claiming of expenses and allowances in connection with your duties as a member;

(b) avoid accepting from anyone gifts, hospitality (other than official hospitality, such as a civic reception or a working lunch duly authorised by your authority), material benefits or services for yourself or any person which might place you, or reasonably appear to place you, under an improper obligation.

PART 3 INTERESTS

Personal Interests

10. —(1) You must in all matters consider whether you have a personal interest, and whether this code of conduct requires you to disclose that interest.

(2) You must regard yourself as having a personal interest in any business of your authority if —

(a) it relates to, or is likely to affect —

(i) any employment or business carried on by you;

(ii) any person who employs or has appointed you, any firm in which you are a partner or any company for which you are a remunerated director;

(iii) any person, other than your authority, who has made a payment to you in respect of your election or any expenses incurred by you in carrying out your duties as a member;

(iv) any corporate body which has a place of business or land in your authority's area, and in which you have a beneficial interest in a class of securities of that body that

exceeds the nominal value of £25,000 or one hundredth of the total issued share capital of that body;

(v) any contract for goods, services or works made between your authority and you or a firm in which you are a partner, a company of which you are a remunerated director, or a body of the description specified in sub-paragraph (iv) above;

(vi) any land in which you have a beneficial interest and which is in the area of your authority;

(vii) any land where the landlord is your authority and the tenant is a firm in which you are a partner, a company of which you are a remunerated director, or a body of the description specified in subparagraph (iv) above;

(viii) any body to which you have been elected, appointed or nominated by your authority;

(ix) any —

(aa) public authority or body exercising functions of a public nature;

(bb) company, registered society, charity, or body directed to charitable purposes;

(cc) body whose principal purposes include the influence of public opinion or policy;

(dd) trade union or professional association; or

(ee) private club, society or association operating within your authority's area,

in which you have membership or hold a position of general control or management;

(x) any land in your authority's area in which you have a licence (alone or jointly with others) to occupy for 28 days or longer;

[Note: subparagraph (b) is omitted.]

(c) a decision upon it might reasonably be regarded as affecting —

(i) your well-being or financial position, or that of a person with whom you live, or any person with whom you have a close personal association;

(ii) any employment or business carried on by persons as described in 10(2)(c)(i);

(iii) any person who employs or has appointed such persons described in 10(2)(c)(i), any firm in which they are a partner, or any company of which they are directors;

(iv) any corporate body in which persons as described in 10(2)(c)(i) have a beneficial interest in a class of securities exceeding the nominal value of £5,000; or

(v) any body listed in paragraphs 10(2)(a)(ix)(aa) to (ee) in which persons described in 10(2)(c)(i) hold a position of general control or management,

to a greater extent than the majority of—

(aa) in the case of an authority with electoral divisions or wards, other council tax payers, rate payers or inhabitants of the electoral division or ward, as the case may be, affected by the decision; or

(bb) in all other cases, other council tax payers, ratepayers or inhabitants of the authority's area.

Disclosure of Personal Interests

11. —(1) Where you have a personal interest in any business of your authority and you attend a meeting at which that business is considered, you must disclose orally to that meeting the existence and nature of that interest before or at the commencement of that consideration, or when the interest becomes apparent.

(2) Where you have a personal interest in any business of your authority and you make —

(a) written representations (whether by letter, facsimile or some other form of electronic communication) to a member or officer of your authority regarding that business, you should include details of that interest in the written communication; or

(b) oral representations (whether in person or some form of electronic communication) to a member or officer of your authority you should disclose the interest at the commencement of such representations, or when it becomes apparent to you that you have such an interest, and confirm the representation and interest in writing within 14 days of the representation.

(3) Subject to paragraph 14(1)(b) below, where you have a personal interest in any business of your authority and you have made a decision in exercising a function of an executive or board, you must in relation to that business ensure that any written statement of that decision records the existence and nature of your interest.

(4) You must, in respect of a personal interest not previously disclosed, before or immediately after the close of a meeting where the disclosure is made pursuant to sub-paragraph 11(1), give written notification to your authority in accordance with any requirements identified by your authority's monitoring officer, or in relation to a community council, your authority's proper officer from time to time but, as a minimum containing —

(a) details of the personal interest;

(b) details of the business to which the personal interest relates; and

(c) your signature.

(5) Where you have agreement from your monitoring officer that the information relating to your personal interest is sensitive information, pursuant to paragraph 16(1), your obligations under this paragraph 11 to disclose such information, whether orally or in writing, are to be replaced with an obligation to disclose the existence of a personal interest and to confirm that your monitoring officer has agreed that the nature of such personal interest is sensitive information.

(6) For the purposes of sub-paragraph (4), a personal interest will only be deemed to have been previously disclosed if written notification has been provided in accordance with this code since the last date on which you were elected, appointed or nominated as a member of your authority.

(7) For the purposes of sub-paragraph (3), where no written notice is provided in accordance with that paragraph you will be deemed as not to have declared a personal interest in accordance with this code.

Prejudicial Interests

12. —(1) Subject to sub-paragraph (2) below, where you have a personal interest in any business of your authority you also have a prejudicial interest in that business if the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest.

(2) Subject to sub-paragraph (3), you will not be regarded as having a prejudicial interest in any business where that business—

(a) relates to —

- (i) another relevant authority of which you are also a member;
- (ii) another public authority or body exercising functions of a public nature in which you hold a position of general control or management;
- (iii) a body to which you have been elected, appointed or nominated by your authority;
- (iv) your role as a school governor (where not appointed or nominated by your authority) unless it relates particularly to the school of which you are a governor;
- (v) your role as a member of a Local Health Board where you have not been appointed or nominated by your authority;

(b) relates to —

- (i) the housing functions of your authority where you hold a tenancy or lease with your authority, provided that you do not have arrears of rent with your authority of more than two months, and provided that those functions do not relate particularly to your tenancy or lease;
- (ii) the functions of your authority in respect of school meals, transport and travelling expenses, where you are a guardian, parent, grandparent or have parental responsibility (as defined in section 3 of the Children Act 1989) of a child in full time education, unless it relates particularly to the school which that child attends;
- (iii) the functions of your authority in respect of statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of such pay from your authority;
- (iv) the functions of your authority in respect of an allowance or payment made in accordance with the provisions of Part 8 of the Local Government (Wales) Measure 2011, or an allowance or pension provided under section 18 of the Local Government and Housing Act 1989;

(c) your role as a community councillor in relation to a grant, loan or other form of financial assistance made by your community council to community or voluntary organisations up to a maximum of £500.

(3) The exemptions in subparagraph (2)(a) do not apply where the business relates to the determination of any approval, consent, licence, permission or registration.

Overview and Scrutiny Committees

13. You also have a prejudicial interest in any business before an overview and scrutiny committee of your authority (or of a sub-committee of such a committee) where—

(a) that business relates to a decision made (whether implemented or not) or action taken by your authority's executive, board or another of your authority's committees, sub-committees, joint committees or joint subcommittees; and

(b) at the time the decision was made or action was taken, you were a member of the executive, board, committee, sub-committee, joint-committee or joint sub-committee mentioned in sub-paragraph (a) and you were present when that decision was made or action was taken.

Participation in Relation to Disclosed Interests

14. —(1) Subject to sub-paragraphs (2), (2A), (3) and (4), where you have a prejudicial interest in any business of your authority you must, unless you have obtained a dispensation from your authority's standards committee —

(a) withdraw from the room, chamber or place where a meeting considering the business is being held—

(i) where sub-paragraph (2) applies, immediately after the period for making representations, answering questions or giving evidence relating to the business has ended and in any event before further consideration of the business begins, whether or not the public are allowed to remain in attendance for such consideration; or

(ii) in any other case, whenever it becomes apparent that that business is being considered at that meeting;

(b) not exercise executive or board functions in relation to that business;

(c) not seek to influence a decision about that business;

(d) not make any written representations (whether by letter, facsimile or some other form of electronic communication) in relation to that business; and

(e) not make any oral representations (whether in person or some form of electronic communication) in respect of that business or immediately cease to make such oral representations when the prejudicial interest becomes apparent.

(2) Where you have a prejudicial interest in any business of your authority you may attend a meeting but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.

(2A) Where you have a prejudicial interest in any business of your authority you may submit written representations to a meeting relating to that business, provided that the public are allowed to attend the meeting for the purpose of making representations, answering questions or giving evidence relating to the business, whether under statutory right or otherwise.

(2B) When submitting written representations under sub-paragraph (2A) you must comply with any procedure that your authority may adopt for the submission of such representations.

(3) Sub-paragraph (1) does not prevent you attending and participating in a meeting if —

(a) you are required to attend a meeting of an overview or scrutiny committee, by such committee exercising its statutory powers; or

(b) you have the benefit of a dispensation provided that you —

(i) state at the meeting that you are relying on the dispensation; and

(ii) before or immediately after the close of the meeting give written notification to your authority containing —

(aa) details of the prejudicial interest;

(bb) details of the business to which the prejudicial interest relates;

(cc) details of, and the date on which, the dispensation was granted; and

(dd) your signature.

(4) Where you have a prejudicial interest and are making written or oral representations to your authority in reliance upon a dispensation, you must provide details of the dispensation within any such written or oral representation and, in the latter case, provide written notification to your authority within 14 days of making the representation.

PART 4 THE REGISTER OF MEMBERS' INTERESTS

Registration of Personal Interests

15. —(1) Subject to sub-paragraph (4), you must, within 28 days of—

(a) your authority's code of conduct being adopted or the mandatory provisions of this model code being applied to your authority; or

(b) your election or appointment to office (if that is later),

register your personal interests, where they fall within a category mentioned in paragraph 10(2)(a), in your authority's register of members' interests by providing written notification to your authority's monitoring officer.

(2) Subject to sub-paragraph (4), you must, within 28 days of becoming aware of any new personal interest falling within a category mentioned in paragraph 10(2)(a), register that new personal interest in your authority's register of members' interests by providing written notification to your authority's monitoring officer.

(3) Subject to sub-paragraph (4), you must, within 28 days of becoming aware of any change to a registered personal interest falling within a category mentioned in paragraph 10(2)(a), register that change in your authority's register of members' interests by providing written notification to your authority's monitoring officer, or in the case of a community council to your authority's proper officer.

(4) Sub-paragraphs (1), (2) and (3) do not apply to sensitive information determined in accordance with paragraph 16(1).

(5) Sub-paragraphs (1) and (2) do not apply if you are a member of a relevant authority which is a community council when you act in your capacity as a member of such an authority.

(6) You must, when disclosing a personal interest in accordance with paragraph 11 for the first time, register that personal interest in your authority's register of members' interests by providing written notification to your authority's monitoring officer, or in the case of a community council to your authority's proper officer.

Sensitive information

16. —(1) Where you consider that the information relating to any of your personal interests is sensitive information, and your authority's monitoring officer agrees, you need not include that information when registering that interest, or, as the case may be, a change to the interest under paragraph 15.

(2) You must, within 28 days of becoming aware of any change of circumstances which means that information excluded under sub-paragraph (1) is no longer sensitive information, notify your authority's monitoring officer, or in relation to a community council, your authority's proper officer asking that the information be included in your authority's register of members' interests.

(3) In this code, "sensitive information" ("*gwybodaeth sensitif*") means information whose availability for inspection by the public creates, or is likely to create, a serious risk that you or a person who lives with you may be subjected to violence or intimidation.

Registration of Gifts and Hospitality

17. You must, within 28 days of receiving any gift, hospitality, material benefit or advantage above a value specified in a resolution of your authority, provide written notification to your authority's monitoring officer, or in relation to a community council, to your authority's proper officer of the existence and nature of that gift, hospitality, material benefit or advantage.

Appendix I



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	Scheme of Delegation 2025-26
Date	1st May 2025

1. Introduction

1. This paper sets out the delegated powers to officers from the Council and should be read alongside the following:
 1. Standing Orders - Sections 15-16 and 19.
 2. Financial Regulations
2. The Scheme of Delegation authorises the Proper Officer, Town Clerk and Council Committees to act with delegated authority in specific circumstances.
3. In the absence of the Proper Officer, the delegated authority is passed to the Responsible Finance Officer after consultation, if necessary, with the Mayor.

2. Council

1. The following matters are reserved to Council for decision, notwithstanding that the appropriate Committee(s) or officers may make recommendations for the Council's consideration:
 1. Setting the precept and Budget.
 2. Variations to the Council Budget.
 3. The power of incurring capital or reserves expenditure not specifically included in the Council's annual budget.
 4. Approval of local lottery schemes.
 5. Borrowing money.
 6. Consideration of the auditor's report.
 7. Approval of the corporate risk assessment.
 8. Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation.
 9. Making, amending or revising the statutory Training Plan.
 10. Making, amending or revoking by-laws or making of orders under any statutory powers.

11. Matters of corporate principle or strategic or plan or policy.
12. Nomination and appointment of representatives of the Council to any other authority, organisation or body (excepting approved conferences or meetings).
13. Any proposed new undertakings.
14. Prosecution or defence in a court of law.
15. Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Town.
16. Determining the Council's' Committee structure.
17. Election to Committees.
18. Election of Mayor, Deputy Mayor.
19. Co-option to the Council.
20. Dates of pre-scheduled meetings of the Council and Committees.
21. Adoption of the Code of Conduct.
22. Any other matters which must, by law, be reserved to the Council.

3. Committees

1. Delegated powers and decisions made by the Committees and sub-committees are determined by the Terms of Reference for each Committee or sub-committee.
2. Any recommendation made by a Committee will be referred to the Council. Any recommendation made by a sub-committee, project/working/task group will be referred to its appointing body.
3. Other standing sub-committees of a Committee may be formed by resolution of the Council or parent Committee at any time and delegated powers may be decided upon at the time the sub-committee is formed by means of a minute detailing the terms of reference.
4. Working/task groups/parties may be formed by resolution of the Council or a Committee or sub-committee at any time. The work of such a working/task group/party will be decided upon at the time it is formed by means of a minute detailing the terms of reference. Each working/task group/party will report back with recommendations to the Council or the committee or subcommittee that formed it.

4. Proper Officer

1. The Town Clerk shall be the Proper Officer of the Council for any purpose in respect of which a proper officer is mentioned in any statute or in Standing Orders and specifically authorised to:
 1. To receive and retain declarations of acceptance of office.
 2. To receive and record notices disclosing personal and prejudicial interests.
 3. To receive and retain plans and documents.
 4. To sign notices or other documents on behalf of the Council (this includes declarations and notices required by law), except those requiring prior authorisation by Council which must first receive prior authorisation.
 5. To receive and retain copies of by-laws made by the principal authority.
 6. To certify copies of by-laws made by the Council.

7. To sign and issue summonses to attend meetings of the Council.
 8. Give public notice of the time, place and agenda at least three clear days before a meeting of the Council (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them).
 9. Convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in that office.
 10. To keep proper records for all Council meetings.
2. In addition, the Town Clerk as the Head of Paid Service has the delegated authority to undertake or to delegate to other staff the following matters on behalf of Council for the purpose of fulfilling approved business:
1. To oversee and manage the day to day administration of services, facilities and assets together with routine inspection and control.
 2. To take responsibility as the competent person for development and day to day implementation of the Council's approved Health and Safety Policy and to require that all councillors, employees and others obey all lawful and reasonable safety directions and rules.
 3. To employ or commission the services of a person/persons with sufficient training and experience or knowledge and other qualities to allow them to assist with the preparation, implementation and monitoring of the Council's approved Health and Safety Policy/Policies.
 4. The recruitment arrangements and day to day supervision and control of all staff employed by the Council.
 5. Manage the staff professional development, appraisal and training activities including the budget line for these items.
 6. Authorise routine expenditure within the agreed Council budget.
 7. Emergency expenditure outside the agreed budget to the value specified in Financial Regulations.
 8. To institute, defend and appear in any legal proceedings authorised by the Council.
 9. To appear or make representations to any tribunal or public inquiry into any matter in which the Council has an interest.
 10. To sign the terms of any lease, licence, conveyance or transfer (the agreement is reserved to Council).
 11. To sign the granting of easements, wayleaves and licences over Council land (the agreement is reserved to Council).
 12. Variations of restrictive covenants of a routine nature.
 13. To determine the Council's accounting system and the form of the accounts and supporting accounting records.
 14. The proper administration of the Council's Financial Regulations and submitting revisions to the Council for approval.
 15. To issue press and media statements and deal with enquiries by members of the press or media.

16. To make applications for project and grants funding.
 17. To enter the Council into Awards Schemes where in the opinion of the Proper Officer they will promote the work of the Council.
3. The Proper Officer shall act as the Council's designated officer for the purposes of the Freedom of Information Act 2000, Data Protection Act 2018 and act as the Council's Data Protection Officer.

5. Urgent Matters

1. In the event of any matter arising which requires an urgent decision the Town Clerk shall consult the Mayor and Deputy Mayor (and may consult Committee Chairs) and with the concurrence of those member(s) shall have the delegated power to act on behalf of Council in respect of the particular matter then under consideration.
2. Before exercising the delegated powers granted by paragraph above, the Town Clerk and those members consulted shall consider whether the matter is of sufficient interest to justify the summoning of a special meeting of the Council or appropriate committee.
3. Before exercising the delegated powers granted by paragraph above, the Committee concerned shall consider whether the matter is of sufficient import to justify recommending to the Mayor that a special meeting of the Council should be called in accordance with Standing Orders.
4. Any action is taken under this section must be reported with full details of the circumstances justifying the urgency and of the action taken to the next available meetings of the Committee concerned and of the Council.

6. Limitations

1. Committees and sub-committees and Proper Officer shall, at all times, act in accordance with statute, the Council's standing orders, financial regulations and this scheme of delegation and, where applicable, any other rules, regulations, schemes, statutes, by-laws or orders made and with any directions given by the Council from time to time.

Appendix J



Communications and Engagement Policy

Welshpool Town Council has a duty to engage effectively with its residents, partners, employees and stakeholders. It is vital that a communications and engagement policy is developed to enable this duty.

It is not the intention of this policy to curb any freedoms guaranteed by law but to establish a framework for achieving effective aims of communication and engagement with the public.

Legal Framework

The law governing communications in local authorities can be found in the Local Government Acts 1986 and 1988. The Council is also required to have regard to the Welsh Government's Code of Recommended Practice for Local Authority Publicity¹.

Officers and councillors should have due regard for the long-term reputation of the Council in all their dealings with the media.

Confidential documents, exempt Minutes, reports, papers, and private correspondence should not be leaked to media channels. If such leaks do occur, an investigation will take place to establish who was responsible and appropriate action will be taken.

There are several personal privacy issues for officers and councillors that must be managed carefully and sensitively. These include the release of personal information, such as home address, private e-mail address and telephone numbers (although Member contact details are in the public domain), annual leave, disciplinary procedures and long-term sickness absences that are affecting service provision. In all these and similar situations, advice must be taken from the Town Clerk before any response is made to the media.

It is illegal to use graphics or photographs without permission. Ensure that anyone giving permission to use an image is the original copyright owner and check the licensing agreement of photographs in any existing archives before use. Do not take or use any photographs of children who appear to be under the age of 18 without permission from a parent or guardian. Permission is non-transferable from a third party, such as a school.

When the media wish to discuss an issue that is, or is likely to be, subject to legal proceedings then advice should be taken from the Town Clerk before any response is made.

¹ <https://www.gov.wales/code-recommended-practice-local-authority-publicity>

Community Engagement

The Council currently facilitates community engagement in the following manner:

- Public participation slot on meeting agendas (in line with statutory requirements). This allows an opportunity for interested persons to talk to the Council or to ask questions.
- The publishing of agendas, minutes and supporting documentation for all meetings on our website and noticeboards.
- Annual external audit process provides an opportunity for electors to seek further information about financial matters.
- Providing councillor contact information on our website.
- News and events are publicised and promoted via our website and social media.
- Tourist Information Centre is open between 9:30am and 4:30pm.
- Contact form on our website to allow for enquiries by the public.
- Regular press releases featured in local media keep the general public informed of community events, projects and other Town Council items of interest.

Contact with the Media

The Council is accountable to the local community for its actions, this can only be achieved through effective two-way communications. The media (press, radio, TV, internet) are crucially important in conveying information to the community so the Council must maintain positive, constructive media relations and work with them to increase public awareness of the services and facilities provided by the Council and to explain the reasons for particular policies and priorities.

The media themselves have a vital role to play on behalf of the local community in holding the Council to account for its policies and actions. It is important that they have access to officers and councillors and to background information to assist them in this role. To balance this, the Council will defend itself from any unfounded criticism and will ensure that the public are properly informed of all the relevant facts using other channels of communication if necessary.

When responding to approaches from the media, the Town Clerk is the main contact with permission to speak to the media. Any statements made by any member of officer under this policy should reflect the Council's resolved opinion and set policies.

If Councillors are contacted directly by the media for comment on behalf of the council, they should consult with the Town Clerk before responding to the request. If requested to comment in a personal capacity Councillors must ensure that it is clear that opinions given are their own.

The media are encouraged to attend Council and Committee meetings; seating and workspace will be made available. Meeting dates, agendas, reports, and minutes are available via our website.

All press releases are to be factual, non-political, not written to cause offence and must be in accordance with Council policy.

Social Media

See Social Media Policy.

Elections

The Code of Recommended Practice for Local Authority Publicity² contains guidance for providing publicity for councillors and for publicity around elections. The code makes it clear that Council resources should not be used on publicising individual councillors unless it is relevant to the particular position they hold in the Council.

In line with relevant guidance, the Council will not quote any Councillor in a news release or involve them in proactive publicity events during the election period, regardless of whether they are standing for election.

Website

The Council maintains a website in accordance with its duties under Section 55 of the Democracy and Boundary Commission Cymru etc. Act 2013 to publicise certain information electronically.

In order to enhance local democracy and transparency, the Council will also publish:

- A short personal statement by councillors
- Councillor training records
- Councillor declaration of interest records (in line with Section 81 of the Local Government Act 2000)
- Councillor attendance records
- Councillor appointments to outside bodies
- All decisions and resolutions made by the Council

Other ways of communicating and engagement with the public

The Council could expand communications to include:

- Quarterly community newsletters to explain and highlight the work of the Council and local events.

² <https://www.gov.wales/code-recommended-practice-local-authority-publicity>

- Encourage further attendance by the Police to meetings to enable a partnership working in meeting statutory duties to consider crime and disorder (Crime and Disorder Act 1998).
- Planned communications and tourism campaigns.
- Media training for key members e.g. Mayor, Town Clerk.
- Briefings for councillors on key issues.
- Member development sessions on important strategic issues.

Filming and Recordings of Meetings

While the Openness of Local Government Regulations 2014 do not apply in Wales, the Council has previously acted within the spirit of these regulations by allowing filming of Council meetings.

Therefore the Council will continue to allow recording and filming in Council meetings, unless the public or press are excluded under a resolution made under the Public Bodies (Access to Meetings) Act 1960 or subsequent legislation.

Whilst permission is granted to record and film in meetings, this must not disrupt the meeting or inhibit community involvement in proceedings and recordings should not record members of the public without their consent.

Whilst the adopted minutes of council meetings remain the official record of the meeting, the Council may record and/or livestream meetings to encourage broader access to meetings for improving access to local democracy and for information purposes. Subject to operational requirements as determined by the Town Clerk, meetings may be recorded/live streamed onto an appropriate platform as far as reasonably practicable, allowing for technical difficulties etc.

Any live streams and recordings of Council meetings made are the property of the Council and cannot be reused or reproduced without the approval of the Council.

Opinions and statements expressed and made during a Council meeting are those of the individuals making them and the Council does not accept any responsibility for any verbal statements made by the public during meetings which may be inaccurate, incorrect, or defamatory.

A notice indicating that this is the policy on filming and recording in meetings will be read out at the start of meetings.

Implementation

The Town Clerk shall have overall responsibility for implementation of this policy.

Written April 2025

Adopted XXX

Review date April 2026

Appendix K



Special Leave Policy

This document is to assist Council employees during times when they need short periods of time off work to deal with family and domestic situations.

The aim is to ensure consistent and fair treatment and to assist an employee who is experiencing difficulties.

This document applies to all employees. Appendix 1 and Appendix 2 defines the occasions where leave of absence with salary may be granted and the number of days or, time allowed, in each case.

There are 5 days maximum paid leave in any rolling year. This is pro rata for part time employees (Other than in cases where the Council has decided to exceed this amount or when certain types of special leave such as jury service will incur more extensive periods).

All applications for Leave of Absence MUST be authorised by the employee's Line Manager and submitted in writing as soon as possible.

There may be exceptional circumstances where Leave of Absence is appropriate but falls outside of the scope of Appendix 1. In these circumstances the Line Manager will need to seek the authority of either the Town Clerk or the Mayor.

Where the maximum allowance for Leave of Absence has been exhausted the Line Manager may consider awarding Leave of Absence without pay and/or the possibility of agreeing a variation to normal working time.

COMPASSIONATE LEAVE

Following bereavement of a family member (see Appendix 1) Leave of Absence is granted from date of death until funeral, should the employee wish to take the full allowance. This leave is paid and allows for time to make funeral arrangements.

Employees will also be eligible to apply for Compassionate Leave where they are required to deal with serious family illness or sudden distress of a family nature.

When assessing the length of Compassionate Leave consideration should be given to availability of annual leave, Time off in lieu (TOIL) accrued and/or agreement of a variation to normal working time.

The Council will consider applications for Additional Compassionate Leave for family bereavements which necessitate a funeral abroad or in the case of caring for a terminally ill dependant. Each case will be determined on an individual basis.

APPEAL

Complaints against refusal for Leave will be dealt with through the Council's Grievance Policy.

Written April 2025

Adopted XXX

Review date April 2026

Appendix 1 – Bereavement or Compassionate Leave

Reason for Leave	Further details	Days Allowed	Approval Required
Bereavement	Family bereavement – mother, father, mother-in-law, father-in-law, children, brother, sister, grandparent	From date of death to funeral up to a maximum of 10 days	Line Manager or Town Clerk
	Where the employee is the sole relative and is required to organise funeral arrangements	As above	
	Funeral of other relatives and close friends	Half a day plus essential travelling time	
	Unborn children: Loss of baby after 24 weeks pregnancy	Entitled to paid leave under the Maternity / Paternity Policy	
	Loss of baby prior to 24 weeks pregnancy – both parents	Up to 3 days	

Appendix 2 – Leave of Absence Guide

Reason for Leave	Further Details	Days Allowed	Other Conditions
Personal medical appointments	Attendance at appointments relating to physical and mental health: doctors, dentist, chiropractors, hospital, specialists		Where possible appointment should be made outside of working hours. Where not possible time allowed plus reasonable travelling time. A copy of the Appointment Card/letter MUST be

Fertility Treatments		3 days paid leave and a period of agreed unpaid special leave, in any rolling 12-month period.	<p>attached to the leave request.</p> <p>The request is to be supported by evidence, from the employee's GP or consultant/specialist.</p>
To take a dependant to medical appointments	Attendance at doctors, dentist, chiropractors, hospital		Where possible appointment should be made outside of working hours. Where not possible time allowed plus reasonable travelling time. A copy of the Appointment Card/letter MUST be attached to the leave request.
Domestic and personal emergency	Leave in order to deal with unexpected emergencies which are immediate, severe or tragic and to make necessary long term arrangements e.g. care of a dependant, critical illness, fire, theft, flood, child care issues.		Dependant on circumstances but no more than 2 days paid leave for each circumstance. Each case being dealt with on its own merits
Attendance at Court	Compulsory attendance at Court as a Juror or Witness not connected with work, or as a Plaintiff or Defendant		Time to attend Court
Training	Approved examinations to improve qualifications		1 day per examination made up of half day for study leave and half day for examination

	Degree ceremonies (including those for partner, children)		Maximum of 1 day
	Prize Distribution (including those for partner, children)		Maximum half day
Sporting, Cultural or Religious events	To represent at national or international events To attend religious festivals on recognised occasions		Maximum 5 days according to individual circumstances Reasonable time off allowed
Public Duties	Justice of the Peace Military Training which cannot be held outside of working hours		Maximum 18 days per year Maximum 2 working weeks
Moving House	Moving from one house to another		1 day

Appendix L



Honorary Titles & Community Awards Policy

The purpose of the Honorary Titles & Community Awards Policy is to ensure that there is advice on how to admit persons to any honours which may be awarded by the Council.

The title of Honorary Freeman/Honorary Freewoman is the highest honour that the Council can bestow although it carries no privileges and is purely an honour to recognise the significant and valuable services rendered to the area by that person. It is purely and simply a recognition of merit.

The presentation of any Honorary title will be held at the same time as the Community Awards event.

For community awards, Welshpool residents can nominate any person(s) they believe deserves a Community Award. A panel of Councillors will shortlist four names and make a recommendation to Full Council.

Legal Framework

Section 249(5) of the Local Government Act 1972 allows the Council to admit:

- Persons of distinction, and
- Persons who have, in the opinion of the Council, rendered eminent services to Welshpool area.

Section 249(8) of the 1972 Act requires the admission of an honorary freeman or honorary freewoman must be by resolution made at a meeting of the full council specially convened for such purpose and passed by no than less than two-thirds of the members of the council.

Nomination

Honorary Freeman/Freewoman

Nominations are to be made in writing to the Town Clerk and should state why the nominee should be considered for the award and will be dealt with in the strictest of confidence. Reasons for the nomination should reference the distinction and/or eminent services provided to the area.

Nominations will be presented to Full Council, in confidential session, to reflect the data protection implications of the nomination. Council will then decide whether or not to proceed to the specially convened meeting to award the honour.

The honour may be awarded posthumously.

Community Awards

As agreed by the Full Council, Welshpool residents can nominate any person(s) they believe deserves a Community Award. This will be made on the appropriate nomination form and sent to a designated member of staff. A panel of Councillors will shortlist four names and make a recommendation to Full Council.

Specially Convened Meeting

Honorary Freeman/Freewoman

The resolution to confer the honour must be passed with two thirds of those Members present and voting.

If the honour is approved then the recipient will receive a framed certificate signed by the Mayor on behalf of the Council conferring the honour. The honour will also be recorded on the Council's website and other appropriate places.

Community Awards

No specially convened meeting is required.

Revocation

The Council may pass a resolution of at least two-thirds of members present and voting to remove any conferred honour or award.

Written April 2025

Adopted XXX

Review date April 2026