



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 - 18/06/2025 6:30pm

12th June 2025

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

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 18th June 2025 in the Council Chamber, Welshpool Town Hall at 6:30pm to transact the business outlined below.

Yours sincerely,

Richard T Williams LLB (Hons)
Town Clerk & Proper Officer

In accordance with the Local Government and Elections (Wales) Act 2021, this meeting is available to view by remote means. Please visit <https://us02web.zoom.us/j/83949431147?pwd=CXJB3fol1EsRjVSH2rfhOVaGRuTePW.1> to join online or use Zoom Meeting ID 839 4943 1147 and passcode 317878, or via telephone by ringing +44 330 088 5830 .

Agenda

1. ELECTION OF CHAIR

To receive nominations and to elect the Chair of the Finance and Governance Committee for the 2025-2026 municipal year.

2. ELECTION OF VICE CHAIR

To receive nominations and to elect the Vice Chair of the Finance and Governance Committee for the 2025-2026 municipal year.

3. 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.

4. 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]

5. 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]

6. MINUTES AND MATTERS ARISING

6.1. Previous Minutes

To approve and sign as a correct record, the minutes from the meeting of the Finance Committee on 21/05/2025.

[Appendix B]

6.2. Matters Arising

To report for information purposes only matters arising from the Finance Committee on 21/05/2025.

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.

[Appendix C]

6.4. Matters Arising

To report for information purposes only matters arising from the Staffing Committee on 07/05/2025.

7. FINANCIAL MATTERS

7.1. Council Accounts (May 2025 - Period 2)

To consider the Bank Reconciliation and Cashbook Reports and Income and Expenditure Report for May 2025.

[Appendix D]

7.2. Payment of Invoices - June

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

[Appendix E]

8. INTERNAL AUDIT

8.1. Accounting Statements & Internal Audit - 2024/25

To consider the internal audit report for 2024/25 and to recommend to Council for approval the Accounting Statement and Annual Governance Statement for 2024/25.

[Appendix F]

9. STRATEGY

9.1. Interim Strategic Plan (2025-2028)

To consider the report from the Town Clerk in respect of the Interim Strategic Plan to cover 2025-2028.

14.2. Town Clerk Performance Management Framework

To receive and resolve, if desired, the Town Clerk Performance Management Framework.

[Appendix H]

10. DATE OF NEXT MEETING

To note that the next meeting of Finance & Governance Committee will be held on 16th July 2025 at 6:30pm.

11. 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]

12. 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.]

13. STAFFING

13.1. Appraisals [CONFIDENTIAL]

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

Confidential Document [Appendix I]

13.2. Other Staffing [CONFIDENTIAL]

To receive, and if desired, resolve regarding update from the Town Clerk in respect of staffing and employment matters. [Confidential - information relating to any negotiation in connection with any labour relations matter arising between the Council and employees.]

Appendix A



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

What matters are being discussed at the meeting?

Do any relate to my interests?

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

More than other people in the authority's area?

NO

YES

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

You may have a
personal interest in
the matter

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

NO

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

YES

You may have a
prejudicial interest

This matter relates to:

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

NO

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

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

YES

Personal Interest

Prejudicial Interest

LOCAL GOVERNMENT ACT 2000

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

NOTIFICATION IN RESPECT OF:-

- (1) PERSONAL INTEREST ORALLY DISCLOSED AT MEETING
[(2) DISPENSATION RELIED UPON AT MEETING]

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

DATE:	
MEETING:	

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

AGENDA ITEM:	
BUSINESS CONSIDERED:	

4. DETAILS OF PERSONAL INTEREST

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

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5. PREJUDICIAL INTEREST

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

The personal interest detailed in Section 4 above:-

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

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

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

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

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

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

7. DATE AND SIGNATURE:

DATE:	
SIGNATURE:	

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

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

Appendix B



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Tel: 01938 553142 Email: town.clerk@welshpooltowncouncil.gov.uk

DRAFT

Minutes of the Finance Committee held on 21/05/2025 7:15pm in Council Chamber, Welshpool Town Hall.

PRESENT:

Councillor David France
Councillor Julie Arnold
Councillor Morag Bailey (Chair)
Councillor Phil Owen
Councillor Sally Fitzgerald

Apologies for absence:

Councillor Revd William Rowell

Absent:

Councillor Dr Ben Gwalchmai

Also in attendance:

Councillor Carol Robinson
Councillor Phil Pritchard
Richard Williams - Town Clerk & Proper Officer
Vanessa Voysey - Responsible Finance Officer

F210525/1. WELCOME AND APOLOGIES FOR ABSENCE

The Chair welcomed everyone to the meeting. Apologies for absence was received from Cllr Revd Bill Rowell.

F210525/2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None.

F210525/3. PUBLIC PARTICIPATION

None.

F210525/4. MINUTES AND MATTERS ARISING

F210525/4.1 Previous Minutes

RESOLVED

To approve the minutes from the meeting of the Finance Committee on 16/04/2025.

Proposed by Cllr Sally Fitzgerald, seconded by Cllr Phil Owen

F210525/4.2 Matters Arising

F160425/5.1 New Energy Agreements - VV to send update via email on which supplier selected.
F160425/6. Hub Account - still in progress.

F210525/5. FINANCIAL MATTERS

F210525/5.1 Council Accounts (April 2025 - Period 1)

Cllr Julie Arnold left the meeting.

Councillors scrutinised the accounts and asked questions of the Responsible Finance Officer including:

- Triangle House. The RFO and the Town Clerk explained that they were in the process of completing the forms to transfer the account.
- PRS. It was noted that these payments were all relating to different weeks of bills and a review is due on the new arrangements in June.
- Credit Card. A query was raised on how credit card payments appear in the accounts. The RFO explained that they appear in each account code.
- Sales Recpts Page 1072. A query was raised about what this payment was for, as it is just listed as Sales Receipts. The RFO will explore.

F210525/5.2 Payment of Invoices - May

Cllr Julie Arnold rejoined the meeting.

A question as raised around the payment to Blanchere for the hire of the lights. The RFO explained that this was in it's final year with Blanchere and that the Events Committee will need to consider this in the coming year.

RECOMMENDED

To confirm and agree payment of invoices for May 2025.

Proposed by Cllr Phil Owen, seconded by Cllr Sally Fitzgerald

F210525/5.3 Investments & Reserves Strategy

The Town Clerk outlined the report which followed on from the emails sent to all councillors by the RFO in respect of investment funds. It was noted that the wording '3 to 6 months' needs amending to '6 months'. A query was raised regarding ethical investments. The RFO is to send fund information to councillors.

RECOMMENDED

To recommend for approval changes to Council investments and revised Investment and Reserves Strategy.

Proposed by Cllr Sally Fitzgerald, seconded by Cllr Phil Owen

F210525/5.4 Debit Card

Cllr Phil Prichard and Cllr Phil Owen left the meeting.

The RFO explained the situation regarding cash and asked for approval to obtain a debit card to withdraw cash, as cash now needed to be paid directly in as opposed to being used to offset the costs. Cllr Phil Owen rejoined the meeting.

RECOMMENDED

To authorise the RFO to obtain a purchase card in line with Financial Regulations.

Proposed by Cllr Sally Fitzgerald, seconded by Cllr Phil Owen

F210525/6. FINANCIAL REGULATIONS

The Town Clerk introduced the new revised model Financial Regulations and drew attention to Sections 5.6, 5.8 and 5.9. A discussion was held regarding appropriate limits and amendments were made.

RECOMMENDED

To recommend for approval revised Financial Regulations for 2025-26, with the following amendments:

- **Section 5.6, replace £25,000 with £30,000.**
- **Section 5.8, replace £300 with £1,000.**
- **Section 5.9, replace £3,000 with £1,000.**

Proposed by Cllr Sally Fitzgerald, seconded by Cllr Phil Owen

F210525/7. RISK REGISTER

The Town Clerk introduced the Risk Register and explained that this would replace the previous one done in 2022. He stated that a regular review of the register needed to take place. Cllr Bailey proposed adding additional risks around reputation to the Council.

RECOMMENDED

To recommend for approval a revised Risk Register, with the addition of risks around reputation.

Proposed by Cllr Sally Fitzgerald, seconded by Cllr Phil Owen

F210525/8. FEES AND CHARGES

Cllr Julie Arnold left the meeting.

The Town Clerk introduced the report and explained that a working group would be setup to review the fees and charges, ready for the budget setting in September.

RECOMMENDED

To establish a working group to review all fees and charges. The working group made up of Cllr Bailey, Cllr Owen, Cllr Fitzgerald and the Town Clerk, RFO and Events, Planning and Markets Officer and will report back by September to the Finance Committee.

Proposed by Cllr Phil Owen, seconded by Cllr Sally Fitzgerald

F210525/9. GRANTS

The Town Clerk gave an update on grant activity and explained that the Council had been awarded around £23,000 for an energy and carbon reduction project at the Tourist Information Centre. Thanks was given to Cllr Dr Ben Gwalchmai for his work on the grant.

F210525/10. DATE OF NEXT MEETING

The date of the next Finance Committee will be confirmed at the Annual Meeting.

F210525/11. 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.

Proposed by Cllr Morag Bailey, seconded by Cllr Phil Owen

F210525/12. SALES LEDGER - DEBTORS [CONFIDENTIAL]

The RFO gave an update on the sales ledger. Councillors asked if a debt write off policy could be worked on and brought back.

The meeting finished at 20:57.

Signed:

Dated:

Councillor Morag Bailey (Chair)

Decision/Action Log

Item		Assigned	Status
4.1	RESOLUTION Previous Minutes To approve the minutes from the meeting of the Finance Committee on 16/04/2025.	Town Clerk & Proper Officer	Completed
5.2	RECOMMENDATION Payment of Invoices - May To confirm and agree payment of invoices for May 2025.	Responsible Finance Officer	In progress
5.3	RECOMMENDATION Investments & Reserves Strategy To recommend for approval changes to Council investments and revised Investment and Reserves Strategy.	Town Clerk & Proper Officer	In progress
5.4	RECOMMENDATION Debit Card To authorise the RFO to obtain a purchase card in line with Financial Regulations.	Responsible Finance Officer	In progress
7	RECOMMENDATION Risk Register To recommend for approval a revised Risk Register, with the addition of risks around reputation.	Town Clerk & Proper Officer	In progress
6	RECOMMENDATION Financial Regulations To recommend for approval revised Financial Regulations for 2025-26, with the following amendments: - Section 5.6, replace £25,000 with £30,000. - Section 5.8, replace £300 with £1,000. - Section 5.9, replace £3,000 with £1,000.	Town Clerk & Proper Officer	In progress

Item		Assigned	Status
8	RECOMMENDATION Fees and Charges To establish a working group to review all fees and charges. The working group made up of Cllr Bailey, Cllr Owen, Cllr Fitzgerald and the Town Clerk, RFO and Events, Planning and Markets Officer and will report back by September to the Finance Committee.	Town Clerk & Proper Officer	In progress
11	RESOLUTION 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

Appendix C



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DRAFT

Minutes of the Staffing Committee held on 07/05/2025 6:30pm in Council Chamber, Welshpool Town Hall.

PRESENT:

Councillor David France (Chair)
Councillor Estelle Bleivas
Councillor Morag Bailey
Councillor Nick Howells
Councillor Phil Pritchard
Councillor Revd William Rowell

Apologies for absence:

Councillor Sally Fitzgerald

Absent:

Councillor Billy Spencer

Also in attendance:

Councillor Julie Arnold
Richard Williams - Town Clerk & Proper Officer

S070525/1. WELCOME AND APOLOGIES FOR ABSENCE

The Chair welcomed all to the meeting. Apologies were received from Cllr Sally Fitzgerald due to ill health.

S070525/2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None.

S070525/3. PUBLIC PARTICIPATION

None.

S070525/4. MINUTES AND MATTERS ARISING

S070525/4.1 Previous Minutes

RESOLVED

To confirm the minutes of the Staffing Committee held on the 2nd April 2025.

Proposed by Cllr Morag Bailey, seconded by Cllr Revd William Rowell

S070525/4.1 Matters Arising

No matters arising from the previous meeting.

The Town Clerk answered a query from Cllr Nick Howells relating to Matters Arising and Any Other Business.

S070525/5. DATE OF NEXT MEETING

The date of the next Staffing Committee will be confirmed at the Annual Meeting.

S070525/6. 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.

Proposed by Cllr Morag Bailey, seconded by Cllr Phil Pritchard

S070525/7. STAFFING MATTERS

The Town Clerk updated the committee in respect of staffing and employment matters. A discussion was held regarding staff chainsaw training and the Town Clerk reported on an employment matter facing the Council.

RECOMMENDED

To approve chainsaw training plus qualification at Meifod for three staff at a cost of £1950.

Proposed by Cllr Estelle Bleivas, seconded by Cllr Revd William Rowell

RECOMMENDED

To pursue the course of action advised by the Council's solicitor in relation to the employment matter.

Proposed by Cllr Morag Bailey, seconded by Cllr Estelle Bleivas. A recorded vote was requested.

For: David France, Estelle Bleivas, Morag Bailey, Nick Howells, Revd William Rowell

Against:

Abstain: Phil Pritchard

The meeting finished at 19:02.

Signed:

Dated:

Councillor David France (Chair)

Decision/Action Log

Item		Assigned	Status
4.1	RESOLUTION Previous Minutes To confirm the minutes of the Staffing Committee held on the 2nd April 2025.	Town Clerk & Proper Officer	Completed

Item		Assigned	Status
6	RESOLUTION 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
7	RECOMMENDATION Staffing Matters To approve chainsaw training plus qualification at Meifod for three staff at a cost of £1950.	Town Clerk & Proper Officer Responsible Finance Officer Operations Manager	In progress
7	RECOMMENDATION Staffing Matters To pursue the course of action advised by the Council's solicitor in relation to the employment matter.	Town Clerk & Proper Officer	In progress

Appendix D

Payments for Month 2

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
27/05/2025	Jamie Bags Ltd	2091	175.80	175.80		500			items for sale in TiC
27/05/2025	Powys County Council	40025673	4.00	4.00		500			trade waste
28/05/2025	Siemens	0281421	1,306.84	1,306.84		500			2/25/0281421/5593/Siem
28/05/2025	LLoyds Bank Charges	charg 5 25	62.61	62.61		500			Bank Charges
30/05/2025	POS Terminal Rent	May POS	29.40	29.40		500			May Merchant Rental POS
30/05/2025	RCI Mobilize Financial Service	RCI May	252.85	252.85		500			vehicle lease May
Total Payments for Month			62,805.66	62,805.66	0.00			0.00	
Balance Carried Fwd			9,318.65						
Cashbook Totals			72,124.31	62,805.66	0.00			9,318.65	

**Bank Reconciliation Statement as at 31/05/2025
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	31/05/2025		9,318.65
			<u>9,318.65</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			9,318.65
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			9,318.65
		Balance per Cash Book is :-	9,318.65
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Receipts for Month 2

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		7,552.80					7,552.80	
	Banked: 01/05/2025	370.00						
	Sales Recpts Page 1098	370.00	370.00		100			Sales Recpts Page 1098
	Banked: 01/05/2025	192.00						
	Sales Recpts Page 1099	192.00	192.00		100			Sales Recpts Page 1099
	Banked: 01/05/2025	100.00						
	Sales Recpts Page 1100	100.00	100.00		100			Sales Recpts Page 1100
	Banked: 01/05/2025	60.00						
	Sales Recpts Page 1101	60.00	60.00		100			Sales Recpts Page 1101
	Banked: 01/05/2025	350.00						
	Sales Recpts Page 1103	350.00	350.00		100			Sales Recpts Page 1103
	Banked: 01/05/2025	255.00						
	Sales Recpts Page 1104	255.00	255.00		100			Sales Recpts Page 1104
	Banked: 01/05/2025	72.00						
	Sales Recpts Page 1106	72.00	72.00		100			Sales Recpts Page 1106
	Banked: 01/05/2025	122.50						
	Sales Recpts Page 1109	122.50	122.50		100			Sales Recpts Page 1109
card2804	Banked: 01/05/2025	135.00						
card2804	TIC Sales	42.00			1500	180	42.00	Owens coach tickets
card2804	TIC Sales	55.00			1500	180	55.00	fishing permit
card2804	TIC Sales	38.00		6.33	1510	180	31.67	souvenirs bag
	Banked: 01/05/2025	416.67						
	Sales Recpts Page 1117	416.67	416.67		100			Sales Recpts Page 1117
card0305	Banked: 01/05/2025	97.94						
card0305	TIC Sales	60.00			1500	180	60.00	fishing permits
card0305	TIC Sales	35.94			1510	180	35.94	books and maps
card0305	TIC Sales	2.00		0.33	1510	180	1.67	other sales
card0205	Banked: 01/05/2025	1,888.10						
card0205	TIC Sales	1,742.00			1500	180	1,742.00	Owens coach tickets
card0205	Meals On Wheels	27.00		4.50	1650	200	22.50	Meals card 2nd May
card0205	TIC Sales	59.60			1500	180	59.60	National Express tickets
card0205	TIC Sales	10.00			1500	180	10.00	fishing permit
card0205	TIC Sales	49.50		8.25	1510	180	41.25	bags souvenirs other sales
	Banked: 01/05/2025	120.00						
	Sales Recpts Page 1121	120.00	120.00		100			Sales Recpts Page 1121
	Banked: 01/05/2025	60.00						
	Sales Recpts Page 1126	60.00	60.00		100			Sales Recpts Page 1126
card2904	Banked: 02/05/2025	2,261.39						
card2904	TIC Sales	2,198.00			1500	180	2,198.00	Owens coach tickets
card2904	TIC Sales	29.90			1500	180	29.90	National Express tickets
card2904	TIC Sales	7.99			1510	180	7.99	books

Receipts for Month 2

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
card2904	TIC Sales	25.50		4.25	1510	180	21.25	bag other sales
	Banked: 02/05/2025	127.50						
	Sales Recpts Page 1118	127.50	127.50		100			Sales Recpts Page 1118
meals bacs	Banked: 06/05/2025	58.50						
meals bacs	Meals On Wheels	58.50		9.75	1650	200	48.75	meals income ag.
card3004	Banked: 06/05/2025	95.70						
card3004	TIC Sales	5.00		0.83	1510	180	4.17	other sales
card3004	TIC Sales	90.70			1500	180	90.70	National Express tickets
502090	Banked: 07/05/2025	338.50						
502090	TIC Sales	338.50		56.42	1650	200	282.08	meals to 9th May inc Haven
502091	Banked: 07/05/2025	195.34						
502091	Meals On Wheels	195.34		32.56	1650	200	162.78	Meals income 2nd May
card0105	Banked: 07/05/2025	23.00						
card0105	TIC Sales	23.00		3.83	1510	180	19.17	bag
502223	Banked: 07/05/2025	200.50						
502223	TIC Sales	100.00			1500	180	100.00	fishing licenses
502223	TIC Sales	15.00			1500	180	15.00	National Express tickets
502223	TIC Sales	26.00			1510	180	26.00	maps/books
502223	TIC Sales	59.50		9.92	1510	180	49.58	souvenirs and other sales
502292	Banked: 08/05/2025	100.00						
502292	Various	100.00			503		100.00	Rotary Club donation to Hub
	Banked: 09/05/2025	100.00						
	Sales Recpts Page 1102	100.00	100.00		100			Sales Recpts Page 1102
card0605	Banked: 09/05/2025	1,202.45						
card0605	TIC Sales	1,152.00			1500	180	1,152.00	Owens coaches
card0605	TIC Sales	4.95			1510	180	4.95	books
card0605	Meals On Wheels	45.50		7.58	4710	200	37.92	Meals card 6th May
502093	Banked: 09/05/2025	344.50						
502093	Meals On Wheels	344.50		57.42	1650	200	287.08	Meals the Haven
card0705	Banked: 12/05/2025	44.00						
card0705	TIC Sales	44.00			1500	180	44.00	Owens coaches tickets
card0805	Banked: 13/05/2025	32.98						
card0805	TIC Sales	32.98		5.50	1510	180	27.48	bag souvenirs
card0905	Banked: 14/05/2025	188.99						
card0905	TIC Sales	112.00			1500	180	112.00	fishing permits
card0905	TIC Sales	76.99		12.83	1510	180	64.16	souvenirs bags
card1005	Banked: 14/05/2025	38.98						
card1005	TIC Sales	12.99		2.16	1510	180	10.83	jewellery
card1005	TIC Sales	25.99			1510	180	25.99	maps books

Receipts for Month 2

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
502224	Banked: 14/05/2025	168.84						
502224	TIC Sales	44.00			1500	180	44.00	Owens coach tickets
502224	TIC Sales	21.40			1500	180	21.40	National Express tickets
502224	TIC Sales	5.95			1510	180	5.95	books
502224	TIC Sales	97.49		16.25	1510	180	81.24	souvenirs bags other sales
502092	Banked: 14/05/2025	170.40						
502092	Meals On Wheels	170.40		28.40	1650	200	142.00	Meals 9th May `
	Banked: 15/05/2025	52.50						
	Sales Recpts Page 1110	52.50	52.50		100			Sales Recpts Page 1110
202102	Banked: 15/05/2025	138.07						
202102	Various	138.07			1860	230	138.07	flicks in sticks donations
card1205	Banked: 15/05/2025	2,231.00						
card1205	TIC Sales	2,198.00			1500	180	2,198.00	Owens coach tickets
card1205	TIC Sales	12.00			1510	180	12.00	books
card1205	TIC Sales	10.00			1500	180	10.00	Fishing license
card1205	TIC Sales	11.00		1.83	1510	180	9.17	souvenirs other sales
card1305	Banked: 16/05/2025	13.00						
card1305	TIC Sales	13.00			1510	180	13.00	maps
	Banked: 16/05/2025	26.00						
	Sales Recpts Page 1120	26.00	26.00		100			Sales Recpts Page 1120
	Banked: 19/05/2025	6,000.00						
	Sales Recpts Page 1108	6,000.00	6,000.00		100			Sales Recpts Page 1108
card1405	Banked: 19/05/2025	214.50						
card1405	TIC Sales	22.00			1500	180	22.00	Owens coach tickets
card1405	Meals On Wheels	143.00		23.83	1650	200	119.17	Meals card 1405
card1405	TIC Sales	49.50		8.25	1510	180	41.25	bag souvenirs
	Banked: 19/05/2025	10,000.00						
reserves 1	30 Day A/C	10,000.00			201		10,000.00	transfer fro reserves 19th May
card1505	Banked: 20/05/2025	72.50						
card1505	TIC Sales	50.00			1500	180	50.00	fishing permit
card1505	TIC Sales	18.00			1510	180	18.00	maps
card1505	TIC Sales	4.50		0.75	1510	180	3.75	souvenirs and other sales
card1705	Banked: 21/05/2025	68.50						
card1705	TIC Sales	3.50		0.58	1510	180	2.92	souvenirs
card1705	TIC Sales	65.00			1500	180	65.00	maps
card1605	Banked: 21/05/2025	148.93						
card1605	TIC Sales	31.98			1510	180	31.98	books and maps
card1605	TIC Sales	50.00			1500	180	50.00	fishing permit
card1605	TIC Sales	66.95		11.16	1510	180	55.79	souvenirs bag
	Banked: 21/05/2025	75.00						

Receipts for Month 2

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Sales Recpts Page 1122	75.00	75.00		100			Sales Recpts Page 1122
502225	Banked: 21/05/2025	89.99						
502225	TIC Sales	15.00			1500	180	15.00	fishing license
502225	TIC Sales	15.00			1510	180	15.00	maps
502225	TIC Sales	59.99		10.00	1510	180	49.99	souvenirs other sales
502094	Banked: 21/05/2025	131.15						
502094	Meals On Wheels	131.15		21.86	1650	200	109.29	Meals cash 16th May
502095	Banked: 21/05/2025	264.00						
502095	Meals On Wheels	264.00		44.00	1650	200	220.00	Meals 16th May inc Haven
	Banked: 21/05/2025	0.30						
	Sales Recpts Page 1124	0.30	0.30		100			Sales Recpts Page 1124
card1905	Banked: 22/05/2025	56.00						
card1905	TIC Sales	55.00			1510	180	55.00	fishing license
card1905	TIC Sales	1.00		0.17	1510	180	0.83	other sales
	Banked: 22/05/2025	20,000.00						
220525	30 Day A/C	20,000.00			201		20,000.00	transfer from reserves
	Banked: 22/05/2025	5,000.00						
220525	30 Day A/C	5,000.00			201		5,000.00	transfer from reserves
card2005	Banked: 23/05/2025	2,081.46						
card2005	TIC Sales	2,023.00			1500	180	2,023.00	TIC Sales
card2005	TIC Sales	58.46		9.74	1510	180	48.72	souvenirs bags
	Banked: 23/05/2025	633.33						
	Sales Recpts Page 1123	633.33	633.33		100			Sales Recpts Page 1123
	Banked: 23/05/2025	20.00						
	Sales Recpts Page 1129	20.00	20.00		100			Sales Recpts Page 1129
	Banked: 23/05/2025	40.00						
	Sales Recpts Page 1130	40.00	40.00		100			Sales Recpts Page 1130
	Banked: 27/05/2025	4,500.00						
	Sales Recpts Page 1119	4,500.00	4,500.00		100			Sales Recpts Page 1119
card2105	Banked: 27/05/2025	31.49						
card2105	TIC Sales	7.99			1510	180	7.99	books
card2105	TIC Sales	23.50		3.92	1510	180	19.58	bag photocopy
BK273	Banked: 27/05/2025	30.00						
	Sales Recpts Page 1128	30.00	30.00		100			Sales Recpts Page 1128
	Banked: 27/05/2025	26.00						
	Sales Recpts Page 1131	26.00	26.00		100			Sales Recpts Page 1131
card2205	Banked: 28/05/2025	76.69						
card2205	TIC Sales	35.70			1500	180	35.70	National Express tickets
card2205	TIC Sales	40.99		6.83	1510	180	34.16	bag jewellery other sales

Receipts for Month 2

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 29/05/2025	108.00						
	Sales Recpts Page 1125	108.00	108.00		100			Sales Recpts Page 1125
card2405	Banked: 29/05/2025	37.99						
card2405	TIC Sales	8.00			1510	180	8.00	maps
card2405	TIC Sales	29.99		5.00	1510	180	24.99	souvenirs other sales
card2305	Banked: 29/05/2025	267.95						
card2305	TIC Sales	218.00			1500	180	218.00	Owens coach tickets
card2305	TIC Sales	13.95			1510	180	13.95	books and maps
card2305	Various	36.00		6.00	1895	230	30.00	Tina Turner tickets card
502146	Banked: 29/05/2025	173.43						
502146	Meals On Wheels	173.43		28.90	1650	200	144.53	Mealsa 19th to 23rd May
502147	Banked: 29/05/2025	195.00						
502147	Meals On Wheels	195.00		32.50	1650	200	162.50	Haven meals 19th to 23rd May
502226	Banked: 29/05/2025	173.00						
502226	TIC Sales	50.00			1500	180	50.00	Owens coaches
502226	TIC Sales	62.50			1510	180	62.50	Maps
502226	TIC Sales	60.50		10.08	1510	180	50.42	souvenirs bags
	Banked: 30/05/2025	42.00						
	Sales Recpts Page 1127	42.00	42.00		100			Sales Recpts Page 1127
card2705	Banked: 30/05/2025	1,487.95						
card2705	TIC Sales	1,436.00			1500	180	1,436.00	Owens coaches
card2705	TIC Sales	5.95			1510	180	5.95	books
card2705	TIC Sales	46.00		7.67	1510	180	38.33	bags
	Banked: 30/05/2025	35.00						
	Sales Recpts Page 1132	35.00	35.00		100			Sales Recpts Page 1132
502108	Banked: 30/05/2025	100.00						
502108	Various	100.00			503		100.00	Rotary Hub bleed kits
Total Receipts for Month		64,571.51	13,933.80	500.18			50,137.53	
Cashbook Totals		72,124.31	13,933.80	500.18			57,690.33	

Payments for Month 2

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/05/2025	Lex AutoLease	7396105	532.68	532.68		500			lease agreement Ford Transit
01/05/2025	HMRC - PAYE	tax liable	292.39	292.39		500			tax liability letter
01/05/2025	3 Business Services	phones may	56.41	56.41		500			mobile phones
01/05/2025	United Technology	UTech Apri	297.73	297.73		500			silver support monthly
01/05/2025	HMRC - PAYE	May25paye	6,489.51	6,489.51		500			HMRC for May 25 mont 2
12/05/2025	Angel Voice Singing School	122	150.00	150.00		500			performance winter festival 23
12/05/2025	Hardings Shed and Garden Suppl	737	40.93	40.93		500			unleaded
12/05/2025	Welshpool DIY	3103	6.60	6.60		500			supplies including bulb screws
12/05/2025	Powys County Council	rates may	3,006.00	3,006.00		500			business rates Town He
12/05/2025	British Gas	3166	13.02	13.02		500			electricity club house
15/05/2025	Autorama Vanrama	May auto	53.82	53.82		500			lease of van May
15/05/2025	LLoyds Bank Cardnet	cardnet ma	119.13	119.13		500			cardnet charges may 25
19/05/2025	Legal & General (Pensions)	Pensions 1	1,790.17	1,790.17		500			Pensions April 2025
20/05/2025	Arther J Gallagher Insurance	502105	-1,042.20	-1,042.20		500			Credit for vehicle insurance
21/05/2025	Charlies Stores Ltd	38053	86.97	86.97		500			ring mats
21/05/2025	Permanent Recruitment Solution	6205	1,336.32	1,336.32		500			cleaning services
21/05/2025	Enreach	May 25	909.80	909.80		500			broadband all buildings
21/05/2025	Border Janitorial Supplies Ltd	235681	98.71	98.71		500			toilet rolls hand towels
22/05/2025	Legal & General (Pensions)	May 25	1,734.81	1,734.81		500			pensions month 12
22/05/2025	Total Energies	May TE	3,696.19	3,696.19		500			electricity triangle house
22/05/2025	British Gas	724839896	564.33	564.33		500			electricity day centre
27/05/2025	Powys County Council	40026829	102.72	102.72		500			trade recycling
27/05/2025	Powys County Council	40025673	333.73	333.73		500			trade waste
27/05/2025	Traning for the Future	5397	1,206.00	1,206.00		500			chainsaw training
27/05/2025	Worknest	83807	8,245.99	8,245.99		500			Health and Safety Core Year 5
27/05/2025	Potters Recycling	60894	191.70	191.70		500			general waste
27/05/2025	Potters Recycling	60737	726.18	726.18		500			waste collection
27/05/2025	National Express Ltd	300425	350.38	350.38		500			Nat Exp tickets
27/05/2025	One Voice Wales	1594	65.00	65.00		500			One Voice Wales Conference
27/05/2025	Geosphere Ltd	106-002	108.00	108.00		500			website mapping syster
27/05/2025	Universal Fire Protection Ltd	uf	1,294.99	1,294.99		500			fire extinguisher day centre
27/05/2025	CHAMPIONS MUSIC AND ENTERTAINM	76861	660.00	660.00		500			second half Tina tribute cost
27/05/2025	Blachere Illuminations UK Ltd	43667	2,420.39	2,420.39		500			carriage storage costs lights
27/05/2025	Wynnstay Group plc	506496	46.88	46.88		500			weed killer
27/05/2025	Commercial Vehicle Contracts L	17272	631.20	631.20		500			extras for tipper inc reverser
27/05/2025	Boys & Boden Ltd	state May	2.46	2.46		500			toilet cistern
27/05/2025	Powys County Council	pens 1 2	921.14	921.14		500			Pensions April 2025
27/05/2025	Staff Salaries	Month 2 25	19,763.76	19,763.76		500			May salaries Month 2
27/05/2025	Sefe Energy	3281201	555.49	555.49		500			gas day centre
27/05/2025	Charlies AG and Turf	deposit	2,504.17	2,504.17		500			Deposit for tractor
27/05/2025	Lloyds Bank Credit Card	cc 27th Ma	610.66	610.66		500			credit card May 25

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
30 Day	31/05/2025		167,299.79
			<u>167,299.79</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			167,299.79
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			167,299.79
		Balance per Cash Book is :-	167,299.79
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date: 09/06/2025

Welshpool Town Council 2025-2026

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Time: 14:30

Cashbook 2

User: 6091.V.VOYSEY

30 Day A/C

For Month No: 2

Receipts for Month 2

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		202,245.75					202,245.75	
Maybankint	Banked: 09/05/2025	54.04						
Maybankint	Lloyds Bank	54.04			1080	210	54.04	bank interest May
Total Receipts for Month		54.04	0.00	0.00			54.04	
Cashbook Totals		202,299.79	0.00	0.00			202,299.79	

Continued on Page 136

Payments for Month 2				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
9/05/2025	Current Bank A/c	reserves 1	10,000.00			200		10,000.00	transfer fro reserves 19th May
22/05/2025	Current Bank A/c	220525	20,000.00			200		20,000.00	transfer from reserves
22/05/2025	Current Bank A/c	220525	5,000.00			200		5,000.00	transfer from reserves
Total Payments for Month			35,000.00	0.00	0.00			35,000.00	
Balance Carried Fwd			167,299.79						
Cashbook Totals			202,299.79	0.00	0.00			202,299.79	

**Bank Reconciliation Statement as at 31/05/2025
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	31/05/2025		8.18
Petty Cash - Office	31/05/2025		368.78
			<u>376.96</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			376.96
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			376.96
		Balance per Cash Book is :-	376.96
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Payments for Month 2

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/05/2025	Petty Cash - consumeables	BACS	0.96			4900	210	0.96	milk
01/05/2025	Petty Cash - consumeables	BACS	1.39			4900	210	1.39	milk for office
01/05/2025	Petty Cash - Misc Costs	BACS	18.70			4900	210	18.70	stamps
02/05/2025	Petty Cash - Misc Costs	BACS	9.57			4725	210	9.57	stamps
06/05/2025	Petty Cash - consumeables	BACS	1.39			4900	210	1.39	milk
07/05/2025	Petty Cash - consumeables	BACS	276.44			4710	200	276.44	meals on wheels costs
14/05/2025	Petty Cash - Misc Costs	BACS	19.14			4725	210	19.14	stamps
14/05/2025	Petty Cash - consumeables		0.95	0.95		4900	210	0.95	milk office
16/05/2025	Petty Cash - consumeables	BACS	133.31		22.22	4710	200	111.09	meals costs cash 16th May
19/05/2025	Petty Cash - consumeables	BACS	1.20			4900	210	1.20	milk office
22/05/2025	Petty Cash - Misc Costs	BACS	13.00			4725	210	13.00	paper for office
23/05/2025	Petty Cash - consumeables	BACS	157.07			4710	200	157.07	supplies for meals - cas
31/05/2025	Petty Cash - consumeables	BACS	41.82			4202	100	41.82	tea, milk, coffee, squash TH
31/05/2025	Petty Cash - Misc Costs	BACS	20.00			4085	100	20.00	hire carpet cleaning machine
31/05/2025	Petty Cash - Misc Costs	BACS	29.58			4900	210	29.58	stamps
Total Payments for Month			724.52	0.00	22.22			702.30	
Balance Carried Fwd			376.96						
Cashbook Totals			1,101.48	0.00	22.22			1,079.26	

Receipts for Month 2

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		223.61					223.61	
	Banked: 01/05/2025	2.00						
	Sales Recpts Page 1112	2.00	2.00		100			Sales Recpts Page 1112
502091	Banked: 07/05/2025	276.44						
502091	Meals On Wheels	276.44		46.07	1650	200	230.37	meals on wheels income 2nd May
	Banked: 12/05/2025	213.00						
	Sales Recpts Page 1096	213.00	213.00		100			Sales Recpts Page 1096
	Banked: 12/05/2025	4.00						
	Sales Recpts Page 1113	4.00	4.00		100			Sales Recpts Page 1113
502095	Banked: 16/05/2025	133.31						
502095	Meals On Wheels	133.31		22.22	1650	200	111.09	Meals cash 16th May
	Banked: 19/05/2025	2.05						
	Sales Recpts Page 1111	2.05	2.05		100			Sales Recpts Page 1111
	Banked: 21/05/2025	90.00						
	Sales Recpts Page 1116	90.00	90.00		100			Sales Recpts Page 1116
502146	Banked: 23/05/2025	157.07						
502146	Meals On Wheels	157.07		26.18	1650	200	130.89	income meals cash 23rd May
Total Receipts for Month		877.87	311.05	94.47			472.35	
Cashbook Totals		1,101.48	311.05	94.47			695.96	

12/06/2025

Welshpool Town Council 2025-2026

10:52

Detailed Income & Expenditure by Budget Heading 01/05/2025

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Month No: 2

Cost Centre Report

16.46%

Ment 2

Lpd May

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Town Hall								
1100 Income -Corn Exchange	453	1,028	7,000	5,972			14.7%	
1105 Income -Assembly Rooms	504	674	1,800	1,126			37.5%	
1110 Income -Other Rooms	80	80	1,000	920			8.0%	
1120 Income -Telephone Mast Rental	0	0	5,000	5,000			0.0%	
Town Hall :- Income	1,038	1,783	14,800	13,017			12.0%	0
4000 Salary	4,174	8,306	68,355	60,049		60,049	12.2%	
4005 HMRC	1,521	2,873	6,885	4,012		4,012	41.7%	
4010 Pension Payments	431	855	6,657	5,802		5,802	12.8%	
4055 Rates	0	36,068	35,000	(1,068)		(1,068)	103.1%	
4060 Services	2,413	5,928	60,000	54,072		54,072	9.9%	
4085 Repairs & Maintenance	1,586	2,135	15,000	12,865		12,865	14.2%	
4095 Licenses	0	130	1,500	1,370		1,370	8.7%	
4096 BLT Loan	940	940	0	(940)		(940)	0.0%	
4100 Cleaning & Materials	3,428	5,592	10,000	4,408		4,408	55.9%	
4200 Waste Collection	262	916	1,500	584		584	61.1%	
4202 Consumeables	42	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	0	17	1,500	1,483		1,483	1.1%	
Town Hall :- Indirect Expenditure	14,796	63,351	208,897	145,546	0	145,546	30.3%	0
Net Income over Expenditure	(13,759)	(61,569)	(194,097)	(132,528)				
110 Markets								
1200 Income -Market Stalls	1,790	3,376	13,000	9,624			26.0%	
1205 Income -Outdoor Markets	43	178	1,000	822			17.8%	
Markets :- Income	1,833	3,555	14,000	10,446			25.4%	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	1,833	3,555	12,500	8,946				
130 Recreation								
1340 Income - Rec Club Rents etc	0	0	3,000	3,000			0.0%	
1350 Income -Allotments	75	75	600	525			12.5%	
Recreation :- Income	75	75	3,600	3,525			2.1%	0

Continued over page

Detailed Income & Expenditure by Budget Heading 01/05/2025

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4020 Training Staff	1,005	1,005	2,000	995		995	50.3%	
4060 Services	0	0	2,500	2,500		2,500	0.0%	
4085 Repairs & Maintenance	1,012	1,238	6,000	4,762		4,762	20.6%	
4202 Consumables	0	0	500	500		500	0.0%	
4340 Equipment	0	0	2,500	2,500		2,500	0.0%	
4341 Play Equipment	0	650	10,000	9,350		9,350	6.5%	
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	0	0	1,500	1,500		1,500	0.0%	
4375 Memorial Garden	0	0	250	250		250	0.0%	
4380 Allotment costs	0	0	300	300		300	0.0%	
4400 Vehicles	3,125	3,125	0	(3,125)		(3,125)	0.0%	
4401 Vehicle Running Costs	11	333	1,000	667		667	33.3%	
4875 Health & Safety	0	16	250	234		234	6.5%	
4900 Miscellaneous Costs	0	0	100	100		100	0.0%	

Recreation :- Indirect Expenditure	5,152	6,367	64,300	57,933	0	57,933	9.9%	0
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Net Income over Expenditure	(5,077)	(6,292)	(60,700)	(54,408)
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140 Street Scene

4000 Salary	4,124	8,159	65,079	56,920		56,920	12.5%	
4005 HMRC	1,358	2,715	6,566	3,851		3,851	41.4%	
4010 Pension Payments	467	920	4,662	3,742		3,742	19.7%	
4020 Training Staff	0	0	1,000	1,000		1,000	0.0%	
4025 Uniforms	52	52	500	448		448	10.3%	
4026 PPE	0	0	500	500		500	0.0%	
4065 Mobile Phones	16	16	200	184		184	7.8%	
4085 Repairs & Maintenance	155	485	1,200	715		715	40.4%	
4200 Waste Collection	761	761	2,500	1,739		1,739	30.4%	
4340 Equipment	0	449	3,000	2,551		2,551	15.0%	
4400 Vehicles	1,015	1,937	5,400	3,463		3,463	35.9%	
4401 Vehicle Running Costs	0	17	1,500	1,483		1,483	1.1%	
4515 Buttington Cemetery	0	0	1,500	1,500		1,500	0.0%	
4900 Miscellaneous Costs	0	0	200	200		200	0.0%	

Street Scene :- Indirect Expenditure	7,946	15,510	93,807	78,297	0	78,297	16.5%	0
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Net Expenditure	(7,946)	(15,510)	(93,807)	(78,297)
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Detailed Income & Expenditure by Budget Heading 01/05/2025

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
150 Toilets								
4060 Services	605	1,479	3,000	1,521		1,521	49.3%	
4085 Repairs & Maintenance	0	0	1,000	1,000		1,000	0.0%	
4100 Cleaning & Materials	0	0	15,000	15,000		15,000	0.0%	
Toilets :- Indirect Expenditure	605	1,479	19,000	17,521	0	17,521	7.8%	0
Net Expenditure	(605)	(1,479)	(19,000)	(17,521)				
160 Motte & Bailey Castle								
4055 Rates	0	582	0	(582)		(582)	0.0%	
4060 Services	22	51	1,200	1,149		1,149	4.3%	
4085 Repairs & Maintenance	13,826	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	13,848	17,472	10,550	(6,922)	0	(6,922)	165.6%	0
Net Expenditure	(13,848)	(17,472)	(10,550)	6,922				
180 Tourist Information								
1500 Income -Commission Sales	11,948	19,828	40,000	20,172			49.6%	
1505 Income -Rail Ticket	634	1,163	8,000	6,837			14.5%	
1510 Income -Direct Sales	1,083	1,856	13,500	11,644			13.7%	
Tourist Information :- Income	13,664	22,847	61,500	38,653			37.1%	0
4000 Salary	4,319	8,540	63,145	54,605		54,605	13.5%	
4005 HMRC	884	1,866	4,325	2,459		2,459	43.1%	
4010 Pension Payments	710	1,421	7,552	6,131		6,131	18.8%	
4055 Rates	0	4,828	4,700	(128)		(128)	102.7%	
4060 Services	454	769	10,000	9,231		9,231	7.7%	
4085 Repairs & Maintenance	123	123	2,000	1,877		1,877	6.1%	
4100 Cleaning & Materials	44	44	1,000	956		956	4.4%	
4660 Direct Stock	326	454	15,000	14,546		14,546	3.0%	
4661 Commission Costs	0	583	35,000	34,417		34,417	1.7%	
4662 Train ticket costs	0	0	5,000	5,000		5,000	0.0%	
4866 IT Costs	0	0	200	200		200	0.0%	
4875 Health & Safety	0	0	200	200		200	0.0%	
4900 Miscellaneous Costs	124	208	500	292		292	41.7%	
Tourist Information :- Indirect Expenditure	6,983	18,836	148,622	129,786	0	129,786	12.7%	0
Net Income over Expenditure	6,681	4,011	(87,122)	(91,133)				

Detailed Income & Expenditure by Budget Heading 01/05/2025

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
190 Ann Holloway Centre								
1110 Income -Other Rooms	347	694	5,000	4,306			13.9%	
1300 Income - Rent	50	75	0	(75)			0.0%	
1635 Income -Lease	0	0	6,000	6,000			0.0%	
Ann Holloway Centre :- Income	397	769	11,000	10,231			7.0%	0
4060 Services	1,186	3,271	12,000	8,729		8,729	27.3%	
4085 Repairs & Maintenance	807	1,537	5,000	3,463		3,463	30.7%	
4100 Cleaning & Materials	143	143	4,000	3,857		3,857	3.6%	
4200 Waste Collection	0	0	1,500	1,500		1,500	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	0	0	200	200		200	0.0%	
Ann Holloway Centre :- Indirect Expenditure	2,136	4,951	23,100	18,149	0	18,149	21.4%	0
Net Income over Expenditure	(1,738)	(4,181)	(12,100)	(7,919)				
200 Meals on Wheels								
1650 Income -Meals on Wheels	2,173	5,757	20,000	14,243			28.8%	
Meals on Wheels :- Income	2,173	5,757	20,000	14,243			28.8%	0
4000 Salary	1,131	2,339	21,735	19,396		19,396	10.8%	
4005 HMRC	308	648	801	153		153	81.0%	
4100 Cleaning & Materials	0	0	500	500		500	0.0%	
4202 Consumables	0	0	250	250		250	0.0%	
4340 Equipment	0	0	500	500		500	0.0%	
4400 Vehicles	0	211	4,000	3,789		3,789	5.3%	
4710 Meal Costs	770	1,309	8,000	6,691		6,691	16.4%	
4900 Miscellaneous Costs	0	0	200	200		200	0.0%	
Meals on Wheels :- Indirect Expenditure	2,208	4,508	35,986	31,478	0	31,478	12.5%	0
Net Income over Expenditure	(36)	1,250	(15,986)	(17,236)				
210 Administration & Management								
1076 Precept	0	781,600	781,600	0			100.0%	
1080 Income -Interest	54	83	500	417			16.7%	
Administration & Management :- Income	54	781,683	782,100	417			99.9%	0
4000 Salary	6,017	12,306	135,830	123,524		123,524	9.1%	
4005 HMRC	2,827	5,252	13,815	8,563		8,563	38.0%	
4010 Pension Payments	597	1,205	6,657	5,452		5,452	18.1%	
4011 PCC Pension Shortfall	10,100	10,100	10,100	0		0	100.0%	

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4020 Training Staff	0	150	4,000	3,850		3,850	3.8%	
4021 Training Councillors	84	84	1,000	916		916	8.4%	
4025 Uniforms	0	0	250	250		250	0.0%	
4055 Rates	0	0	7,500	7,500		7,500	0.0%	
4060 Services	113	920	7,500	6,580		6,580	12.3%	
4065 Mobile Phones	16	16	250	234		234	6.3%	
4095 Licenses	0	(130)	0	130		130	0.0%	
4100 Cleaning & Materials	0	506	250	(256)		(256)	202.5%	
4330 Special Projects	0	0	10,000	10,000		10,000	0.0%	
4340 Equipment	0	0	500	500		500	0.0%	
4445 Conferences	65	65	1,000	935		935	6.5%	
4470 Bank Charges	63	123	1,000	877		877	12.3%	
4725 Stationery	124	124	2,000	1,876		1,876	6.2%	
4850 Insurance	(1,042)	30,666	32,000	1,334		1,334	95.8%	
4855 Audit	0	0	2,500	2,500		2,500	0.0%	
4860 Professional Fees	0	0	2,500	2,500		2,500	0.0%	
4865 Web Site	0	0	500	500		500	0.0%	
4866 IT Costs	1,337	5,048	15,000	9,952		9,952	33.7%	
4870 Mayoral & Senior Allowance	0	0	1,500	1,500		1,500	0.0%	
4875 Health & Safety	6,993	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	0	0	2,000	2,000		2,000	0.0%	
4900 Miscellaneous Costs	86	74	500	426		426	14.8%	
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	27,379	80,466	268,652	188,186	0	188,186	30.0%	0
Net Income over Expenditure	(27,325)	701,218	513,448	(187,770)				
<u>230 Events</u>								
1850 Income -Carnival	29	29	1,000	971			2.9%	
1860 Income -Flicks in the Sticks	138	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	30	80	1,500	1,420			5.3%	
Events :- Income	197	371	6,400	6,029			5.8%	0
4065 Mobile Phones	16	16	250	234		234	6.3%	
4400 Vehicles	211	211	0	(211)		(211)	0.0%	

Detailed Income & Expenditure by Budget Heading 01/05/2025

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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	2,017	2,017	2,000	(17)		(17)	100.8%	
5140 Easter Egg Hunt	0	28	0	(28)		(28)	0.0%	
5190 Community Events	550	1,645	3,000	1,355		1,355	54.8%	
5192 Carnival	300	300	2,500	2,200		2,200	12.0%	
Events :- Indirect Expenditure	3,093	4,216	14,750	10,534	0	10,534	28.6%	0
Net Income over Expenditure	(2,896)	(3,845)	(8,350)	(4,505)				
Grand Totals:- Income	19,432	816,840	913,400	96,560			89.4%	
Expenditure	84,148	217,155	889,164	672,009	0	672,009	24.4%	
Net Income over Expenditure	(64,717)	599,685	24,236	(575,449)				
Movement to/(from) Gen Reserve	(64,717)	599,685	24,236	(575,449)				

Appendix E

Jun-25

Date	Supplier	Supply	Net	VAT	Total
20/05/2025	AA Catering	lids foil	244.27	48.86	293.13
20/05/2025	Border Janitorial	oven cleaner, wipes, toilet roll	142.81	28.57	171.37
16/05/2025	Boys & Boden	steel and ash edging iron	28.35	5.67	34.02
20/05/2025	Boys & Boden	dumpy bag - top soil	63.33	12.67	76
26/05/2025	British Gas	electricity bill mottle and bailey	12	0.6	12.6
29/05/2025	Brookwood	souvenirs for sale in TiC	68.95	13.79	82.74
31/05/2025	Core Highways	road closure VE Day	550	110	660
20/05/2025	CVC	tipper - extras- including reversing beeper	526	105.2	631.2
10/06/2025	CVC	work vehicle lease	433.87	86.77	520.64
10/06/2025	DM Payroll	payroll services Q1	144	0	144
13/05/2025	Hardings	unleaded petrol	10.83	2.16	12.99
25/06/2025	HMRC	tax month 3	6973.95	0	6973.95
15/05/2025	Jamie Bags	items for sale in TiC	146.5	29.3	175.8
28/05/2025	KRM Contractors	fencing netting at Motte & Bailey	13826	2765.2	16591.2
16/05/2025	Lex Autolease	vehicle lease van	443.9	88.78	532.68
04/06/2025	Lex Autolease	motoring offences invoice	10	0	10 direct debit - being disputed
31/05/2025	National Express	coach ticket costs	162.44	0	162.44
28/05/2025	One Voice Wales	councillor training	84	0	84
10/05/2025	Owens Coaches	coach tickets costs	9470.54	0	9470.54
20/05/2025	Paul Melton Hawks	Hawk display carnival	300	0	300
21/05/2025	Phil's Tool Hire	lawn spike aerator	72	14.4	86.4
31/05/2025	Potters	waste removal	226.26	45.25	271.51
04/02/2025	Powys County Council	Buttington Cemetery	1300.46	0	1300.46
19/05/2025	PRS	cleaning services	560.48	112.1	672.58
27/05/2025	PRS	cleaning services	596.64	119.33	715.97
30/04/2025	Rikki Lloyd	meal ticket	18.7	0	18.7
24/04/2025	Silk Sharples Jennings	schedule of works for propping Town Hall	500	100	600
25/06/2025	Staff	Salaries	20772.96	0	20772.96
15/01/2025	Titan Wealth	pensions advice	1492.07	298.41	1790.48
07/05/2025	Total Energies	electricity Town Hall	2160.63	432.12	2592.75 direct debits - paid
07/05/2025	Total Energies	electricity toilets	605.17	121.03	726.2 direct debits - paid
07/05/2025	Total Energies	electricity TIC	230.19	11.51	241.7 direct debits - paid
07/05/2025	Total Energies	electricity Triangle House	129.09	6.45	135.54 direct debits - paid
05/05/2025	Welshpool DIY	supplies incl. cable ties, key rings, bolts, nuts	19.39	0	19.39
15/05/2025	Worknest	Insurance Admin Fee	121	13	134
			62446.78	4571.17	67017.94

Appendix F

Basic audits 2024-25

Application: Council subject to a Basic audit for 2024-25

The Auditor General's right of access to information and explanations

Section 52 of the Public Audit (Wales) Act 2004 provides the Auditor General with the right of access to all information and explanations that he considers to be necessary for the purposes of the audit. Persons holding such information are required to provide this on request.

The following information is provided to assist councils to prepare information required for the audit of accounts.

Councils must note that this information request represents the core information we require. In most cases, this will be sufficient for us to complete the audit.

However, we may request any further information that we consider necessary to complete the audit. Further information may be required due to issues being identified or clarification being required during the audit process and/or if we receive correspondence related to individual councils.

Audit cycle

Your Council is subject to a 'basic' audit this year. The information required for audit can be seen below.

To view the audit cycle for the period 2024-25 to 2026-27, please refer to the attached document 'TCC_audit_cycle_by_county.pdf'. It is arranged by county.

Information required

Council contact details and core information

Each year, we identify numerous changes to clerk's/councils' contact details. In many cases, councils do not inform us of these changes.

We will be asking all councils to confirm their contact details each year to help us maintain our records.

Page 5 sets out the contact details and other core information we require. All councils must complete this so that we can ensure our dataset is up to date.

Bank reconciliation

A bank reconciliation is a control schedule prepared by the Council that agrees the balance per the bank statement at the year end to the bank balance per the Council's own records e.g. the cashbook. The Council should prepare a bank reconciliation every time it receives a bank statement to ensure that any errors are identified at an early stage.

The bank reconciliation(s) should cover all the Council's bank accounts. If the Council has more than one bank account it is helpful if you can provide a summary of the bank reconciliations that agrees to Box 8 on the Annual Return in addition to the detailed reconciliations prepared for each account.

If there are no outstanding items at the year-end you must still supply a bank reconciliation. A zero or "Nil" should be included in the relevant lines on the schedule or a clear statement should be made to that effect.

An example bank reconciliation is provided on page 4. We recommend that councils use this format.

Explanations of significant variances on the Accounting Statements

We require explanations for significant variances (increases or decreases) of more than 15% between the current audit year and the last audit year in lines 3, 4, 5, 6, 8, 10, 12 and 13. Variances of less than 15% need not be explained.

Positive and negative variances must be explained.

Your explanations must be quantified, i.e. state how much of the variance is covered by each specific explanation. Your explanations must ensure that the variances for each line are explained and quantified to within 15%.

You can set out your explanations of variances in any way you wish, but they should be clear and complete and easy to follow. You should not simply send a copy of a cashbook. We need to understand why the council's activity level changed.

Our suggested method of how to identify variances that require explanation, and suggested layout for providing explanations are set out on pages 7 and 8.

Well-being of Future Generations (Wales) Act 2015

For those councils subject to the requirements of the Well-being of Future Generations (Wales) Act 2015, a copy of the Council's report on how it is contributing to the wellbeing of its area.

Governance themes 2024-25

Capital projects

Please provide the following information:

1. Details of capital projects undertaking during the year. This should include project name and spend in year. If none, please state that this is the case.
2. A copy of the minutes of the meeting at which the project contract was approved.

Member and officer training

Please provide the following information:

1. A copy of the Council's training plan.

Completion of audit 2023-24

Please provide the following information:

1. Link to the Council's website page where the audit completion notice for 2023-24 has been published or:
2. If the 2023-24 audit is not complete, link to the Council's website page where the latest audit completion notice has been published.

PLEASE NOTE THAT FOR THIS ITEM WE WANT A LINK TO YOUR WEBSITE NOT A COPY OF THE DOCUMENT

Annual Return for the Year Ended 31 March 2025

Accounting statement 2024-25 for:

Name of body: WELSHPOOL TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2024 (£)	31 March 2025 (£)	
Statement of income and expenditure/receipts and payments			
1. Balances brought forward	185,704	37,689	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	699,049	731,075	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	305,029	284,288	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	389,987	345,167	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, taxable allowances, PAYE and NI (employees and employers), pension contributions and termination costs. Exclude reimbursement of out-of-pocket expenses.
5. (-) Loan interest/capital repayments	5,559	75,332	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	756,547	582,557	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	37,689	49,995	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
Statement of balances			
8. (+) Debtors	83,508	54,491	Income and expenditure accounts only: Enter the value of debts owed to the body at the year-end.
9. (+) Total cash and investments	61,019	46,939.	All accounts: The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	106,838	51,435	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	37,689	49,995	Total balances should equal line 7 above: Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	19,898,553	19,900,942	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	74,000	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

Annual Governance Statement

We acknowledge as the members of the Council, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2025, that:

	Agreed?		'YES' means that the Council:	Toolkit
	Yes	No*		
1. In consultation with the community, we have developed a vision and purpose for the Council and used this vision to inform the Council's plans, budget and activities.			Has consulted with the community and focussed its activities to meet the community's needs	A, C
2. We have adopted a Code of Conduct for members and officers and implemented an appropriate training plan for members to ensure all councillors understand their role and responsibilities.			Ensures that councillors understand and are equipped to deliver their roles and responsibilities.	B
3. We have ensured that we electronically publish the information the Council is required to publish by law, on its website at [insert name of website].			Is transparent about its activities and provides the public with all information required by law	A, C, D, E
4. We have taken all reasonable steps to ensure that the Council complies with relevant laws and regulations when exercising its functions, including employment of staff and payment of allowances to members.			Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it does so	
5. We have adopted standing orders, financial regulations and terms of reference and ensure that these are followed when conducting business including functions delegated to committees.			Has adopted rules and procedures to govern how the Council conducts its business including procurement of goods and services.	B, E
6. We have put in place arrangements for: <ul style="list-style-type: none"> Effective financial management including the setting and monitoring of the Council's budget Maintenance and security of accurate and up to date accounting and other financial records Identifying potential liabilities, commitments, events and transactions that may have a financial impact on the Council. 			Calculated its budget requirement in accordance with the law and properly monitors its financial position throughout the year	D
7. We have maintained an adequate system of internal control and management of risk, including: <ul style="list-style-type: none"> measures designed to prevent and detect fraud and corruption including clearly documented procedures for authorising and making payments assessment and management of risks facing the Council an adequate and effective system of internal audit and reviewed the effectiveness of these arrangements. 			Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge including arranging for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body.	D, E
8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.			Considered and taken appropriate action to address weaknesses /issues brought to its attention by internal and external auditors.	D, E
9. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Public Audit (Wales) Act 2004 and the Accounts and Audit (Wales) Regulations 2014.			Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit issued by the Auditor General.	E
10. General power of Competence – The Council has resolved to adopt the General Power of Competence set out in Local Government and Elections (Wales) Act 2021			Meets the eligibility criteria to exercise the general Power of Competence	E

* Please include an explanation for any 'No' answers

Additional disclosure notes

Include here any additional disclosures the Council considers necessary to aid the reader's understanding of the accounting statement and/or the annual governance statement

The following information is provided to assist the reader to understand the accounting statement and/or the Annual Governance Statement

1. Expenditure under S137 Local Government Act 1972

Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2024-25 was £10.81 per elector.

In 2024-25, the Council made payments totalling £ 793 under section 137. These payments are included within 'Other payments' in the Accounting Statement.

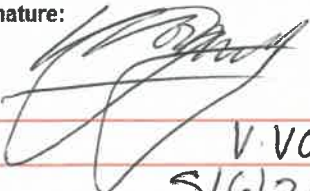
2.

Trust Funds

Trust funds – The Council acts as sole trustee for and is responsible for managing trust fund(s)/assets. We exclude transactions related to these trusts from the Accounting Statement. In our capacity as trustee, we have discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.
---	-----	----	-----	---

Council approval and certification

The Council is responsible for the preparation of the accounting statements and the annual governance statement in accordance with the requirements of the Public Audit (Wales) Act 2004 (the Act) and the Accounts and Audit (Wales) Regulations 2014.

Certification by the RFO I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Council, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2025.	Approval by the Council I confirm that these accounting statements and Annual Governance Statement were approved by the Council under minute reference:
RFO signature: 	Minute ref:
Name: V. VOYSEY	Chair signature:
Date: 5/6/2025	Name:
	Date:

* Please include an explanation for any 'No' answers

Annual internal audit report to:

Name of body:

The Council's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2025.

The internal audit has been carried out in accordance with the Council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
1. Appropriate books of account have been properly kept throughout the year.					
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.					
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.					
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.					
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.					
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.					
7. Salaries to employees and allowances to members were paid in accordance with contracts/ minuted approvals, and PAYE and NI requirements were properly applied.					
8. Asset and investment registers were complete, accurate, and properly maintained.					

* Please include an explanation for any 'No' answers

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
9. Periodic and year-end bank account reconciliations were properly carried out.					
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.					
11. Trust funds (including charitable trusts). The Council has met its responsibilities as a trustee.					

For any risk areas identified by the Council (list any other risk areas below or on separate sheets if needed) adequate controls existed:					
	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
12.					
13.					
14.					

* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

** If the response is 'not covered', please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, internal audit must explain why not.

[My detailed findings and recommendations which I draw to the attention of the Council are included in my detailed report to the Council dated _____.] * Delete if no report prepared.

Internal audit confirmation

I/we confirm that as the Council's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2024-25 and 2025-26. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit:
Signature of person who carried out the internal audit:
Date:

* Please include an explanation for any 'No' answers

Bank reconciliation²

COUNCIL NAME: WELSHPOOL TOWN COUNCIL

COUNTY: POLWYS

		£
A	Balance on the bank statement at 31 March (taken from bank statement)	14,447 32,217
B	Outstanding items Less unpresented cheques (List each outstanding cheque)	0
C	Plus uncleared payments into bank (to agree with attached list)	0
D	Petty cash Plus any petty cash balance held at 31 March	275
E	Balance in the cash book (Authority's own records) at 31 March (Calculated as A-B+C+D=E and agrees with Box 9 on the Annual Return)	46,939

² The bank reconciliation provided must equal line 9 on the annual return. Therefore, you need to either provide a reconciliation for every account held by the Council or combine them all on one sheet.

Council contact details and other core information

Please provide the following contact details for the Council.

	Current details
Clerk's name	RICHARD WILLIAMS.
Clerk's address ¹	WELSHPOOL TOWN COUNCIL TOURIST INFORMATION CENTRE 1 VICARAGE GARDENS, WELSHPOOL, SY21 7DD
Clerk's contact telephone	01938 553142
Clerk's email address	TOWN.CLERK@WELSHPOOLTOWNCOUNCIL.GOV.UK
Council website	WWW.WELSHPOOLTOWNCOUNCIL.GOV.UK

Accounting records

Please indicate the format in which the Council keeps its accounting records

	Yes / No
Manuscript cashbook / receipts and payments book	
Spreadsheet	
Accounts software packages:	
• Rialtas	YES
• Sage	
• Scribe	
• Xero	
• Other (Please specify)	

¹ We will use this address to return any original records to you. The address you provide must be listed on [Postcode finder](#). We cannot return documents to a PO Box.

Explanation of variances

Working out what variances need to be explained

Line in section 1	Last Year £	This Year £	Variance Increase (+) or decrease (-) (This Year minus Last Year) £	% (Variance divided by Last Year figure multiplied by 100)	Explanation required? Less than 15% - NO More than 15% - YES
Line 3 Total other receipts	309,029	284,288	(20,741)	-6.80	NO
Line 4 Staff costs	389,987	349,167	(44,820)	-11.49	NO
Line 5 Loan interest/ capital repayments	5,559	75,332	69,773	1255.14	YES
Line 6 Total other payments	756,547	582,557	(173,990)	(23)	YES
Line 8 Debtors and stock balances	83,508	54,491	(29,017)	(34.75)	YES
Line 10 Creditors	106,838	51,435	(55,403)	(51.86)	YES
Line 12 Total fixed assets and long term assets	19,898,553	19,900,242	1,689	0.01	NO
Line 13 Total borrowing	74,000	0	(74,000)	(100)	YES

Suggested layout for explanations

One sheet to be prepared for **each variance** that requires explanation.

Line	£
Figure in This Year column	
Figure in Last Year column	
Variance (This Year figure less Last Year figure) A positive figure is an increase, a negative figure is a decrease	

Reasons (as many as are applicable)	Amount £
Reason 1	
Reason 2	
Reason 3	
Reason 4	
Unexplained	
Confirm unexplained amount is less than 15% of Last Year figure	

Please note that explanations should be quantified and should consider one off items in both the current and prior years. Explanations that do not quantify each element of the variance will not be accepted as a full explanation and will likely result in a qualified opinion. Examples of unacceptable explanations include:

- Expenditure increased because the Council spent more on staff.
- Other payments increased because of park benches and grass cutting,

Suggested layout for explanations

One sheet to be prepared for **each variance** that requires explanation.

Line <u>6</u>	£
Figure in This Year column	756,547
Figure in Last Year column	582,557
Variance (This Year figure less Last Year figure) A positive figure is an increase, a negative figure is a decrease	(173,990)

Reasons (as many as are applicable)	Amount £
Reason 1 SECTION 137	- 942
Reason 2 EVENTS / ADMIN INC. CHRISTMAS LIGHTS	- 21,342
Reason 3 BUILDINGS MAINTENANCE & REPAIRS	- 154,120
Reason 4 SERVICES INC. STOCK & UTILITIES	2,414
Unexplained	
Confirm unexplained amount is less than 15% of Last Year figure	

Please note that explanations should be quantified and should consider one off items in both the current and prior years. Explanations that do not quantify each element of the variance will not be accepted as a full explanation and will likely result in a qualified opinion. Examples of unacceptable explanations include:

- Expenditure increased because the Council spent more on staff.
- Other payments increased because of park benches and grass cutting,

Suggested layout for explanations

One sheet to be prepared for **each variance** that requires explanation.

Line8.....	£
Figure in This Year column	54,491
Figure in Last Year column	83,508
Variance (This Year figure less Last Year figure) A positive figure is an increase, a negative figure is a decrease	(29,017)

Reasons (as many as are applicable)	Amount £
Reason 1 DECREASE IN V.A.T CONTROL ACCOUNT	(13,054)
Reason 2 INCREASE IN STOCK	1,011
Reason 3 DECREASE IN PREPAYMENTS	(2,229)
Reason 4 DECREASE IN GENERAL DEBTORS	(14,745)
Unexplained	
Confirm unexplained amount is less than 15% of Last Year figure	

Please note that explanations should be quantified and should consider one off items in both the current and prior years. Explanations that do not quantify each element of the variance will not be accepted as a full explanation and will likely result in a qualified opinion. Examples of unacceptable explanations include:

- Expenditure increased because the Council spent more on staff.
- Other payments increased because of park benches and grass cutting,

Suggested layout for explanations

One sheet to be prepared for **each variance** that requires explanation.

Line10.....	£
Figure in This Year column	51,435
Figure in Last Year column	106,838
Variance (This Year figure less Last Year figure) A positive figure is an increase, a negative figure is a decrease	(55,403)

Reasons (as many as are applicable)	Amount £
Reason 1 INCREASE IN CHARITY FUNDS HELD	1,742
Reason 2 INCREASE IN HOLDING DEPOSITS	158
Reason 3 INCREASE IN CREDIT CARD CREDITORS	799
Reason 4 DECREASE IN OTHER CREDITORS	(58,101)
Unexplained	
Confirm unexplained amount is less than 15% of Last Year figure	

Please note that explanations should be quantified and should consider one off items in both the current and prior years. Explanations that do not quantify each element of the variance will not be accepted as a full explanation and will likely result in a qualified opinion. Examples of unacceptable explanations include:

- Expenditure increased because the Council spent more on staff.
- Other payments increased because of park benches and grass cutting,

Suggested layout for explanations

One sheet to be prepared for **each variance** that requires explanation.

Line13.....	£
Figure in This Year column	0
Figure in Last Year column	74,000
Variance (This Year figure less Last Year figure) A positive figure is an increase, a negative figure is a decrease	(74,000)

Reasons (as many as are applicable)	Amount £
Reason 1 LOAN TO TRUST REPAID.	(74,000)
Reason 2	
Reason 3	
Reason 4	
Unexplained	
Confirm unexplained amount is less than 15% of Last Year figure	

Please note that explanations should be quantified and should consider one off items in both the current and prior years. Explanations that do not quantify each element of the variance will not be accepted as a full explanation and will likely result in a qualified opinion. Examples of unacceptable explanations include:

- Expenditure increased because the Council spent more on staff.
- Other payments increased because of park benches and grass cutting,

Appendix G



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	Interim Strategic Plan 25-28 - June 2025
Date	6th June 2025

1. Purpose

1. To seek approval to formally commence a public consultation during July and August 2025 to inform the development of an Interim Strategic Plan covering the period 2025-2028.

2. Background

1. Welshpool Town Council has previously endorsed a number of plans and community-led planning documents including:
 1. Welshpool Town Plan (2017-2022) which outlined community values, key themes, planning and improvement priorities.
 2. The Welshpool Town Investment Action Plan (2023) which proposed interventions into town centre regeneration, active travel, digital infrastructure and tourism.
 3. The Welshpool Town Vision Plan (Feb 2024) which reflected broad stakeholder engagement on the town's identity, ambitions and challenges.
2. These documents have guided funding bids, partnership work and service development. However they do not form a cohesive corporate plan linking these aspirations to the Council's statutory functions, financial responsibilities and service delivery priorities.
3. A number of consultations have also taken place in recent years including:
 1. The Welshpool Town Vision Plan (Feb 2024) which included extensive community consultation.
 2. Local Business Interviews (2021) & Consultation at Carnival.
4. The findings of these consultations will be incorporated into the findings from the Interim Strategic Plan consultation to form the new plan, ensuring that previous responses are not just ignored but included.

3. Rationale for a New Plan

1. The proposed Interim Strategic Plan 2025-2028 will:
 1. align community priorities with the Council's financial capacity and service remit;

2. Provide a clear and transparent framework for decision making and investment;
3. Identity short-to-medium term goals that the Council can commit to within its current electoral cycle;
4. Act as a bridging document until the new Council (elected May 2027) can adopt a full Plan for 2028-2033.

4. Proposed Consultation Approach

1. A community consultation will run from July to August 2025 drawing on the Council's website, social media, physical buildings and displays, local press and community partners.
2. An online interactive survey will gather views on:
 1. Awareness and perceived importance of Council services,
 2. Communication and transparency,
 3. Financial priorities with a direct link to Council Tax, precept
 4. Attitudes towards asset retention or disposal,
 5. Preferences for how the Council engages with residents.
3. An offline survey with supporting information will be developed with copies available at the Tourist Information Centre.
4. A series of consultation events will take place during the consultation period to engage with local residents and visitors which could include drop-ins and focus groups.
5. The online interactive survey will be hosted on our custom built consultation platform and allow for the survey to be tailored to individual household data which is held by the Town Council.
6. The consultation campaign will also aim to reach underrepresented groups, young people, and non-digital audiences.

5. Use of Findings

1. Data will be analysed in early September and considered by Council for adoption of a final plan by the end of September 2025.
2. The document will include:
 1. Clear strategic priorities with service delivery outcomes;
 2. Associated financial implications;
 3. Implementation timescales and performance indicators.

6. Resource & Legal Implications

1. The Council's Responsible Finance Officer will provide a comment on the resource implications e.g. if the issue or decision is in budget, how much it might cost to implement.
2. The Town Clerk will provide a comment on (if any) the legal implications of the decision.

7. Recommendation

1. To note the contents of the report.
2. To approve the launch of a community consultation on the Interim Strategic Plan 2025-2028.

3. To authorise the Town Clerk in consultation with the Mayor, Deputy Mayor and Chair's of Committees to approve the consultation documentation.
4. To support the wide promotion of the consultation across physical and digital channels.
5. To ask officers to bring back a final draft for approval by Full Council in September 2025.

8. Decision

1. To resolve to adopt the recommendations as above.

Appendix H

Welshpool Town Council

Town Clerk Performance Management Framework

Welshpool Town Council are committed to enhancing the individual performance and potential of our staff and will provide the necessary feedback, and support, and training to ensure that high standards of performance are maintained throughout the council. This Framework is specific to the role of the Town Clerk due to the unique nature of this post.

The Town Clerk does not have a single direct line Manager. Their employer is Welshpool Town Council. However, it is not reasonable to be line managed by 15 individuals all with competing views and priorities. In addition, no single member of the Council can issue instructions to the Town Clerk.

This Framework provides guidance to the Council and the Town Clerk to meet its strategic objectives and maintain the high standards of performance and leadership required in the role of Town clerk.

For Welshpool Town Council, the **Town Mayor** has been delegated to act as the Clerk's line manager for the purposes of day to day working arrangements, performance management and appraisals. Should the Clerk need any support or assistance it is the Town Mayor they should go to. In the absence of the Town Mayor it should be the Deputy Town Mayor.

This Framework sits alongside the Council's Staff Appraisal Policy.

INDUCTION – Newly appointed Town Clerk (Clerk)

Where a new Clerk is appointed a robust, good practice induction process will be delivered within the first month of employment.

The Town Mayor will be responsible for overseeing the induction process, however all staff and Councillors will be responsible for welcoming the new Clerk to the organisation and assisting in completing the Induction Process.

An Induction Checklist will be provided to the new Clerk, who will sign the form on completion of the individual tasks. The individuals responsible for delivering the items on the induction checklist will also sign when it is completed.

Once the whole induction checklist is completed the Town Mayor and the Clerk will sign that it is completed, and a copy will be retained in the Clerk's personnel file.

It is important to note that not everything can be covered within the first month of employment, therefore induction is an ongoing process

First Appraisal

Within the first month of Induction, the Town Mayor will conduct the Clerk's first appraisal.

As part of this appraisal they will :-

- Agree: on future SMART (Specific, Measurable, Achievable, Realistic and Time-bound) performance objectives to be achieved within the probationary period. These should be appropriate to a new member of staff and reflect some of the priorities of the Council.
- Plan: identify any immediate training and development needs not included within the induction process and plan for implementation including costs, budget and timescales.
- Agree: Communication and working and informal meeting arrangements for the next six months. The Mayor and Town Clerk should hold a minimum of monthly one to ones at this stage in order to identify any issues and positive performance an early stage.

The Probation Appraisal

On or around the 6 month anniversary of the Clerk's starting date, the Mayor will arrange a Fromal Probationary Interview. The guidance for preparation in the general Appraisal Policy applies in this case as well.

Should there have been any significant issues with performance up until this stage, these should already have been identified and discussed at previous performance management meeting. In this interview the Mayor will:-

- Review: Performance against the objectives agreed and set at the Induction Appraisal.
- Analyse: What went well? What could have gone better. Discuss any issues that may have hindered performance – if any.

If there are significant concerns about performance during the probationary period, and these cannot be resolved then the interview may be terminated at this point. If this is not the case then:-

- Plan: Any future training/development/support needs
- Agree: on future SMART (Specific, Measurable, Achievable, Realistic and Time-bound) performance objectives to be achieved within the probationary period. These should be appropriate to a new member of staff and reflect some of the priorities of the Council.

- Agree any increment of payscale associated with successful completion of the probation period.

Following the Probation Appraisal

After the interview, the Town Mayor should write up a summary of the main points from the meeting and any objectives agreed upon and training/development/support agreed.

This should then be forwarded to the Clerk, for checking and comments, and be signed by both the employee and appraiser with a copy to be retained by the employee and a second signed copy stored in the employee's personnel file.

The Town Mayor may make one of 3 recommendations:

1. To end the probationary period and the Clerk becomes a permanent member of staff and received the agreed increment in pay scale.
2. To extend the probationary period for a further 6 months with no increment in pay scale.
3. To terminate the Clerk's appointment giving one week's notice.

The Town Mayor's recommendation and summary supporting evidence will be made to Staffing Committee and subsequently Full Council in the Confidential Sessions.

Should option 2 be agreed on then the probation process will also apply at the end of the subsequent 6 month period

The Town Clerk Appraisal Process

The next full appraisal of the Clerk should take place on or around the first anniversary of the start of their employment

The Clerk should be given adequate notice of appraisal interviews.

Welshpool Town Council will use a 360 degree feedback process to assist the Town Mayor carrying out a rounded appraisal of the Clerk, which is evidence based.

Stage 1: A Self-assessment form is completed by the Clerk before their interview on their own performance against the objectives they were set and any other performance of significance. They should also gather the evidence that backs up their self-assessment.

Stage 2. The Town Mayor will carry out their own preparations for interview as recommended in the Staff Appraisal Policy

Stage 2: A direct report evaluation will be requested to be carried out by the members of staff that are line managed by the Clerk. A pro forma will be supplied to focus attention on specific performance. The opinion given must be backed up by evidence.

Stage 3: The Chairs of the following Committees will be requested to carry out an evaluation of the Clerk's performance in relation to their area of responsibility. A pro forma will be supplied to focus attention on specific performance. The opinion must be backed up by evidence.

- Finance; Property, SPD, Health & Safety, Audit (or subsequent committees)

These evaluations will be requested at least two weeks prior to the interview taking place. If not supplied then the interview will continue without them.

The Appraisal interview will be carried out by the Town Mayor, who may request that they are accompanied by the Deputy Town Mayor or the Chair of Staffing Committee, who will make notes of the discussion on the Town Mayor's behalf.

Following the Interview

After the interview, the Town Mayor should write up a summary of the main points from the meeting and any objectives agreed upon using the

This should then be forwarded to the Clerk for checking and comments, and be signed by both the employee and appraiser with a copy to be retained by the employee and a second signed copy stored in the employee's personnel file.

Reporting:-

Any training needs identified by the Staff Appraisal Process will be included in the following year's Training Plan and presented to the Staffing Committee annually for approval.

If the appraisal scheme is to have credibility, it is essential that the Mayor follows up on any points arising from the interview, and carries out any agreed actions.

In addition to regular routine meetings with the line manager/Town Clerk, there should be a review of the appraisal after six months. Any concerns or issues should be highlighted by either party at this meeting and not saved up to the end-of-year appraisal.

Employees may use the Grievance Procedure in the event of problems over the accuracy or the fairness of the appraisal record or meeting.