



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 Annual Meeting - 28/05/2025 6:30pm

22nd May 2025

Dear Councillor,

You are hereby summoned to attend a meeting of the Annual Meeting of Welshpool Town Council which will be held on Wednesday 28th May 2025 in the Council Chamber, Welshpool Town Hall at 6:30pm to transact the business outlined below.

Please note that the time of this meeting will be 6:30pm and will be live streamed online.

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/83758122468?pwd=WYcDM6xbakmW14qYkrWQqZ8p9YM6a2.1> to join online or use Zoom Meeting ID 837 5812 2468 and passcode 900887, or via telephone by ringing +44 203 481 5237.

Agenda

1. ELECTION OF CHAIR / TOWN MAYOR

To receive nominations and to elect the Chair of Council and Town Mayor for the 2025-26 municipal year. If required, the new Mayor to sign Declaration of Office, take the chair and address the meeting. [Section 34(1), Local Government Act 1972]

2. ELECTION OF VICE CHAIR / DEPUTY TOWN MAYOR

To receive nominations and to elect the Vice Chair of Council and Deputy Town Mayor for the 2025-26 municipal year. [Section 34(6), Local Government Act 1972]

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 only relate 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. TOWN MAYOR'S REPORT - MAY 2025

To receive a verbal report from the Town Mayor, Cllr Phil Owen.

7. COUNTY COUNCIL AND COUNTY COUNCILLOR UPDATES

To welcome County Councillors and to receive a verbal update and exchange information on matters affecting Welshpool.

8. CORPORATE GOVERNANCE

8.1. Standing Orders

To adopt revised Standing Orders for 2025-26 as recommended by the Strategy, Policy and Development Committee. [Section 135, Local Government Act 1972]

[Appendix B]

8.2. Financial Regulations

To adopt revised Financial Regulations for 2025-26 as recommended by the Finance Committee.

[Appendix C]

8.3. Risk Assessment

To adopt revised Risk Assessment for 2025-26 as recommended by the Finance Committee. [Reg 6(3)(d), The Accounts and Audit (Wales) Regulations 2014]

[Appendix D]

8.4. Training Plan

To adopt revised Training Plan as recommended by the Strategy, Policy and Development Committee. [Section 67(4), Local Government and Elections (Wales) Act 2021]

[Appendix E]

8.5. Code of Conduct

To adopt the model Code of Conduct as recommended by the Strategy, Policy and Development Committee. [Section 51(3), Local Government Act 2000]

[Appendix F]

9. COMMITTEES AND DELEGATION

9.1. Committee Structure

To consider the report from the Town Clerk in respect of committees as recommended by the Strategy, Policy and Development Committee. [Section 101(1), Local Government Act 1972]

[Appendix G]

[Appendix H]

9.2. Election to Committees

To elect councillors to committees as approved above.

9.3. Scheme of Delegation

To adopt revised Scheme of Delegation for 2025-26 as recommended by the Strategy, Policy and Development Committee. [Section 101(1), Local Government Act 1972]

[Appendix I]

10. OTHER GOVERNANCE

10.1. Councillor Allowances

To consider the report from the Town Clerk in respect of councillor allowances for 2025-26. [Section 153, Local Government (Wales) Measure 2011]

[Appendix J]

10.2. Bank Mandate

To consider the bank mandate and authorised signatories on the Council's bank accounts.

10.3. Investment and Reserves Strategy

To adopt revised Investment and Reserves Strategy for 2025-26 as recommended by the Finance Committee.

[Appendix K]

10.4. Dates of Meetings

To consider the recommended schedule of meetings for the 2025-26 municipal year.

[Appendix L]

11. OUTSIDE BODIES

To elect nominees to the outside bodies listed in the attached report.

[Appendix M]

12. MINUTES AND MATTERS ARISING

12.1. Previous Minutes

To approve and sign as a correct record, the minutes from the meeting of the Full Council on 23/04/2025.

[Appendix N]

12.1. Matters Arising

To report for information purposes only matters arising from the Full Council on 23/04/2025.

13. RECOMMENDATIONS FROM COMMITTEES

To invite Committee Chairs to present recommendations from meetings for Council to confirm.

13.1. Staffing Committee - May 2025

To confirm the recommendations from the meeting of the Staffing Committee on the 07/05/2025.

Item 7 - Staffing Matters

RECOMMENDED

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

[Appendix O]

13.2. Strategy, Policy and Development Committee - May 2025

To confirm the recommendations from the meeting of the Strategy, Policy and Development Committee on the 07/05/2025.

Item 6.2 - Land at Ardwyn School / Wiggly Path

RECOMMENDED

To authorise officers to engage with Powys County Council over the protection of the Wiggly Path and pursue action to preserve the path for the public.

Item 6.3 - Car Parking / Barrier System
--

RECOMMENDED

To not proceed with the proposal to charge for parking at Maes y Dre.

Item 8.5 - Communications and Engagement Policy
--

RECOMMENDED

That the Communications and Engagement Policy be adopted.

Item 8.6 - Special Leave Policy
--

RECOMMENDED

That the Special Leave Policy be adopted.

Item 8.8 - Honorary Titles / Community Awards
--

RECOMMENDED

That the Honorary Titles and Community Awards Policy be adopted.
--

[Appendix P]

13.3. Planning Committee - May 2025

To note that the Planning Committee was inquorate in May and no business was transacted.

13.4. Events and Tourism Committee - May 2025

To confirm the recommendations from the meeting of the Events and Tourism Committee on the 14/05/2025.

Item 8 - Carnival

RECOMMENDED

To book the face painter and balloon modeller on the terms as set out in the accompanying paper.
--

Item 10 - 1940's Weekend

RECOMMENDED

To allow use of the Town Hall free of charge for the 2025 1940s Event.
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[Appendix Q]

13.5. Services and Property Committee - May 2025

To confirm the recommendations from the meeting of the Services and Property Committee on the 21/05/2025.

Item 5.2 - Cricket Club - Permission for Building

RECOMMENDED

To grant permission to the Cricket Club to proceed and give delegated powers to the Operations Manager to approve location, design and all other ancillary matters.

Item 5.3 - General Update

RECOMMENDED

To accept the quotation for replacement fencing at Dol y Felin playground from Midland Fencing (Company B) at a cost of £13,250 excluding VAT.

[Appendix R]

13.6. Finance Committee - May 2025

To confirm the recommendations from the meeting of the Finance Committee on the 21/05/2025.

Item 5.2 - Payment of Invoices - May

RECOMMENDED

To confirm and agree payment of invoices for May 2025.

Item 5.4 - Debit Card

RECOMMENDED

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

Item 8 - Fees and Charges

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.

[Appendix S]

14. FINANCE

14.1. Council Accounts (April 2025 - Period 1)

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

[Appendix T]
[Appendix U]
[Appendix V]
[Appendix W]
[Appendix X]
[Appendix Y]
[Appendix Z]

14.2. Payment of Invoices - May

To consider payment of invoices for May 2025.

[Appendix AA]

15. MOTIONS FOR DEBATE

15.1. Motion - Recycling Changes

To consider the motion from Cllr Julie Arnold.

[Appendix AB]

16. OUTSIDE BODIES

16.1. OVW Annual Awards

To note the recently awarded 'highly commended' award for Best Initiative addressing the Cost-of-Living Crisis at the One Voice Wales National Awards 2025.

16.2. OVW Innovative Practice Conference

To receive information regarding the One Voice Wales Innovative Practice Conference on the 5th July 2024 and to elect, if desired, representatives from the Council to attend.

[Appendix AC]

16.3. Other Outside Bodies

To receive reports from the Council's representatives on other outside bodies, as available.

17. CONSULTATION - POWYS TEACHING HEALTH BOARD

To consider the consultation by Powys Teaching Health Board on the future of health services in Powys (deferred from Strategy, Policy and Development Committee).

[Appendix AD]

18. STREET NAMING - BUTTINGTON DEVELOPMENT

To consider a request for registration of development name at Unit 1 & 2 Development Land Adjacent To Moors Farm, Rhallt Lane, Buttington, Welshpool, Powys. [Section 17, Public Health Act 1925]

[Appendix AE]

19. DATE OF NEXT MEETING

To note that the next meeting of Full Council will be held on 25th June 2025 at 6:30pm.

20. 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]

21. COMMUNITY AWARDS [CONFIDENTIAL]

To receive suggestions from the Mayor's Parade and Community Awards working group for awarding of community awards on Sunday 1st June 2025. [Confidential - information which is likely to reveal the identity of an individual.]

22. STAFFING MATTERS [CONFIDENTIAL]

To consider a staffing and employment matter as recommended by the Staffing Committee. [Confidential - information relating to any negotiation in connection with any labour relations matter arising between the Council and employees.]

Confidential Document [Appendix AF]

23. LAND AND PREMISES [CONFIDENTIAL]

To consider the recommendations from Services & Property Committee on the land and premises issues.
[Confidential - information related to the financial or business affairs of a person and/or the authority.]

Confidential Document [Appendix AG]
Confidential Document [Appendix AH]
Confidential Document [Appendix AI]

24. DAY CENTRE [CONFIDENTIAL]

To consider a report and the recommendations from Services & Property Committee in respect of the Day Centre. [Confidential - information related to the financial or business affairs of a person and/or the authority.]

Confidential Document [Appendix AJ]

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

LOCAL GOVERNMENT ACT 2000

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

NOTIFICATION IN RESPECT OF:-

(1) PERSONAL INTEREST ORALLY DISCLOSED AT MEETING

[(2) DISPENSATION RELIED UPON AT MEETING]

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

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

DATE:	
MEETING:	

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

AGENDA ITEM:	
BUSINESS CONSIDERED:	

4. DETAILS OF PERSONAL INTEREST

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

--

5. PREJUDICIAL INTEREST

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

The personal interest detailed in Section 4 above:-

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

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

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

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

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

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

7. DATE AND SIGNATURE:

DATE:	
SIGNATURE:	

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

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

Appendix B

Cyngor Tref y Trallwng | Welshpool Town Council

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	Review of Standing Orders for 2025-26
Date	16 th May 2025

The Council is required by Standing Order 5(k)(ix) to at its annual meeting, review it's Standing Orders for the upcoming municipal year.

The Strategy, Policy and Development Committee reviewed the changes at it's meeting on the 7th May 2025 and are recommending approval.

Legislation

Majority of provisions relate to the Local Government Act 1972.

Changes

The changes to the document can be seen in red and blue highlighting. The changes are outlined below, with reasons for the changes:

SO	Pg	Reason for Change
3(c)	7	To add the letter 'c' before Meetings Generally – Other to reflect the previous two 'a' and 'b'.
3(c)(b)	7	To remove the OR option and stick with the statutory mandated one.
4(a)	10	To split the difference between standing committees and advisory committees.
4(d)(v)	11	Removal of the requirement for Council to appoint the chair at the annual meeting, as current practice is that each committee appoints it's own chair (in accordance with 4(d)(vi)).
4(d)(vi)	11	To allow the committees to approve it's own minutes of the previous meeting (purely an

		administrative function – previous ambiguity over this power).
4(e)	11	To reflect changes made at SPD to committees – maximum of seven councillors on each committee.
4(f)	11	To reflect changes made at SPD to committees – minimum of one and maximum of three standing committees.
4(g)	11	To require a vote to take place more nominations are received than vacancies on a committee.
5(f)	12	Change the word electoral to Council for better wording.
5(k)(xi)	13	To require the annual meeting to review risk, investments and reserves strategy annually.
5(k)(xii)	13	To require the annual meeting to review bank mandate annually.
5(k)(xiii)	13	To require the annual meeting to review allowances annually (as required by law).
5(k)(xi) 5(k)(xii) 5(k)(xiii) 5(k)(xv) to 5(k)(xxii).	13	<p>Removal of review of annual report at annual meeting (to be done as soon as reasonably practicable after end of financial year), so will move to a summer meeting.</p> <p>Removal of review of training plan at annual meeting as only required to review periodically and within three months of election.</p> <p>Removal of review inventory of land and other assets, insurance, staff subscriptions, complaints, freedom of information, press, employment policies and 137 Expenditure as these are covered in other meetings throughout the year.</p>
15(a)(xv)	21	To reflect changes to the committees.
18(a)(v)	23	To reflect changes in procurement legislation.
18(f)	23	To reflect changes in procurement legislation.
19(a) & 19(d)	24	To reflect changes to the committees.

23(b)	26	To reflect Council practice.
26	27	To introduce the framework for councillor champions, if Council decide to elect in the future. Councillor champions would be allocated for interests and specialist knowledge in particular areas. To be advisory ONLY. Initiative to formalise arrangements and practices which may already exist.
27	27	To introduce the framework for appointment of Community Youth Representatives to sit on the council, if the Council decide to elect in the future.



WELSHPOOL TOWN COUNCIL

STANDING ORDERS 2025-26

BASED ON MODEL STANDING ORDERS 2023-2025 (WALES)

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Introduction	3
Rules for debate at meetings	4
Disorderly conduct at meetings	6
Meetings generally	6
Committees and sub-committees	10
Ordinary council meetings	11
Extraordinary meetings of the council, committees and sub-committees	14
Previous resolutions	14
Voting on appointments	14
Motions for a meeting that requires written notice to be given to the proper officer	15
Motions at a meeting that do not require written notice	15
Management of information	16
Draft minutes	17
Code of conduct and dispensations	18
Code of conduct complaints	18
Proper officer	19
Responsible financial Officer	21
Accounts and accounting statements	21
Financial controls and procurement	22
Handling staff matters	23
Responsibilities to provide information	24
Responsibilities under data protection legislation	25
Relations with the press/media	25
Execution and sealing of legal deeds	25
Communicating with county borough or county council councillors	26
Restrictions on councillor activities	26
Standing orders generally Councillor champions	26 27
Community Youth Representatives	27
Standing orders generally	28

INTRODUCTION

This is a new version of the model standing orders designed to comply with all relevant legislation including the Local Government and Elections (Wales) Act 2021. (May 2023)

How to use model standing orders

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. These model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of One Voice Wales (OVW).

Drafting notes

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is OVW's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights. A model standing order that includes brackets like this '()' requires information to be inserted by a council. A model standing order that includes brackets like this '[]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.

1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the

mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since they last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- q A point of order shall be decided by the chair of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of

the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.

- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed three minutes without the consent of the chair of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a Notices of meetings
 - a. The notice (including how the meeting may be accessed virtually, if applicable) must be published electronically and in a conspicuous place in the community at least three clear days before the meeting, or if the meeting is convened at shorter notice, at the time it is convened.
 - b. If a member wants to receive the summons in writing rather than electronically to the address allocated to them or notified

as their address to the clerk , they must give notice in writing to the clerk and specify the postal address to which the summons should be sent.

- c. The notice must provide details about how to access the meeting remotely , and the time and place of the meeting. The place may be omitted if the meeting is held by remote means only.
- d. In exceptional circumstances, a meeting of a committee or sub-committee of the council may be called at shorter notice. In which case, notices should be published with at least 24 hours' notice.

These notice requirements also apply where a formal meeting is taking place which is not open to the public.

b Multi-location meetings

- a. All community councils must make and publish arrangements for its meetings to enable people who are not in the same place to meet. Under the arrangements, councils will need to take reasonable steps to allow meetings to be held from multiple locations. If the arrangements are revised or replaced the new arrangements must also be published.
- b. The minimum requirement is that members are able to hear and be heard by others.

c. Meetings Generally – Other.

- a **The minimum three clear days for notice of a meeting does not include the day on which the notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- b **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice-OR**
~~[The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].~~
- c **Meetings shall be open to the public unless their presence is**
-

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prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public and the press's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public and the press to be excluded.

- d The person presiding over the meeting must give members of the public in attendance a reasonable opportunity to make representations about any business to be discussed at the meeting, unless doing so is likely to prejudice the effective conduct of the meeting. This does not mean that members of the public can take part in debate, but they must be given a reasonable opportunity to make representations about business to be discussed.
- e The period of time designated for public participation at a meeting in accordance with standing order 3(d) shall not continue past 9pm except with the agreement of the meeting
- f Subject to standing order 3(e), a member of the public shall not speak for more than three minutes.
- g In accordance with standing order 3(d), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- h A person who speaks at a meeting shall direct their comments to the chair of the meeting.
- i Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- j **Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's consent.**
- k **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- l **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- m **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one), if present, shall preside. If both the Chair and the**

Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.

- n **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- o **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

- p **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

q The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who have sent their apologies, or are absent.
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

- r **A councillor or a non-councillor with voting rights who has a personal or prejudicial interest in a matter being considered at a meeting which limits or restricts their right to participate in a**

discussion or vote on that matter is subject to obligations in the code of conduct adopted by the Council.

- s **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4(d)(viii) for the quorum of a committee or sub-committee meeting.

- t **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- u A meeting shall not exceed 9pm except with the agreement of the meeting.→

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee. ~~Refer to Committee Terms of Reference.~~ Terms of Reference shall designate the committee as either a standing committee or advisory committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees ~~or~~and other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;

~~v. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;~~

~~v. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;~~

~~vi. shall permit a committee, to approve and sign as a correct record, the minutes of its previous meeting;~~

vii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;

viii. shall determine if the public may participate at a meeting of a committee;

ix. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;

x. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and

xi. may dissolve a committee or a sub-committee.

~~xii. Every Committee shall be made up of a maximum of ten Councillors, plus the Town Mayor or in their absence, the Deputy Mayor.~~

~~xiii. Councillors are invited up to five Committees and Councillors can only chair one Committee.~~

~~In the event of ten people wanting to go onto a Committee, a vote will be held~~

e Every committee shall be made up of a maximum of seven councillors, plus the Town Mayor, or in their absence, the Deputy Mayor.

f Councillors shall serve on a maximum of three standing committees and a councillor may only chair one committee.

~~xiv.g In the event of more than seven councillors or non-members wishing to join a particular committee, a vote will be held in accordance with Standing Order 8.~~

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5. ORDINARY COUNCIL MEETINGS

a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors

elected take office.

- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d In addition to the annual meeting of the Council, any number of other ordinary meetings may be held in each year on such dates and times as the Council decides.**
- e The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f The council may elect any member to be Town Mayor and Deputy Town Mayor of the Council. The Office of Town Mayor ~~office~~ may be held for no more than two years in any ~~electorial~~ Council term, or any two consecutive years.**
- g The Chair of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- h The Vice-Chair of the Council if there is one, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- i In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- j In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- k Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:**

- i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
- ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
- iii. Receipt of the minutes of the last meeting of a committee;
- iv. Consideration of the recommendations made by a committee;
- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of the eligibility criteria for the use of the general power of competence;
- xi. Review of arrangements for managing risk, investments and reserves;
- xii. Review of arrangements for the banking signatories and mandate on Council controlled accounts;
- ~~xiii.~~ Review of allowances awarded to councillors in accordance with statute;
- ~~xi.~~ Review and adoption of the council's annual report
- ~~xii.~~ Review and adoption of the council's training plan
- ~~xiii.~~ Review of arrangements (including legal agreements) with other local authorities, not for profit bodies and businesses;
- xiv. Review of representation on or work with external bodies and arrangements for reporting back;
- ~~xv. Review of inventory of land and other assets including buildings~~

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and office equipment;

~~xvi. Confirmation of arrangements for insurance cover in respect of all insurable risks;~~

~~xvii. Review of the Council's and/or staff subscriptions to other bodies;~~

~~xviii. Review of the Council's complaints procedure;~~

~~xix. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also standing orders 11, 20 and 21);~~

~~xx. Review of the Council's policy for dealing with the press/media;~~

~~xxi. Review of the Council's employment policies and procedures;~~

~~xxii. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972~~

~~xxiii.~~ xv. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a The Chair of the Council may convene an extraordinary meeting of the Council at any time.
- b If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.
- c The chair of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the chair of a committee or a sub-committee does not call an extraordinary meeting within five days of having been requested to do so by two members of the committee or the sub-committee, any three members of the committee or the sub-committee may convene an extraordinary meeting of the committee or the sub-committee.

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least five councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRES WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least five working days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda, received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion re-submits it, so that it can be understood, in writing, to the Proper Officer at least five working days before the meeting.

- e If the wording or subject of a proposed item for the motion is considered improper, breaks code of conduct, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public, due to disorderly conduct.
 - xiii. to exclude a councillor or member of the public for disorderly

conduct;

- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data. Such data will include recordings of meetings held by the Council.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper, recorded and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g., the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

- a **If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.**
- b **There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an**

inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).

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- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.

- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

- e Subject to standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

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- f) **no later than seven working days following a council meeting, the council must publish electronically a note setting out the names of members who attended the meeting any any apologies for absence; declarations of interest and any decision taking at the meeting including the outcomes of any vote.**

~~• The names of the members who attended the meeting, and any apologies for absence;~~

~~• Any declarations of interest; and~~

~~• Any decisions taken at the meeting, including the outcomes of any votes.~~

~~The requirements regarding the note to be published after a council meeting do not apply for private business or where disclosure would be detrimental to acting on those decisions.~~

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(s).

- a **Councillors and non-councillors with voting rights shall observe**

the code of conduct adopted by the Council.

- b All councillors shall undertake training in the code of conduct within six months of the delivery of their acceptance of office form.
- c **Dispensation requests shall be in writing and submitted to the standards committee of the ~~[County Borough] OR [County Council]~~ County Council** as soon as possible before the meeting that the dispensation is required for.

14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the Public Services Ombudsman for Wales that it is dealing with a complaint that a councillor has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 13, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined.
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
 - iii. indemnify the councillor in respect of their related legal costs and any such indemnity is subject to approval by a meeting of the Council.

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15. PROPER OFFICER

- a The Proper Officer shall be either (i) the ~~Town e~~Clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
 - i. The Proper Officer shall **at least three clear days before a meeting of the council, a committee** or a sub-committee:
 - a) Arrange for the serving of the notice (including how the meeting

may be accessed virtually, (if applicable) which must be published electronically and in a conspicuous place in the community at least three clear days before the meeting, or if the meeting is convened at shorter notice, at the time it is convened.

b) If a member wants to receive the summons in writing rather than electronically, they must give notice in writing to the clerk and specify the postal address to which the summons should be sent.

c) The notice must provide details about how to access the meeting remotely, and the time and place of the meeting. The place may be omitted if the meeting is held by remote means only.

d) The notice must be available in a conspicuous place giving notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them) and published electronically with notice of the time and place and, as far as reasonably practicable, any documents relating to the business to be transacted at the meeting unless they relate to business which is likely to be considered in private or if their disclosure would be contrary to any enactment.

See standing order 3 (a) and (b) (Meetings Generally – Other) for the meaning of clear days for a meeting of a full council and -for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least five days before the meeting confirming their withdrawal of it;
- iii. **convene a meeting of Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests where the Council has resolved to require councillors to declare interests upfront;
- viii. assist with responding to requests made under freedom of

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information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;

- ix. ~~liaise, as appropriate, with the~~ act as the Council's Data Protection Officer ~~(if there is one);~~
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of freedom of information and data protection legislation and other legitimate requirements (e.g., the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
See also standing order 23;
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book or file for such purpose;
- xv. refer a planning application received by the Council to the ~~{Chair or in their absence the Vice-Chair (if there is one) of the Council} OR {Chair or in their absence Vice-Chair (if there is one) of the (—) Committee}~~ committee with responsibility for planning within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the committee; ~~{the Council} OR {(—) committee};~~
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council is only to be used by the Town Mayor with agreement by the Proper Officer, or, where necessary, agreement of the Full Council.
See also standing order 23.

16. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils in Wales – A Practitioners' Guide."
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to

anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender

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and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;

- iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope, or electronically, addressed to the Proper Officer;
 - v. Refer to Councils Financial Regulations for Tender procedures.
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f **Where the value of a contract is likely to exceed the threshold specified by ~~the Office of Government Commerce~~ Parliament from time to time, the Council must consider whether the ~~Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016~~ Procurement Act 2023 and the Procurement (Wales) Regulations 2024 apply to the contract and, if either of those ~~Regulations-instruments~~ apply, the Council must comply with procurement rules. OVW can supply Council's with further information in this regard.**

19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by the ~~Staffing Committee~~ committee with responsibility for staffing is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Proper Officer, if they are not available, the Mayor.
- c The Proper Officer and Town Mayor shall upon a resolution conduct a review of the performance and annual appraisal of the work of staff. The Mayor conducts the Proper Officer's appraisal. The reviews and appraisal shall be recorded in writing.
- ed -Subject to the Council's policy regarding the handling of grievance

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matters, the Proper Officer or the Town Mayor, or in their absence, the Deputy Mayor or the Finance Chairman in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the ~~Staffing committee~~committee with responsibility for staffing.

~~de~~ Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

~~ef~~ In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

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20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- a ~~The Council may appoint a~~The Proper Officer shall act as the Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**

- e The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- f The Council shall maintain a written record of its processing activities.

22. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(a)(xii) and 15(a)(xvii)

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

~~b [Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.]~~

~~*The above is applicable to a Council with a common seal.*~~

OR

[Subject to standing order 23(a), any two councillors may sign on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.]

~~*The above is applicable to a Council without a common seal.*~~

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24. COMMUNICATING WITH COUNTY BOROUGH OR COUNTY COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the ~~[County Borough]~~ **OR** ~~[County Council]~~ **County Council** representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to

the ~~[County Borough] OR [County Council]~~County Council shall be sent to the ward councillor(s) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised by the Proper Officer, no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26. COUNCILLOR CHAMPIONS

- a. A councillor champion is a councillor who either has an interest or specialist knowledge in a particular area. This role is to be a contact point, facilitator, advisor and communicator. It does not issue instructions, direct policy or officers and cannot make decisions.
- b. Council may elect a councillor to the position of champion for a particular area of focus or issue on terms that Council specify. The terms must include a re-election to the position at the annual meeting each year.
- c. A councillor champion may resign in writing to the Town Mayor from their position as councillor champion and Council can replace any councillor champion via a resolution.
- d. A councillor champion will be required to report frequently to Council or the appropriate committee depending on it's area of focus or issue.

27. COMMUNITY YOUTH REPRESENTATIVES

- a. The Council may appoint up to two community youth representatives, who shall be between the ages of 16 and 25 and who the Council considers to be suitable to act as a community representative to represent the interests of those individuals who live, work or receive education or training in community area who have not attained the age of 26.
- b. Any community youth representative is not a member of the Council and shall not count towards any quorum, or be entitled to vote or participate in meetings where a resolution has been made to exclude the public and press.

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c Any community youth representative shall hold and vacate office in accordance with terms of their appointment and shall cease if they attain the age of 26.

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d Prior to appointment of any community youth representatives, the Council must give public notice of its intention to appoint a community youth representative and notice must be given to the head teacher or proprietor of any school and the governing body of any further or higher education institution within its community area.

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e The Council must have regard for any statutory guidance issued by the Welsh Ministers in accordance with Section 120 of the Local Government Measure 2009 before exercising any power under this Standing Order.

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26.28. STANDING ORDERS GENERALLY

a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.

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b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least three councillors to be given to the Proper Officer in accordance with standing order 9.

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c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.

d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

Appendix C

MODEL FINANCIAL REGULATIONS FOR COMMUNITY AND TOWN COUNCILS IN WALES

As amended and recommended by the Finance Committee on the 21st May 2025.



WELSHPOOL TOWN COUNCIL
FINANCIAL REGULATIONS 2025-26

Contents

1. General.....	3
2. Risk management and internal control	4
3. Accounts and audit.....	5
4. Budget and precept.....	6
5. Procurement.....	7
6. Banking and payments.....	9
7. Electronic payments	10
8. Cheque payments	11
9. Payment cards	11
10. Petty Cash.....	12
11. Payment of salaries and allowances	12
12. Loans and investments	13
13. Income	13
14. Payments under contracts for building or other construction works	14
15. Stores and equipment	14
16. Assets, properties and estates	14
17. Insurance	15
18. Charities.....	15
19. Suspension and revision of Financial Regulations.....	15
Appendix 1 - Tender process	17

These Financial Regulations were adopted by the council at its meeting held on XXXX.

1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Section 39 of the Public Audit (Wales) Act 2004, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* the Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**
 - **setting the final budget or the precept (council tax requirement);**
 - **the outcome of a review of the effectiveness of its internal controls**

- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations from the internal or external auditors.

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £5,000, and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

2. Risk management and internal control

- 2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The Clerk with the RFO shall prepare, for approval by the Council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 2.3. When considering any new activity, the Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration by the council.
- 2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. **The accounting control systems determined by the RFO must include measures to:**
 - ensure that risk is appropriately managed;
 - ensure the prompt, accurate recording of financial transactions;
 - prevent and detect inaccuracy or fraud; and
 - allow the reconstitution of any lost records;
 - identify the duties of officers dealing with transactions and
 - ensure division of responsibilities.
- 2.6. At least once in each quarter, and at each financial year end, a member other than the Chair or a bank signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Council's Finance Committee.

- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
- **day-to-day entries of all sums of money received and expended by the council (documented in the cash book) and the matters to which they relate;**
 - **a record of the assets and liabilities of the council.**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council or a committee of the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;

- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the council.

3.9. Internal may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by Accounts and Audit (Wales) Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

- 4.1. Before setting a precept, the council must calculate its budget requirement for each financial year by preparing and approving a budget, in accordance with the Local Government Finance Act 1992 or succeeding legislation.**
- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in October for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Finance Committee. The RFO will inform committees of any salary implications before they consider their draft budgets.
- 4.3. No later than October each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year, taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.
- 4.5. In appropriate cases, each committee (if any) shall review its draft budget and submit any proposed amendments to the council Finance committee not later than the end of December each year.

- 4.6. The draft budget with any committee proposals and forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the Finance committee and a recommendation made to the council.
- 4.7. Having considered the proposed budget and forecast, the council shall determine its budget requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the Council.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The Clerk with the RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and the Procurement (Wales) Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £30,000 including VAT, the Clerk or RFO shall seek to advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.

- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the publication of invitations and notices about the award of contracts.**
- 5.8. For contracts greater than £1000 excluding VAT the Clerk or RFO shall seek at least 3 fixed-price quotes.
- 5.9. Where the value is between £100 and £1,000 excluding VAT, the Clerk or RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the Clerk or RFO shall seek to achieve value for money.
- 5.11. **Contracts must not be split to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- specialist services, such as legal professionals acting in disputes;
 - repairs to, or parts for, existing machinery or equipment;
 - works, goods or services that constitute an extension of an existing contract;
 - goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the Council. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Clerk, under delegated authority, for any items below £1,000 excluding VAT.
 - the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £2,000 excluding VAT.
 - a duly delegated committee of the council for any items between £1,000 to £5,000 excluding VAT.
 - in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
 - the council for all items over £5,000;
- Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.
- 5.16. No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.

Commented [TC1]: Proposed increase from £0 due to inflationary increases.

Commented [TC2]: Proposed increase from £1000 due to inflationary increases.

¹ The Regulations require councils to use the Sell2 Wales website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Welsh Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services where a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Lloyds. The arrangements shall be reviewed from time to time for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO. Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking, in accordance with a resolution of the council, or duly delegated committee, or a delegated decision by an officer, unless the council resolves to use a different payment method.
- 6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National

Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year.

6.7. The Clerk and RFO shall have delegated authority to authorise payments in the following circumstances:

- i. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
- ii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee.
- iii. Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee.

6.8. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the finance committee who shall recommend to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices if appropriate, shall be sent by email to authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.

- 7.6. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.
- 7.8. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.9. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.10. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk and the RFO. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every three years.
- 7.11. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.12. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Cheque payments

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members and countersigned by the Clerk.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council or committee meeting. Any signatures obtained away from council meetings shall be reported to the council at the next convenient meeting.

9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and RFO and any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members or staff shall not be used under any circumstances

10. Petty Cash

- 10.1. The RFO shall maintain a petty cash float of £250 and may provide petty cash to officers for the purpose of defraying operational and other expenses.
 - a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
 - b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.

Commented [TC3]: Reduce from £500 in current Regulations to reduce reliance on cash.

11. Payment of salaries and allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Guidance issued by the Independent Remuneration Panel for Wales in relation to the taxation of councillor allowances must be fully adhered to.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the finance committee to ensure that the correct payments have been made.

11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

12.1. Any application for Welsh Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

12.2. Any financial arrangement which does not require formal borrowing approval from the Welsh Government (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report of the proposed transaction.

12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

12.4. All investment of money under the control of the council shall be in the name of the council.

12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO and will be banked weekly by the RFO, the TIC Manager and the Meals on Wheels Manager.

13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.

13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.

13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

13.5. Personal cheques shall not be cashed out of money held on behalf of the council.

13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and any repayment claim under section 33 of the VAT Act 1994 shall be made quarterly and at least annually at the end of the financial year.

13.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

13.8. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.

14. Payments under contracts for building or other construction works

14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

15.1. The officer in charge of each department shall be responsible for the care and custody of stores and equipment in that department.

15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

15.4. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

16. Assets, properties and estates

16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit (Wales) Regulations.

16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £250. In each case a written report shall be provided to council.

17. Insurance

17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

17.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers in consultation with the Clerk.

17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

18. Charities

18.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

19. Suspension and revision of Financial Regulations

19.1. The council shall review these Financial Regulations annually and following any change of clerk or RFO.

19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been

presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

- 19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order 18 and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

Appendix D



Cyngor Tref y Trallwng | Welshpool Town Council

Risk Register

The Council's Risk Register is part of the financial, administrative and risk control and forms part of the Council's Governance arrangements in accordance with the Public Audit (Wales) Act 2004 and associated regulations.

The Risk Register is used as part of the internal control arrangements of the Council and is reviewed annually at the Annual Meeting. The Risk Register does not eliminate risk, but allows the Council to treat or mitigate any risks which it has identified. The Risk Register protects the Council and its employees, assets, liabilities and reputation against potential risks.

Methodology

Risk can be reduced or controlled in two ways. Reducing the probability of a risk becoming an incident and reducing the consequences of the incident.

Risks are assigned a rating – acceptable, managed or unacceptable. Risks deemed managed or unacceptable will require action. The ratings are 6-9 – unacceptable; 3-5 – managed; and 1-3 - acceptable.

ID	Topic	Risk	Probability	Impact	Rating	Management or Control of Risk	Action	Residual Rating	Comments	Last Updated
Buildings and Assets										
30	Assets - Gifts	Acceptance is unlawful	1	3	3	Town Clerk to verify and advise on lawfulness	Town Clerk	1		23/04/25
24	Buildings and Structures	Risk or damage to property or individuals	2	3	6	Review adequacy of public liability insurance and dangerous and unsafe buildings and sites removed/sealed off	Staff	5		23/04/25

ID	Topic	Risk	Probability	Impact	Rating	Management or Control of Risk	Action	Residual Rating	Comments	Last Updated
25	Buildings and Structures	Loss or damage	2	3	6	Town Clerk to ensure adequate records held and all asset registers regularly reviewed and updated. Weekly checks undertaken by Ops Team. Reported back to Council via committee	Town Clerk/Staff	5		23/04/25
26	Buildings and Structures	Lack of maintenance	2	3	6	Major project to modernise town hall underway. Ops Team to manage appropriate repairs. Council to provide repairs and maintenance budgets	Council/Staff	5		23/04/25
27	Buildings and Structures	Lack of budget planning for lifecycle of leases	2	3	6	Ensure that budgets reflect the end position on leases to ensure that leases/buildings are handed back as required	Council/Staff	5	Motte & Bailey lease will require making good site - expires in 2038	23/04/25
22	Land	Risk or damage to property or individuals	2	2	4	Review adequacy of public liability insurance and dangerous and unsafe land sealed off	Staff	2		23/04/25
23	Land	Loss or damage	1	3	3	Town Clerk to ensure adequate records held and all asset registers regularly reviewed and updated. Weekly checks undertaken by Ops Team. Reported back to Council via committee	Town Clerk/Staff	2		23/04/25

ID	Topic	Risk	Probability	Impact	Rating	Management or Control of Risk	Action	Residual Rating	Comments	Last Updated
28	Plant	Risk or damage to property or individuals	1	2	2	Review adequacy of public liability insurance and dangerous plant not used/sealed off	Town Clerk/Staff	1		23/04/25
29	Plant	Loss or damage	1	2	2	Weekly checks undertaken by Ops Team. Reported back to Council via committee	Staff	1		23/04/25
20	Playground and equipment	Loss or damage	2	2	4	Annual RoSPA check on all playground equipment. Ops Team are trained at low level repairs and weekly inspections of all playparks undertaken. Reported back to Council via committee	Staff	2		23/04/25
21	Playground and equipment	Risk or damage to property or individuals	2	2	4	Review adequacy of public liability insurance and dangerous and unsafe equipment removed/sealed off	Staff	2		23/04/25
Business Continuity										
54	Organisation	No structure in place for business continuity	1	3	3	Review appropriate policies and working arrangements. Learn from lessons from Covid-19	All	1		23/04/25

ID	Topic	Risk	Probability	Impact	Rating	Management or Control of Risk	Action	Residual Rating	Comments	Last Updated
55	Organisation	Major incident e.g. flooding, civil unrest, fire, bomb	1	3	3	Review appropriate policies and working arrangements. Keep up dated with Powys Emergency Planning	All	1		23/04/25
Finance										
14	Allowances	Incorrect payment of allowances	1	1	1	Council to review all council allowances at Annual Meeting in line with IRPW report. Town Clerk to monitor expenditure	Council/Town Clerk	1		23/04/25
31	Audit	Failure to meet audit timetable and requirements	1	3	3	RFO to advise on timetables and gathering documentation. Internal audit annually along with external audit. Council to approve annual return	Council/Town Clerk/RFO	1		23/04/25
5	Cashflow	Management of cash flow	2	3	6	Look at investments and take regular advice from RFO. Cashflow and reserve reports to council meetings monthly.	Council/RFO	5		23/04/25
15	Direct Costs	Supplier fraud	2	2	4	RFO to check all invoices before approval. Council to approve all payments before sending	Council/RFO	3		23/04/25

ID	Topic	Risk	Probability	Impact	Rating	Management or Control of Risk	Action	Residual Rating	Comments	Last Updated
16	Direct Costs	Payment is wrong or to wrong party	1	3	3	Councillors who are bank signatories to check payments before approval. RFO to check before entering payments	Councillors/RFO	2		23/04/25
17	Direct Costs	Invoice incorrectly calculated	1	2	2	RFO to check arithmetic on invoices and review ledger to ensure correct	RFO	1		23/04/25
19	Election Costs	Big increase in precept at election years	1	2	2	Council to build into each annual budget an appropriate sum to spread out cost of elections to minimise big rise in precept	Council/Town Clerk	1		23/04/25
18	Expenditure	No power to pay or no evidence agreement to pay	3	3	9	Council to agree all spending via resolution and minuted appropriately. Town Clerk to provide advice on legal powers to commit expenditure	Council/Town Clerk	3	Historical payments made without approval and powers	23/04/25
8	Grants and borrowing	Grants not received when due	1	1	1	All staff when making claims to check as required - report to Council as part of project updates	Staff	1		23/04/25
9	Grants and borrowing	Repayments not made when due	1	3	3	Cashflow to be managed to prioritise contractual and legal obligations	RFO	3		23/04/25

ID	Topic	Risk	Probability	Impact	Rating	Management or Control of Risk	Action	Residual Rating	Comments	Last Updated
32	Insurance	Inadequacy insurance cover	1	3	3	RFO to advise on adequacy of cover and Council to review annually	Council/RFO	1		23/04/25
6	Other income	Insufficient income generation	2	3	6	Council to explore income and regularly review based on reports provided.	Council/Town Clerk/RFO/Staff	5	Need to maximise income generation where possible	23/04/25
7	Other income	Cash handling	1	2	2	Council to seek to limit reliance on cash but will be difficult with limited means of banking and lots of activities are cash based	Staff	2	Need to ensure that proper procedures in place for counting, handling and storage	23/04/25
2	Precept Income	Precept request not submitted	1	3	3	Council to resolve prior to deadline and RFO to dispatch	Council/Town Clerk/RFO	2		23/04/25
3	Precept Income	Not paid by billing authority	1	3	3	Town Clerk and RFO to confirm receipt of payments to appropriate committee	Council	2		23/04/25
4	Precept Income	Adequacy of precept and budget	1	3	3	Council to ensure that annual budget reflects previous and anticipated spend and also includes provision for reserves and unexpected expenditure	Council/Town Clerk/RFO	2	Training for councillors and staff on government finance	23/04/25

ID	Topic	Risk	Probability	Impact	Rating	Management or Control of Risk	Action	Residual Rating	Comments	Last Updated
10	Reserves	Depletion and use of reserves below strategy balance	2	3	6	Council to review reserve balance each month	Council/RFO	5		23/04/25
33	Staff	Fraud or loss of cash through theft or dishonesty	1	3	3	Council to ensure adequate fidelity insurance. Staff policies and monitoring	Council/Staff	1		23/04/25
11	Staffing Costs	Salary not paid or paid wrongly	1	2	2	Council to receive updates on salaries and payments via appropriate committee. RFO to check national scales	Council/RFO	1		23/04/25
12	Staffing Costs	Tax not paid or wrong tax paid	1	2	2	RFO to keep payroll updated based on HMRC notifications	RFO	1		23/04/25
13	Staffing Costs	Pensions not paid or paid wrongly	1	2	2	RFO to keep payroll updated	RFO	1		23/04/25
Governance										
42	Computer records or website	Loss or corruption of electronic records	1	3	3	Town Clerk to ensure records are backed up, shared drive and up to date IT equipment is budgeted for	Town Clerk	1		23/04/25

ID	Topic	Risk	Probability	Impact	Rating	Management or Control of Risk	Action	Residual Rating	Comments	Last Updated
43	Computer records or website	Theft, loss or corruption via internet intrusion/cyber crime	1	3	3	Training for all staff on appropriate cyber scams and files backed up	Staff	1		23/04/25
37	Councillors	Conflict of interest	1	3	3	Councillors to be aware of Code of Conduct. Town Clerk to advise annually on interests and recording	Councillors/Town Clerk	1		23/04/25
53	Elections	Changes in membership results in different priorities	1	3	3	Council to approve strategic plan which sets direction and priorities for the entire term	Council	1		23/04/25
41	Financial records and controls	Inadequate processes	1	3	3	Regular checks and reviews of processes. Processes reviewed annually via audit process	Staff	1		23/04/25
34	Legal Powers	Illegal activity or payment	1	3	3	Training for councillors and Town Clerk as to legal powers. Town Clerk to advise prior to decision making	Council/Town Clerk	1		23/04/25
35	Legal Powers	Statutory requirements and duties missed	1	3	3	Town Clerk to review procedures and processes and keep up to date	Town Clerk	1		23/04/25

ID	Topic	Risk	Probability	Impact	Rating	Management or Control of Risk	Action	Residual Rating	Comments	Last Updated
45	All persons	Premises, equipment and building safety	2	3	6	Risk assessments undertaken and appropriate signage in place. Council to make decisions with regard to maintenance and appropriate works undertaken	All	5		23/04/25
46	All persons	Insufficient expertise	2	3	6	Commission third party professional Health and Safety advisors	All	3		23/04/25
47	All persons	Damage, loss, injury or fatality t persons	1	3	3	Review adequacy of public liability insurance. Appropriate training. Council to make decisions in timely manner. Review of H&S policy annually	Council	2		23/04/25
48	Buildings and Structures	Lack of compliance paperwork	1	3	3	Staff to ensure that all compliance paperwork is completed. Appropriate copies provided to Town Clerk for storage	Staff	1		23/04/25
Personnel										
49	Capacity	Insufficient staff capacity to deliver Council business	2	2	4	Council to ensure staffing capacity is appropriate with Town Clerk	Council/Town Clerk	3	Current down a member of staff in office	23/04/25

ID	Topic	Risk	Probability	Impact	Rating	Management or Control of Risk	Action	Residual Rating	Comments	Last Updated
50	Capacity	Untrained or unskilled staff	1	2	2	Monitor training and development via annual appraisals. Training budget available to upskill	Town Clerk/Staff	1		23/04/25
51	Welfare	Loss of key personnel	2	3	6	Line managers to monitor staff hours, health, stress, training. Annual appraisals and regular 1-1s. Team Meetings. Town Clerk to keep Council updated	Council/Town Clerk	4		23/04/25
52	Welfare	Inability to deliver key services due to loss or long term absence	1	3	3	Line managers to monitor staff hours, health, stress, training. Annual appraisals and regular 1-1s. Ensure that workload is spread out in event of absence	Council/Town Clerk	2		23/04/25
Reputational										
58	Conduct	Misconduct, unprofessional behaviour, or social media misuse can reflect poorly on the council.	1	3	3	Code of Conduct training for councillors and appropriate training for staff.	All	1		22/05/25
59	Conflict between staff and councillors	Public or recorded tensions can project an image of dysfunction or poor leadership.	1	3	3	Clarify roles/responsibilities, enforce respect protocols, and seek mediation if needed.	All	1		22/05/25

ID	Topic	Risk	Probability	Impact	Rating	Management or Control of Risk	Action	Residual Rating	Comments	Last Updated
60	Failure to Deliver	Repeated delays or cancellations may reduce community trust in the council's capability.	2	3	6	Set realistic targets and communicate challenges early.	All	3		22/05/25
56	News & Media	Inaccurate, misleading, or critical reporting in local or national media may damage the council's reputation.	1	3	3	Maintain good relationships with local press, designate media spokespersons, and prepare reactive media statements.	All	1		22/05/25
57	Transparency	Poor record-keeping, opaque decision-making, or failure to respond to FOI requests may erode trust.	1	3	3	Maintain robust governance procedures and publish decisions/minutes promptly.	All	1		22/05/25

Appendix E



Training Plan

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

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

Legal Framework

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

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

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

Statutory Training Plan

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

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

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

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

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

The full plan is set out below.

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

	Health and Safety				
All staff	Specialist training where required	Formal training	When required	Knowledge, skill and understanding for role.	
Town Clerk	Local Council Administration (CiLCA) or higher	Formal qualification	Within 24 months of appointment	Knowledge, understanding and skill necessary to undertake the role of Proper Officer	The current Town Clerk is qualified at Level 6 (Undergraduate level) in Law. Will obtain CiLCA as part of contractual agreement.
Responsible Finance Officer	A recognised finance or accounting qualification	Formal qualification	As part of the recruitment process	Knowledge, understanding and skill necessary to undertake the role of RFO	The current RFO is qualified at AAT Level 3.

Written April 2025

Adopted **XXX**

Review date June 2027

Appendix F

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

PART 1
INTERPRETATION

1.—(1) In this code —

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(2) In relation to a community council—

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

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

PART 2 GENERAL PROVISIONS

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

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

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

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

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

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

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

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

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

4. You must —

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

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

5. You must not —

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

6.—(1) You must —

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

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

7. You must not —

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

(vi) improperly for private purposes.

8. You must —

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

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

(ii) the authority's chief finance officer;

(iii) the authority's monitoring officer;

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

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

9. You must —

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

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

PART 3 INTERESTS

Personal Interests

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

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

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

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

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

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

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

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

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

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

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

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

(ix) any —

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

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

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

(dd) trade union or professional association; or

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

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

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

[Note: subparagraph (b) is omitted.]

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

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

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

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

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

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

to a greater extent than the majority of—

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

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

Disclosure of Personal Interests

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

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

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

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

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

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

(a) details of the personal interest;

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

(c) your signature.

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

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

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

Prejudicial Interests

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

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

(a) relates to —

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

(b) relates to —

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

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

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

Overview and Scrutiny Committees

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

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

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

Participation in Relation to Disclosed Interests

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(aa) details of the prejudicial interest;

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

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

(dd) your signature.

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

PART 4

THE REGISTER OF MEMBERS' INTERESTS

Registration of Personal Interests

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

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

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

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

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

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

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

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

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

Sensitive information

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

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

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

Registration of Gifts and Hospitality

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

Appendix G



Committee Structure Review

April 2025

Updated following Strategy, Policy and Development Committee.

**Richard Williams
Town Clerk & Proper Officer**

Introduction

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

Background

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

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

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

Analysis of the current structure

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

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

Way forward

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

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

NUMBER OF COMMITTEES

Options

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

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

There are also variations on the above options to either:

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

Recommendation

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

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

Strategy, Policy and Development Committee has recommended:

- **Option B to establish three standing committees,**
- **Retain Health and Safety and Audit Committees as advisory committees, to meet quarterly.**

COMMITTEE POWERS

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

Strengths and Weaknesses

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

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

Options

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

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

	Committees have full delegated powers over their respective areas, however some decisions will still be made by Full Council and committees to provide comment. Audit and Health and Safety to not have delegated powers.
3	Hybrid Model Committees to have full delegated powers over their respective areas, however decisions made by committees can be 'called in' whereby a number of councillors can request that the decision be reserved to Full Council. Audit and Health and Safety to not have delegated powers.
4	Some Delegation Continue with the current model of non-delegated powers with recommendations to Full Council, except for the Events & Planning Committee which should have full delegated powers over their respective areas and within their agreed budget.

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

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

Recommendation

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

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

Strategy, Policy and Development Committee has recommended:

- **Option 4 - continue with the current model of non-delegated powers with recommendations to Full Council, except for the Events & Planning Committee which should have full delegated powers over their respective areas and within their agreed budget.**

TIMING AND SCHEDULING

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

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

Opinion

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

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

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

Strategy, Policy and Development Committee has recommended:

- **That meetings of committees and Full Council commence at 6:30pm in line with the above weekly schedule.**

NUMBER OF PARTICIPANTS AND MAXIMUMS

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

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

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

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

Strategy, Policy and Development Committee has recommended:

- **That each committee have a maximum of 7 councillors**
- **That each councillor be required to sit on a minimum of 1 committee**
- **That each councillor not exceed membership of 2 standing committees.**

CONSULTATION

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

Number of Committees

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

Powers

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

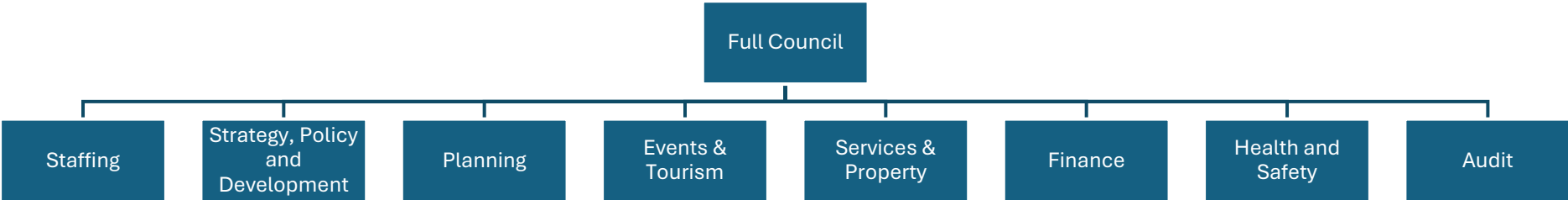
Number of Participants

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

CONCLUSION

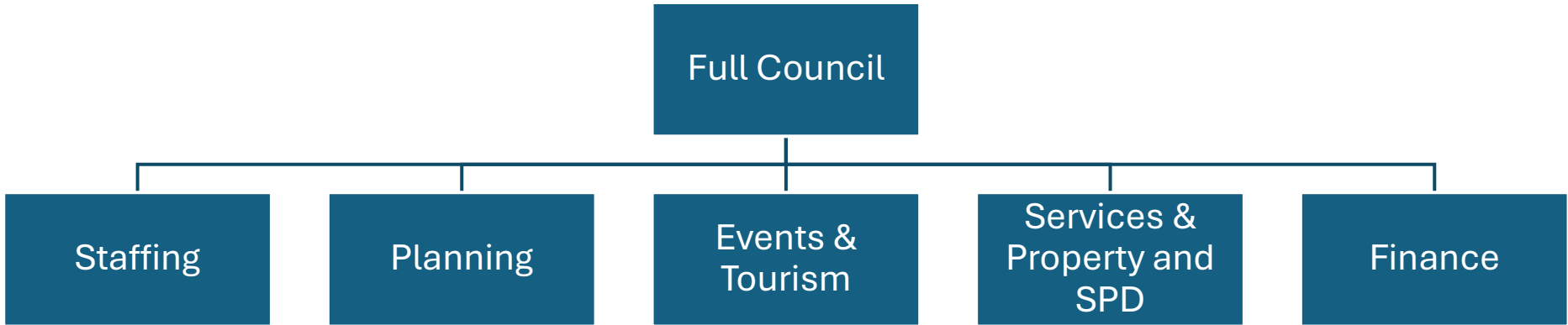
For Council to make a decision based on the above. Terms of Reference for (the preferred option as recommended by SPD) Option B are included in the pack with flexibility to amend based on the decision taken in respect of powers and functions.

Appendix 1 – Current Structure



Appendix 2 – Proposed Structure

Option A



Option B and Option C



Appendix 3 – Responsibility Areas

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

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

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

Appendix H

FINANCE AND GOVERNANCE COMMITTEE

Type

Standing Committee

Purpose

The purpose of this Committee is to carry out the functions relating to financial management and the oversight functions of staffing in conjunction with the Town Clerk. The committee is not responsible for day to day management of the staff, but to receive assurance from the Town Clerk and other line managers that appropriate policies and procedures are being followed.

The matters referred to this Committee are:

- Financial Management
- Staffing including capability, discipline and grievances
- Information Management
- Grants and Fundraising
- Engagement and Communications

Delegated Powers and Responsibilities

To make recommendations to Full Council following professional advice where needed from either the Town Clerk, relevant officers or a suitably qualified person and following the Council's approval for the Town Clerk to implement such decisions.

Membership

Membership will be appointed by the Council and to be at least three and no more than 7 councillors plus the Town Mayor as ex-officio. The quorum for the committee will be three or a third whichever is the greater.

The committee will elect its own Chair and Vice Chair.

All councillors may attend and contribute to the meeting of the committee but only those members appointed to the committee by the Council may vote on resolutions.

Frequency

Monthly, as determined by the Council and the Town Clerk

Operations

The committee will act in accordance with the Standing Orders and Financial Regulations adopted by the Council. An officer delegated by the Proper Officer of the Council will support the Committee. The agenda will be published three clear working days in advance of the meeting. Only committee members may vote on a resolution.

EVENTS AND PLANNING COMMITTEE

Type

Standing Committee

Purpose

The purpose of this Committee is to carry out the functions relating to events, tourism and planning.

The matters referred to this Committee are:

- Events and Festivals
- Marketing and Branding
- Planning and Enforcement
- Economy and Regeneration (town wide)
- Tourism and Tourist Information
- Heritage, Arts & Culture

Delegated Powers and Responsibilities

To have delegated authority and to spend within agreed budget following professional advice where needed from either the Town Clerk, relevant officers or a suitably qualified person to deal with all matters as referred to the Committee.

Membership

Membership will be appointed by the Council and to be at least three and no more than 7 councillors plus the Town Mayor as ex-officio. The quorum for the committee will be three or a third whichever is the greater.

The committee will elect its own Chair and Vice Chair.

All councillors may attend and contribute to the meeting of the committee but only those members appointed to the committee by the Council may vote on resolutions.

Frequency

Monthly, as determined by the Council and the Town Clerk

Operations

The committee will act in accordance with the Standing Orders and Financial Regulations adopted by the Council. An officer delegated by the Proper Officer of the Council will support the Committee. The agenda will be published three clear working days in advance of the meeting. Only committee members may vote on a resolution.

OPERATIONS AND DEVELOPMENT COMMITTEE

Type

Standing Committee

Purpose

The purpose of this Committee is to carry out the functions relating to Council managed assets, buildings, land, services. To oversee new development opportunities for the Council and to review organisational policies, strategy and any transfer of service requests.

The matters referred to this Committee are:

- Recreation and Playgrounds
- Toilets
- Playing Fields and Open Spaces
- Street Furniture
- Street Scene
- Gardens and Flower Beds
- Market
- Equipment / Plant and Vehicles
- Buildings and Property
- Development of New Projects
- Strategy, Policy & Transfer of Services

Delegated Powers and Responsibilities

To make recommendations to Full Council following professional advice where needed from either the Town Clerk, relevant officers or a suitably qualified person and following the Council's approval for the Town Clerk to implement such decisions.

Membership

Membership will be appointed by the Council and to be at least three and no more than 7 councillors plus the Town Mayor as ex-officio. The quorum for the committee will be three or a third whichever is the greater.

The committee will elect its own Chair and Vice Chair.

All councillors may attend and contribute to the meeting of the committee but only those members appointed to the committee by the Council may vote on resolutions.

Frequency

Monthly, as determined by the Council and the Town Clerk

Operations

The committee will act in accordance with the Standing Orders and Financial Regulations adopted by the Council. An officer delegated by the Proper Officer of the

Terms of Reference – Option B (updated after SPD)

Council will support the Committee. The agenda will be published three clear working days in advance of the meeting. Only committee members may vote on a resolution.

DRAFT

HEALTH AND SAFETY COMMITTEE

Type

Advisory

Purpose

The purpose of this Committee is to carry out the functions relating to health and safety across the Council.

Delegated Powers and Responsibilities

To make recommendations to Full Council and other committees following professional advice where needed from either the Town Clerk, relevant officers or a suitably qualified person and following the Council's approval for the Town Clerk to implement such decisions.

Membership

Membership will be appointed by the Council and to be at least three and no more than 7 councillors plus the Town Mayor as ex-officio. The quorum for the committee will be three or a third whichever is the greater.

The committee will elect its own Chair and Vice Chair.

All councillors may attend and contribute to the meeting of the committee but only those members appointed to the committee by the Council may vote on resolutions.

Frequency

Quarterly, dates fixed by the Town Clerk

Operations

The committee will act in accordance with the Standing Orders and Financial Regulations adopted by the Council. An officer delegated by the Proper Officer of the Council will support the Committee. The agenda will be published three clear working days in advance of the meeting. Only committee members may vote on a resolution.

AUDIT COMMITTEE

Type

Advisory

Purpose

The purpose of this Committee is to carry out the functions relating to audit and risk management across the Council.

Delegated Powers and Responsibilities

To make recommendations to Full Council and other committees following professional advice where needed from either the Town Clerk, relevant officers or a suitably qualified person and following the Council's approval for the Town Clerk to implement such decisions.

Membership

Membership will be appointed by the Council and to be at least three and no more than 7 councillors plus the Town Mayor as ex-officio. The quorum for the committee will be three or a third whichever is the greater.

The committee will elect its own Chair and Vice Chair.

All councillors may attend and contribute to the meeting of the committee but only those members appointed to the committee by the Council may vote on resolutions.

Frequency

Quarterly, dates fixed by the Town Clerk

Operations

The committee will act in accordance with the Standing Orders and Financial Regulations adopted by the Council. An officer delegated by the Proper Officer of the Council will support the Committee. The agenda will be published three clear working days in advance of the meeting. Only committee members may vote on a resolution.

Appendix I



Cyngor Tref y Trallwng | Welshpool Town Council

Welshpool Town Council, Tourist Information Centre, The Vicarage Gardens, Welshpool, SY21 7DD
Tel: 01938 553142 Email: town.clerk@welshpooltowncouncil.gov.uk

Document / Report

Author	Richard Williams Town Clerk & Proper Officer
Title	Scheme of Delegation 2025-26
Date	1st May 2025

1. Introduction

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

2. Council

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

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

3. Committees

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

4. Proper Officer

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

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

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

5. Urgent Matters

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

6. Limitations

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

Appendix J



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	Councillor Allowances and Expenses 2025-26
Date	20th May 2025

1. Purpose

1. To set out the background, legal position and duties imposed on the Council by the Independent Remuneration Panel for Wales (IRPW) in respect of councillor allowances and expenses for 2025/2026.

2. Background

1. The IRPW ("the Panel") was established by Section 141 of the Local Government (Wales) Measure 2011 ("2011 Measure"). The Panel is responsible for setting mandatory payments to members of local authorities across Wales. The Panel is independent from the Council and the Welsh Government.
2. The Town Council is required by Section 142 of the 2011 Measure to make payments to councillors in line with the determinations from the Panel.
3. The Panel makes annual determinations through the publication of its annual report. The annual report for the 2025/2026 financial year was published on the 24th February 2025. A copy of the report is available on the gov.wales website.
4. Councillor allowances may be regarded as a political choice, however the Council is required to ensure that it does *"not create a climate which prevents persons accessing any monies in which they are entitled that may support them to participate in local democracy"*.
5. The Council is required to publish by the 30th September the payments which each member received during the preceeding financial year.
6. More information about the 'grouping' to which the Council is in can be found at the end of the report.

3. Advice

1. Determinations are copied below for reference and the Council is required to make a formal decision on the Determinations not mandated in addition to agree the number of positions to receive the payment of senior role payment in recognition of specific responsibilities (Determination 4).

1. **Members of Community and Town Councils will be paid £156 a year (equivalent to £3 per week) towards the extra household expenses (including heating, lighting, power and broadband) of working from home. [Mandatory] (Determination 7 of 2024)**
 2. **Councils must either pay their members £52 a year for the cost of office consumables required to carry out their role, or alternatively must enable members to claim full reimbursement of the cost of their office consumables [Mandatory] (Determination 7 of 2024)**
 3. The payment for up to 3 members undertaking a senior role is an annual amount of £500. This is in addition to the £156 payment for costs and expenses. (Determination 4 of 2023)
 4. Community and town councils can decide to make payments to each of their members in respect of travel costs for attending approved duties. Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances. (Determination 46 of 2022)
 5. If a community or town council resolves that a particular duty requires an overnight stay, it can authorise reimbursement of subsistence expenses to its members at the maximum rates set out below on the basis of receipted claims. (Determination 47 of 2022)
 6. Community and town councils can pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties (Determination 7 of 2023)
 7. Each council can decide to introduce an attendance allowance for members. The amount of each payment must not exceed £30. A member in receipt of financial loss compensation will not be entitled to claim attendance allowance for the same event. (Determination 49 of 2022)
 8. Community and town councils can provide a payment to the mayor or chair of the council up to a maximum of £1,500. This is in addition to the £156 contribution to the cost of working from home and the fixed sum of £52 for office consumables. (Determination 50 of 2022 as updated by the 2023 report)
 9. Community and town councils can provide a payment to the deputy mayor or deputy chair of the council up to a maximum of £500. This is in addition to the £156 contribution to the cost of working from home and the fixed sum of £52 for office consumables. (Determination 51 of 2022 as updated by 2023 report)
 10. **The Council must contribute towards costs of Care and Personal Assistance to enable personal support needs and or caring responsibilities to carry out their duties effectively as a member of an authority. The Panel's determinations on Contribution towards costs of Care and Personal Assistance apply to Community and Town Councils. [Mandatory] (Determination 51 of 2018)**
2. The payments are considered taxable income and thus are subject to income tax. Each member is responsible for their own tax affairs and is not the responsibility of the Council.

4. Resource & Legal Implications

1. There is no established budget for councillor allowances, besides the Mayor & Senior Allowance which has £1500. Any decisions made would require a transfer from General Reserves and the creation of a budget line and/or virement to top-up an existing line.
2. The Council is required by Section 142 of the 2011 Measure to comply with the requirements of the Panel's determinations set out in their annual report. Failure to do so would leave the Council open to a legal challenge. Members are reminded that they can withdraw from some, or

all, payments which they are entitled to by writing to the Proper Officer in writing to signify this withdrawal. This withdrawal should be re-confirmed each financial year.

5. Recommendation

1. The Council is required to:
 1. Determine to either pay £52 to each councillor in respect of cost of office consumables **OR** allow councillors full reimbursement for the cost of their office consumables.
[Mandatory] (Determination 7 of 2024)
 2. Determine the number of councillor positions (no more than 3) to receive senior salary payment of £500 for specific responsibilities. (Determination 4 of 2023)
 3. Determine if a payment in respect of travel costs for attending approved duties be agreed.
(Determination 46 of 2022)
 4. Determine if reimbursement of subsistence expenses where an overnight stay has been approved, be agreed. (Determination 47 of 2022)
 5. Determine if payment of financial loss compensation for attending approved duties to be agreed. (Determination 7 of 2023)
 6. Determine if payment of an attendance allowance be agreed. (Determination 49 of 2022)
 7. Determine if payment to Town Mayor up to a maximum of £1500 be agreed.
(Determination 50 of 2022 as updated by 2023 report)
 8. Determine if payment to Deputy Mayor up to a maximum of £500 be agreed.
(Determination 51 of 2022 as updated by 2023 report)

6. Decision

1. To determine the above for the financial year 2025/26.

Annual Report - Council Grouping

Welshpool Town Council has 4714 electors as of 1st April 2025. This would place the Council in Group 4 (1,000 to 4,999). However, as the Council has expenditure over £200,000 a year, it is moved up a group to Group 3.

If the number of electors grow to above 4,999 then the Council would find itself in Group 2 which requires mandatory payment of certain senior allowances.

Type of payment	Group	Requirement
Extra costs payment	3	Mandatory for all members
Senior role	3	Optional up to 3 members
Mayor of chair	3	Optional - up to a maximum of £1,500
Deputy mayor or deputy chair	3	Optional - up to a maximum of £500
Attendance allowance	3	Optional
Financial loss	3	Optional
Travel and subsistence	3	Optional
Costs of care or personal assistance	3	Mandatory

Appendix K



Cyngor Tref y Trallwng | Welshpool Town Council

Welshpool Town Council, Tourist Information Centre, The Vicarage Gardens, Welshpool, SY21 7DD
Tel: 01938 553142 Email: town.clerk@welshpooltowncouncil.gov.uk

Document / Report

Author	Richard Williams Town Clerk & Proper Officer
Title	Investments & Reserves Strategy 2025-26
Date	22nd May 2025

Investments and Reserves Strategy 2025-26

The Council is authorised by Section 12 of the Local Government Act 2003 to invest for any purpose relevant to its functions under any enactment, or for the purposes of the prudent financial management of its financial affairs.

Investments

All cash, bank balances, financial assets, borrowings and credit arrangements are included within the scope of this strategy. The strategy focusses on the Council's temporary surplus resources and the investment of these resources, and not with capital, land or trust holdings.

The Council undertakes to ensure that for all its investments, priority will be given to security and liquidity rather than yield.

The strategy also interfaces with the Council's approved Risk Register and the Council will have regard to prudent cash, cash flow management, budgeting and estimated expenditure for the next financial year.

The Council will undertake investments in one or more of the following organisations for the 2025-26 financial year:

- Lloyds Current Account & 30 Day Account
- CCLA Public Sector Deposit Fund

The following temporary sums may be invested during the 2025-26 financial year:

- Annual Precept - £781,600
- Grants expected to be received - amount received
- All other budgeted income to be received - £131,800
- Monies b/f as at the 1st April 2025 - £49,995
- Unbudgeted income received - amount received
- Loan monies between receipt and expenditure - amount received

Reserves

The Council recognises the impact of its long term financial security and in order to improve this security, will commit to the following principles:

- To keep between 6 months of expenditure in general reserves. This is to cover unexpected or unplanned items and timing between income and expenditure to ensure that the Council is able to meet it's liabilities when arising.
- As part of the budget setting process, have due regard to the remaining bank balances including general reserves and consider including a budgeted amount to increase reserves to a level which would meet the aim above.
- That any underspends in budget lines at year end are automatically transferred to general reserves, unless a request is made by an appropriate committee or the RFO to ear-mark the monies for spend in the upcoming financial year.
- To setup ear-marked reserves (EMRs) for projects as appropriate and to review them to ensure they are still relevant. Any EMRs no longer relevant will be transferred to general reserves.

Appendix L

Welshpool Town Council
Dates of Meetings – 2025/2026

Month	Events & Planning	Operations & Development	Finance & Governance	Full Council	Audit	Health & Safety
May 2025				28th		
June 2025	4th	11th	18th	25th	TBC	TBC
July 2025	2nd	9th	16th	23rd		
August 2025						
September 2025	3rd	10th	17th	24th	TBC	TBC
October 2025	1st	8th	15th	22nd		
November 2025	5th	12th	19th	26th		
December 2025			10 th	17th	TBC	TBC
January 2026	7th	14th	21st	28th		
February 2026	4th	11th	18th	25th		
March 2026	4th	11th	18th	25th	TBC	TBC
April 2026	1st	8th	15th	22nd		
May 2026	6th	13th	20th	27th		

Appendix M



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	Outside Bodies 2025-26
Date	21st May 2025

1. Purpose

1. The Town Council currently nominates to a range of statutory and non-statutory positions across the Town.
2. This paper seeks to outline those bodies and provide an opportunity for councillors to nominate members at the annual meeting.

2. Outside Bodies

Body	Type	Current Nominee
Burgess Land Trust	Burgess Land	All
Burgess Land Trust Objective 2 Committee - Castle Ward	Burgess Land	Cllr Richard Church Cllr Phil Prichard
Burgess Land Trust Objective 2 Committee - Gungrog Ward	Burgess Land	Cllr Estelle Blevias Vacancy
Burgess Land Trust Objective 2 Committee - Llanerchuddol Ward	Burgess Land	Cllr Alison Davies Vacancy
Welshpool Church in Wales Primary School	Primary School - English-medium	Cllr Chris Davies
Ysgol Gymraeg y Trallwng	Primary School - Welsh-medium	Cllr Sally Fitzgerald
TJ Evans Trust	Outside Body	Mayor of Welshpool Cllr Phil Pritchard Cllr Estelle Blevias <i>Decision made to remove all councillors from this outside body on 15th May 2024.</i>
Powysland Museum	Outside Body	<i>Decision made to remove all councillors from this outside body on 15th May 2024.</i>
Powysland Club	Outside Body	Unknown

Welshpool and Llanfair Light Railway	Outside Body	Cllr Dr Ben Gwalchmai
Shrewsbury to Aberystwyth Rail Liaison Committee	Outside Body	Cllr Dr Ben Gwalchmai Wendy Lewis
North & Mid Wales Association of Local Councils Cambrian Lines Transport Liaison Committee	Outside Body	Cllr Dr Ben Gwalchmai
One Voice Wales Montgomeryshire Area Committee	Outside Body	Cllr Alison Davies
One Voice Wales Larger Councils Committee	Outside Body	Cllr Alison Davies

Appendix N



Cyngor Tref y Trallwng | Welshpool Town Council

Welshpool Town Council, Tourist Information Centre, The Vicarage Gardens, Welshpool, SY21 7DD
Tel: 01938 553142 Email: town.clerk@welshpooltowncouncil.gov.uk

DRAFT

Minutes of the Full Council held on 23/04/2025 7:15pm in Council Chamber, Welshpool Town Hall.

PRESENT:

Councillor Alison Davies
Councillor Billy Spencer
Councillor Chris Davies
Councillor Morag Bailey
Councillor Nick Howells
Councillor Phil Owen (Chair)
Councillor Phil Pritchard
Councillor Sally Fitzgerald
Councillor Revd William Rowell

Apologies for absence:

Councillor Dr Ben Gwalchmai
Councillor Carol Robinson
Councillor David France
Councillor Estelle Bleivas
Councillor Julie Arnold
Councillor Richard Church

Absent:

Also in attendance:

Richard Williams - Town Clerk & Proper Officer
Kimberly Wright - Events, Planning and Markets Officer
3 member(s) of the public / press

FC230425/1. WELCOME AND APOLOGIES FOR ABSENCE

The Chair welcomed everyone to the meeting. Apologies for absence were received from Cllr David France, Cllr Richard Church, Cllr Estelle Belevias, Cllr Dr Ben Gwalchmai, Cllr Carol Robinson and Cllr Julie Arnold.

RESOLVED

To accept the apologies from Cllr David France, Cllr Richard Church, Cllr Estelle Belevias, Cllr Dr Ben Gwalchmai, Cllr Carol Robinson and Cllr Julie Arnold.

Proposed by Cllr Alison Davies, seconded by Cllr Revd William Rowell

FC230425/2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None.

FC230425/3. PUBLIC PARTICIPATION

None.

FC230425/4. TOWN MAYOR'S REPORT - APRIL 2025

The Mayor explained that he had attended recent meetings of the Powysland Museum, Friends of Welshpool High School CIO and other outside bodies. He had also recently made an inspection of the Clock Tower at the Town Hall and re-iterated the state of the building to councillors. He also explained that he has completed the induction of the new Town Clerk.

FC230425/5. COUNTY COUNCIL AND COUNTY COUNCILLOR UPDATES

Cllr Graham Breeze reported on:

- Recent Estyn inspection into Powys Education Services and resulting setup of Improvement Board. The County Council has allocated £1.6m in site security upgrades as part of the report and Welshpool High School is expecting works to take place in September on fencing.
- Replacement Local Development Plan is progressing but there is a shortage of housing in Welshpool with 500 on the waiting list.
- Recycling booking system and the recent crashes over the bank holiday weekend.
- Shortage in staff for recycling and bin collections in the town.
- Canal funding has been extended by the UK Government.

Cllr Breeze invited and answered questions on the above topics.

Cllr Richard Church was absent but had circulated a written report to councillors before the meeting. He highlighted the support of the County Council to the Town Council.

FC230425/6. MINUTES AND MATTERS ARISING

FC230425/6.1 Previous Minutes

RESOLVED

To confirm the minutes of Full Council held on the 19th March 2025.

Proposed by Cllr Alison Davies, seconded by Cllr Revd William Rowell

FC230425/6.2 Matters Arising

- 149.2024 Finance - the proposed virement had taken place.
- 150.2024 Town Hall Repairs - on the agenda this evening.
- 152.2024 Legal Matters - Berriew Street toilets is in the process of being valued.

FC230425/7. RECOMMENDATIONS FROM COMMITTEES

FC230425/7.1 Staffing Committee - April 2025

In the absence of Cllr David France, Cllr Sally Fitzgerald asked the Council to confirm the recommendations from the meeting. Cllr Sally Fitzgerald and Cllr Phil Prichard abstained.

RESOLVED

To approve the Staff Appraisal Policy with the following amendment - "Make it more clear that it is the Mayor who conducts the Clerks appraisal"

Proposed by Cllr Revd William Rowell, seconded by Cllr Alison Davies

FC230425/7.2 Strategy, Policy and Development Committee - April 2025

Cllr Phil Prichard asked the Council to confirm the recommendations from the meeting. A discussion was held regarding the recommendation around the car parking/barrier system recommendation. It was proposed by Cllr Billy Spencer and seconded by Cllr Alison Davies to reject that recommendation and a recorded vote was requested.

For: Alison Davies, Billy Spencer, Nick Howells

Against: Chris Davies, Morag Bailey, Phil Owen, Phil Prichard, Sally Fitzgerald, William Rowell

Abstain: None

The proposal to reject that recommendation was lost.

RESOLVED

- To ask officers to look at all the data and bring back further information to the next meeting [of the Committee].
- To approve the Staff Appraisal Policy with the following amendment - "Make it more clear that it is the Mayor who conducts the Clerks appraisal".
- To approve the Environmental Policy.

Proposed by Cllr Sally Fitzgerald, seconded by Cllr Morag Bailey

FC230425/7.3 Planning Committee - April 2025

Cllr Sally Fitzgerald asked the Council to confirm the recommendations from the meeting.

RESOLVED

To confirm the recommendations from the meeting of the Planning Committee on the 9th April 2025.

Proposed by Cllr Sally Fitzgerald, seconded by Cllr Revd William Rowell

FC230425/7.4 Events and Tourism Committee - April 2025

Cllr Chris Davies asked the Council to confirm the recommendations from the meeting. A discussion was had regarding the recommendation to renew the wedding licence and councillors were referred to the accompanying paper.

RESOLVED

- To pay for the renewal of the wedding licence over three years, at a cost of £404 in Year 1, £403 in Year 2 and £403 in Year 3.
- To book the headline act and for officers to continue to try and find sponsorship.
- To book Derand to test the anchor points at the cost of £2,300.98 incl VAT.
- To book the Children's Christmas party for Saturday 20th December 2025 at 6pm.
- To book the Birds of Prey display for the Carnival at £300.
- To allow the Jersey's to return in January 2026.
- To discuss fees and pricing with the Finance Committee.

Proposed by Cllr Billy Spencer, seconded by Cllr Revd William Rowell

FC230425/7.5 Services and Property Committee - April 2025

Cllr Nick Howells asked the Council to confirm the recommendations from the meeting. The Town Clerk explained on the recommendation relating to Fire Risk Assessments that soft market testing had been undertaken and a local contractor had been sourced, so asked that the Council remove the provision for

three quotes to allow the matter to be expedited. The Council agreed to make that amendment.

A recorded vote was requested on confirming the recommendations from the meeting.

For: Alison Davies, Billy Spencer, Chris Davies, Morag Bailey, Nick Howells, Phil Owen, Phil Prichard, Sally Fitzgerald, William Rowell

Against: None

Abstain: None

RESOLVED

- To ask officers to obtain up to date fire risk assessments for all Council buildings and sites.
- To accept the quotation for the Town Hall and Motte and Bailey works from Silk Sharples Jennings and KRM Contractors and to authorise officers to obtain appropriate funding streams to enable works to take place.
- To accept the recommendation from officers and enter into a new three year lease for a replacement Tipper Truck.
- To allow Welshpool Community Haven to create a memorial garden at the Day Centre.

Proposed by Cllr Sally Fitzgerald, seconded by Cllr Billy Spencer

FC230425/7.6 Finance Committee - April 2025

Cllr Morag Bailey asked the Council to confirm the recommendations from the meeting.

RESOLVED

- To authorise the RFO and the Town Clerk to enter into new energy agreements where appropriate to get the best deal for the Council.
- To authorise the RFO to setup a new bank account at Lloyds for the Hub.

Proposed by Cllr Billy Spencer, seconded by Cllr Sally Fitzgerald

FC230425/8. FINANCE

FC230425/8.1 Council Accounts (March 2025 - Period 12)

RESOLVED

To accept the Bank Reconciliation and Cashbook Reports and Income and Expenditure Report for March 2025.

Proposed by Cllr Morag Bailey, seconded by Cllr Billy Spencer

FC230425/8.2 Payment of Invoices - April

RESOLVED

To agree payment of invoices for April 2025.

Proposed by Cllr Alison Davies, seconded by Cllr Billy Spencer

FC230425/8.3 Council Vehicles

The Town Clerk summarised the report and noted that the current tractor was past end of life and had health and safety issues. The paper set out options on financing for a new tractor which included finance agreement over 5 years or a loan over 3 years. The RFO had recommended the purchasing of

a replacement tractor using the loan facility kindly indicated to the Council by the Burgess Lands Trust. Cllr Alison Davies proposed instead that the Council explore the finance leasing offered by John Deere Finance.

RESOLVED

To authorise officers to enter into a 5 year loan with John Deere Finance based on a 7.40% interest rate with a £3,000 deposit. The sale of the existing tractor to cover the cost of the deposit, along with some monthly repayments.

Proposed by Cllr Alison Davies, seconded by Cllr Morag Bailey

FC230425/9. OUTSIDE BODIES

FC230425/9.1 Sustainable Powys

The Mayor, Cllr Phil Owen explained that he attended the last meeting but was unfortunately unable to attend this one. Cllr Morag Bailey and Cllr Revd William Rowell put themselves forward to attend.

RESOLVED

To elect Cllr Morag Bailey and Cllr Revd William Rowell to attend the Sustainable Powys meeting in Welshpool Town Hall on 8th May 2025 on behalf of the Council.

Proposed by Cllr Phil Owen, seconded by Cllr Billy Spencer

FC230425/9.2 OVW Motions for Debate - 2025

The Mayor, Cllr Phil Owen explained that this was an opportunity to present proposals for motions at the Annual General Meeting of One Voice Wales the 1st October. No motions were proposed but Cllr Sally Fitzgerald commented that she would like to see more training available for members.

FC230425/9.3 OVW Larger Councils Committee - April 2025

The Council's representative on One Voice Wales, Cllr Alison Davies reported on the meeting which had been held on the 16th April 2025, including:

- concerns around delays in Audit Wales and the fees payable
- celebration that over 3000 councillors across Wales had undertaken training
- the Civility and Respect document is being updated

FC230425/9.4 Senedd - Local Government and Housing Committee

The Town Clerk summarised the report and highlighted that our tier of government may see changes in the future including mandatory code of conduct training for members and the requirement for Powys County Council to hold a community governance review every 15 years.

FC230425/9.5 Other Outside Bodies

No other outside reports were received, however the Council had been notified that it had been shortlisted for an award at the Annual One Voice Wales awards to be held on the 30th April 2025 in Builth Wells for the Council's Give and Take initiative. In her absence, Cllr Carol Robinson asked that she be allowed to go. Cllr Alison Davies also wished to attend.

A recorded vote was requested.

For: Alison Davies, Billy Spencer, Morag Bailey, Nick Howells, William Rowell

Against: Chris Davies, Phil Prichard

Abstain: Phil Owen, Sally Fitzgerald

RESOLVED

To authorise Cllr Carol Robinson and Cllr Alison Davies to attend the One Voice Wales Annual Awards on the 30th April 2025.

Proposed by Cllr Phil Owen, seconded by Cllr Morag Bailey

FC230425/10. DATE OF NEXT MEETING

The date of the annual meeting was noted.

FC230425/11. 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 Billy Spencer, seconded by Cllr Morag Bailey

FC230425/12. AGENCY STAFFING [CONFIDENTIAL]

Cllr Billy Spencer stated that he did not need to declare an interest in this item. The Town Clerk summarised the report and explained that due to the changes in employers national insurance that the management fee paid to our recruitment agency had increased.

A recorded vote was requested.

For: Alison Davies, Billy Spencer, Chris Davies, Morag Bailey, Nick Howells, Phil Owen, Sally Fitzgerald, William Rowell

Against: Phil Prichard

Abstain: None

RESOLVED

To adopt the recommendations as set out in the confidential report.

Proposed by Cllr Alison Davies, seconded by Cllr Morag Bailey

FC230425/13. ANN HOLLOWAY DAY CENTRE [CONFIDENTIAL]

The Town Clerk summarised the report and answered questions from Councillors.

RESOLVED

To adopt the recommendations as set out in the confidential report.

Proposed by Cllr Billy Spencer, seconded by Cllr Phil Pritchard

FC230425/14. LEGAL MATTERS [CONFIDENTIAL]

The Town Clerk summarised a report circulated earlier in the day in respect of the land behind the Youth Club on Howell Drive. He also highlighted to Council that the minutes appointing him as Town Clerk on the 29th January 2025 did not contain the required resolution to give effect to the appointment and asked that Council record it.

RESOLVED

- To adopt the recommendations as set out in the confidential report.

- To appoint Richard Williams as Town Clerk & Proper Officer from the 31st March 2025.

The meeting finished at 21:08.

Signed:

Dated:

Councillor Phil Owen (Chair)

Decision/Action Log

Item		Assigned	Status
1	RESOLUTION Welcome and Apologies for Absence To accept the apologies from Cllr David France, Cllr Richard Church, Cllr Estelle Belevias, Cllr Dr Ben Gwalchmai, Cllr Carol Robinson and Cllr Julie Arnold.	Town Clerk & Proper Officer	Completed
6.1	RESOLUTION Previous Minutes To confirm the minutes of Full Council held on the 19th March 2025.	Town Clerk & Proper Officer	In progress
7.1	RESOLUTION Staffing Committee - April 2025 To approve the Staff Appraisal Policy with the following amendment - "Make it more clear that it is the Mayor who conducts the Clerks appraisal"	Town Clerk & Proper Officer Events, Planning and Markets Officer	In progress
7.2	RESOLUTION Strategy, Policy and Development Committee - April 2025 - To ask officers to look at all the data and bring back further information to the next meeting [of the Committee]. - To approve the Staff Appraisal Policy with the following amendment - "Make it more clear that it is the Mayor who conducts the Clerks appraisal". - To approve the Environmental Policy.	Town Clerk & Proper Officer Events, Planning and Markets Officer	In progress
7.3	RESOLUTION Planning Committee - April 2025 To confirm the recommendations from the meeting of the Planning Committee on the 9th April 2025.	Town Clerk & Proper Officer Events, Planning and Markets Officer	In progress

Item		Assigned	Status
7.4	RESOLUTION Events and Tourism Committee - April 2025 - To pay for the renewal of the wedding licence over three years, at a cost of £404 in Year 1, £403 in Year 2 and £403 in Year 3. - To book the headline act and for officers to continue to try and find sponsorship. - To book Derand to test the anchor points at the cost of £2,300.98 incl VAT. - To book the Children's Christmas party for Saturday 20th December 2025 at 6pm. - To book the Birds of Prey display for the Carnival at £300. - To allow the Jersey's to return in January 2026. - To discuss fees and pricing with the Finance Committee.	Town Clerk & Proper Officer Events, Planning and Markets Officer	In progress
7.5	RESOLUTION Services and Property Committee - April 2025 - To ask officers to obtain up to date fire risk assessments for all Council buildings and sites. - To accept the quotation for the Town Hall and Motte and Bailey works from Silk Sharples Jennings and KRM Contractors and to authorise officers to obtain appropriate funding streams to enable works to take place. - To accept the recommendation from officers and enter into a new three year lease for a replacement Tipper Truck. - To allow Welshpool Community Haven to create a memorial garden at the Day Centre.	Town Clerk & Proper Officer Operations Manager Senior Facilities Assistant	In progress
7.6	RESOLUTION Finance Committee - April 2025 - To authorise the RFO and the Town Clerk to enter into new energy agreements where appropriate to get the best deal for the Council. - To authorise the RFO to setup a new bank account at Lloyds for the Hub.	Town Clerk & Proper Officer Responsible Finance Officer	In progress
9.1	RESOLUTION Sustainable Powys To elect Cllr Morag Bailey and Cllr Revd William Rowell to attend the Sustainable Powys meeting in Welshpool Town Hall on 8th May 2025 on behalf of the Council.	Town Clerk & Proper Officer	Completed
9.5	RESOLUTION Other Outside Bodies To authorise Cllr Carol Robinson and Cllr Alison Davies to attend the One Voice Wales Annual Awards on the 30th April 2025.	Town Clerk & Proper Officer	Completed
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
13	RESOLUTION Ann Holloway Day Centre To adopt the recommendations as set out in the confidential report.	Town Clerk & Proper Officer	In progress

Item		Assigned	Status
14	RESOLUTION Legal Matters - To adopt the recommendations as set out in the confidential report. - To appoint Richard Williams as Town Clerk & Proper Officer from the 31st March 2025.	Town Clerk & Proper Officer	In progress
12	RESOLUTION Agency Staffing To adopt the recommendations as set out in the confidential report.	Responsible Finance Officer	In progress
8.1	RESOLUTION Council Accounts (March 2025 - Period 12) To accept the Bank Reconciliation and Cashbook Reports and Income and Expenditure Report for March 2025.	Responsible Finance Officer	In progress
8.2	RESOLUTION Payment of Invoices - April To agree payment of invoices for April 2025.	Responsible Finance Officer	In progress
8.3	RESOLUTION Council Vehicles To authorise officers to enter into a 5 year loan with John Deere Finance based on a 7.40% interest rate with a £3,000 deposit. The sale of the existing tractor to cover the cost of the deposit, along with some monthly repayments.	Town Clerk & Proper Officer Operations Manager Responsible Finance Officer Senior Facilities Assistant	In progress

Appendix O



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

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 P



Cyngor Tref y Trallwng | Welshpool Town Council

Welshpool Town Council, Tourist Information Centre, The Vicarage Gardens, Welshpool, SY21 7DD
Tel: 01938 553142 Email: town.clerk@welshpooltowncouncil.gov.uk

DRAFT

Minutes of the Strategy, Policy and Development Committee held on 07/05/2025 7:15pm in Council Chamber, Welshpool Town Hall.

PRESENT:

Councillor Chris Davies
Councillor David France
Councillor Estelle Bleivas
Councillor Morag Bailey
Councillor Phil Pritchard (Chair)
Councillor Richard Church

Apologies for absence:

Councillor Phil Owen

Absent:

Also in attendance:

Councillor Billy Spencer
Councillor Nick Howells
Councillor Revd William Rowell
Richard Williams - Town Clerk & Proper Officer
Kimberly Wright - Events, Planning and Markets Officer
3 member(s) of the public / press

SPD070525/1. WELCOME AND APOLOGIES FOR ABSENCE

The Chair welcomed all to the meeting. Apologies were received from Cllr Phil Owen.

SPD070525/2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

The following interests were declared:

Item	Councillor	Type	Reason
6.3	Richard Church	Personal	A governor at Ysgol Gymraeg y Trallwng

SPD070525/3. PUBLIC PARTICIPATION

None

SPD070525/4. MINUTES

RESOLVED

To approve the minutes from the meeting of the Strategy, Policy and Development Committee on the 2nd April 2025.

Proposed by Cllr Morag Bailey, seconded by Cllr Estelle Bleivas

SPD070525/5. STRATEGY

SPD070525/5.1 Powys Teaching Health Board Better Together Programme

Cllr Chris Davies joined the meeting.

A discussion took place regarding the consultation from Powys Teaching Health Board. It was suggested that the item be deferred until Full Council so a response can be given from the Council and members can have time to consider what to respond.

RESOLVED

To defer this item to Full Council

Proposed by Cllr Morag Bailey, seconded by Cllr Estelle Bleivas

SPD070525/6. DEVELOPMENT

SPD070525/6.1 Town Hall / Building Works

The Town Clerk updated members that the quotation had now been accepted and fencing at the Motte and Bailey site had been mapped out. The temporary gents toilets were scheduled to be installed on the 9th June and work on the rest of the Town Hall works would take place after VE Day events had concluded.

SPD070525/6.2 Land at Ardwyn School / Wiggly Path

A discussion took place after the recent decision to not take ownership of the Wiggly Path, that the Council instead look to pursue a formal Public Right of Way over the path. A suggestion was received that exploration of designation of a town green could be pursued.

RECOMMENDED

To authorise officers to engage with Powys County Council over the protection of the Wiggly Path and pursue action to preserve the path for the public.

Proposed by Cllr David France, seconded by Cllr Morag Bailey

SPD070525/6.3 Car Parking / Barrier System

The Town Clerk summarised their written report and explained that correspondence had been received from the Bowling Club, Cricket Club and Football Club who said the proposal would negatively impact the area. Members discussed the findings and agreed that the risk for the Council of the proposal was not consummate with the income attainable.

RECOMMENDED

To not proceed with the proposal to charge for parking at Maes y Dre.

Proposed by Cllr David France, seconded by Cllr Morag Bailey

SPD070525/6.4 Skatepark

Cllr Nick Howells and Cllr Billy Spencer left the meeting.

The Town Clerk updated members on the project progress to date and explained that the project is 'paused' until funding streams can be found.

SPD070525/7. COMMITTEE RESTRUCTURE

The Town Clerk summarised their report into committee structures and discussions were had on each section.

RECOMMENDED

That Option B in the report should be adopted.

Proposed by Cllr Phil Pritchard, seconded by Cllr Chris Davies

RECOMMENDED

That no committees should have delegated powers, except for Events and Planning to spend within their budget allocation (new Option 4) be adopted.

Proposed by Cllr Phil Pritchard, seconded by Cllr Estelle Bleivas

RECOMMENDED

That Full Council and standing committee meetings should commence at 6:30pm.

Proposed by Cllr Morag Bailey, seconded by Cllr Chris Davies

RECOMMENDED

That each committee should not exceed seven members.

Proposed by Cllr Phil Pritchard, seconded by Cllr Morag Bailey

RECOMMENDED

That each councillor should sit on no more than two standing committees.

Proposed by Cllr Phil Pritchard, seconded by Cllr Morag Bailey

RECOMMENDED

That each councillor should sit on at least one committee.

Proposed by Cllr Richard Church, seconded by Cllr Morag Bailey

SPD070525/8. STATUTORY DOCUMENTS / POLICIES

SPD070525/8.1 Standing Orders

The Town Clerk summarised the changes to Standing Orders and a discussion was held.

RECOMMENDED

That the revised Standing Orders for 2025-26 be adopted.

Proposed by Cllr Morag Bailey, seconded by Cllr Phil Pritchard

SPD070525/8.2 Training Plan

The Town Clerk explained the background to the Training Plan and a discussion was held.

RECOMMENDED

That the Training Plan be adopted.

Proposed by Cllr Morag Bailey, seconded by Cllr Richard Church

SPD070525/8.3 Code of Conduct

The Town Clerk explained that the Town Council had adopted the English Code of Conduct and that the Welsh Code of Conduct would need to be adopted due to the divergence of the two standards regimes.

RECOMMENDED

That the Code of Conduct be adopted.

Proposed by Cllr Morag Bailey, seconded by Cllr Estelle Bleivas

SPD070525/8.4 Scheme of Delegation

The Town Clerk explained the background to the Scheme of Delegation and questions were asked and answered.

RECOMMENDED

That the revised Scheme of Delegation for 2025-26 be adopted.

Proposed by Cllr Chris Davies, seconded by Cllr Morag Bailey

SPD070525/8.5 Communications and Engagement Policy

The Town Clerk summarised the draft Communications and Engagement Policy and a discussion was held.

RECOMMENDED

That the Communications and Engagement Policy be adopted.

Proposed by Cllr Chris Davies, seconded by Cllr Morag Bailey

SPD070525/8.6 Special Leave Policy

The Town Clerk summarised the draft Special Leave Policy and a discussion was held.

RECOMMENDED

That the Special Leave Policy be adopted.

Proposed by Cllr Chris Davies, seconded by Cllr Phil Pritchard

SPD070525/8.8 Honorary Titles / Community Awards

The Town Clerk summarised the draft Honorary Titles and Community Awards Policy and a discussion was held.

RECOMMENDED

That the Honorary Titles and Community Awards Policy be adopted.

Proposed by Cllr Chris Davies, seconded by Cllr Phil Pritchard

SPD070525/9. DATE AND TIME OF NEXT MEETING

The date of the next Strategy, Policy and Development Committee will be confirmed at the Annual Meeting.

The meeting finished at 21:00.

Signed:

Dated:

Councillor Phil Pritchard (Chair)

Decision/Action Log

Item		Assigned	Status
4	RESOLUTION Minutes To approve the minutes from the meeting of the Strategy, Policy and Development Committee on the 2nd April 2025.	Town Clerk & Proper Officer	In progress
5.1	RESOLUTION Powys Teaching Health Board Better Together Programme To defer this item to Full Council	Town Clerk & Proper Officer	In progress
6.2	RECOMMENDATION Land at Ardwyn School / Wiggly Path To authorise officers to engage with Powys County Council over the protection of the Wiggly Path and pursue action to preserve the path for the public.	Town Clerk & Proper Officer	In progress
6.3	RECOMMENDATION Car Parking / Barrier System To not proceed with the proposal to charge for parking at Maes y Dre.	Town Clerk & Proper Officer Events, Planning and Markets Officer	In progress
7	RECOMMENDATION Committee Restructure That Option B in the report should be adopted.	Town Clerk & Proper Officer	In progress
7	RECOMMENDATION Committee Restructure That no committees should have delegated powers, except for Events and Planning to spend within their budget allocation (new Option 4) be adopted.	Town Clerk & Proper Officer	In progress
7	RECOMMENDATION Committee Restructure That Full Council and standing committee meetings should commence at 6:30pm.	Town Clerk & Proper Officer	In progress
7	RECOMMENDATION Committee Restructure That each committee should not exceed seven members.	Town Clerk & Proper Officer	In progress
7	RECOMMENDATION Committee Restructure That each councillor should sit on no more than two standing committees.	Town Clerk & Proper Officer	In progress

Item		Assigned	Status
7	RECOMMENDATION Committee Restructure That each councillor should sit on at least one committee.	Town Clerk & Proper Officer	In progress
8.5	RECOMMENDATION Communications and Engagement Policy That the Communications and Engagement Policy be adopted.	Town Clerk & Proper Officer	In progress
8.6	RECOMMENDATION Special Leave Policy That the Special Leave Policy be adopted.	Town Clerk & Proper Officer	In progress
8.2	RECOMMENDATION Training Plan That the Training Plan be adopted.	Town Clerk & Proper Officer	In progress
8.3	RECOMMENDATION Code of Conduct That the Code of Conduct be adopted.	Town Clerk & Proper Officer	In progress
8.1	RECOMMENDATION Standing Orders That the revised Standing Orders for 2025-26 be adopted.	Town Clerk & Proper Officer	In progress
8.8	RECOMMENDATION Honorary Titles / Community Awards That the Honorary Titles and Community Awards Policy be adopted.	Town Clerk & Proper Officer	In progress
8.4	RECOMMENDATION Scheme of Delegation That the revised Scheme of Delegation for 2025-26 be adopted.	Town Clerk & Proper Officer	In progress

Appendix Q



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

DRAFT

Minutes of the Events and Tourism Committee held on 14/05/2025 7:15pm in Council Chamber, Welshpool Town Hall.

PRESENT:

Councillor Estelle Bleivas
Councillor Nick Howells
Councillor Phil Owen
Councillor Phil Pritchard (Chair)
Councillor Revd William Rowell

Apologies for absence:

Councillor Chris Davies
Councillor Morag Bailey
Councillor Sally Fitzgerald

Absent:

Councillor Billy Spencer

Also in attendance:

Councillor Julie Arnold
Richard Williams - Town Clerk & Proper Officer
Wendy Lewis - Tourist Information Centre Manager
1 member(s) of the public / press

ET140525/1. WELCOME AND APOLOGIES FOR ABSENCE

As both the Chair and Vice Chair were absent, a vote was held to elect a Chair for the Meeting.

The Chair welcomed members to the meeting. Apologies were absence were received from Cllr Chris Davies, Cllr Morag Bailey and Cllr Sally Fitzgerald.

RESOLVED

To elect Cllr Phil Pritchard as Chair for the meeting.

Proposed by Cllr Estelle Bleivas, seconded by Cllr Phil Owen

ET140525/2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None.

ET140525/3. PUBLIC PARTICIPATION

None

ET140525/4. MINUTES

RESOLVED

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

- The date should read 9th April not 12th March

Proposed by Cllr Julie Arnold, seconded by Cllr Revd William Rowell

ET140525/5. TOURIST INFORMATION CENTRE (TIC)

The TIC Manager gave an update and explained that 735 local visitors, 860 UK visitors and 85 overseas visitors had been through the doors. The TIC Manager also explained that bookings for Tina Turner are slow and asked if another marketing push could be done.

ET140525/6. COMMITTEE FINANCE (MONTH 1)

The Town Clerk updated members on the financial report. Cllr Nick Howells raised a point about the age of the current music system for Council events and recommended that due to the changing medium in which performers are bringing their music, that we look to change our system. The Town Clerk is to ask the Events, Planning and Markets Officer to research new systems with the support of Cllr Nick Howells and Cllr Bill Rowell.

ET140525/7. FLICKS IN THE STICKS

The Town Clerk and members updated the committee on recent attendance at Flicks in the Sticks. A total of 52 attended the last showing and the Council received £138.07 in donations. Cllr Nick Howells proposed a vote of thanks to the Hub volunteers for helping to assist Cllr Rowell, Cllr Prichard and Cllr Blevias at the recent showing.

ET140525/8. CARNIVAL

The Town Clerk updated the committee on the plans for the upcoming carnival. Members were asked to decide on hiring a balloon modeller and face painter, which was agreed.

RECOMMENDED

To book the face painter and balloon modeller on the terms as set out in the accompanying paper.

Proposed by Cllr Revd William Rowell, seconded by Cllr Phil Pritchard

ET140525/9. EASTER EGG HUNT 2025

The Town Clerk updated members on the Easter Egg Hunt which brought in £50 as part of the raffle. Thanks were given to the Events, Planning and Markets Officer, the TIC Manager and Cllrs Bailey and Rowell for their support.

ET140525/10. 1940'S WEEKEND

The Town Clerk introduced the letter from the 1940s Committee requesting use of the Town Hall for free during the 1940s weekend and members agreed to the request.

RECOMMENDED

To allow use of the Town Hall free of charge for the 2025 1940s Event.

Proposed by Cllr Julie Arnold, seconded by Cllr Estelle Bleivas

ET140525/11. UPCOMING EVENTS

Cllr Julie Arnold left the meeting.

The Town Clerk outlined the list of upcoming events for the year.

ET140525/12. DATE OF NEXT MEETING

The date of the next Events & Tourism Committee will be confirmed at the Annual Meeting.

The meeting finished at 19:48.

Signed:

Dated:

Councillor Phil Pritchard (Chair)

Decision/Action Log

Item		Assigned	Status
1	RESOLUTION Welcome and Apologies for Absence To elect Cllr Phil Pritchard as Chair for the meeting.		In progress
4	RESOLUTION Minutes To approve and sign as a correct record, the minutes from the meeting of the Events and Tourism Committee on the 9th April 2025, with the following amendment: - The date should read 9th April not 12th March	Town Clerk & Proper Officer	In progress
8	RECOMMENDATION Carnival To book the face painter and balloon modeller on the terms as set out in the accompanying paper.	Events, Planning and Markets Officer	In progress
10	RECOMMENDATION 1940's Weekend To allow use of the Town Hall free of charge for the 2025 1940s Event.	Events, Planning and Markets Officer	In progress

Appendix R



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

DRAFT

Minutes of the Services and Property Committee held on 21/05/2025 6:30pm in Council Chamber, Welshpool Town Hall.

PRESENT:

Councillor Billy Spencer
Councillor Carol Robinson
Councillor David France
Councillor Estelle Bleivas
Councillor Julie Arnold
Councillor Nick Howells (Chair)
Councillor Phil Owen
Councillor Phil Pritchard
Councillor Sally Fitzgerald

Apologies for absence:

Absent:

Councillor Chris Davies

Also in attendance:

Councillor Morag Bailey
Richard Williams - Town Clerk & Proper Officer
Paul McGrath - Operations Manager
Wendy Lewis - Tourist Information Centre Manager

SP210525/1. WELCOME AND APOLOGIES FOR ABSENCE

The Chair welcomed everyone to the meeting. There was no apologies for absence received.

SP210525/2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None.

SP210525/3. PUBLIC PARTICIPATION

Cllr Carol Robinson and Cllr Julie Arnold joined the meeting.
None.

SP210525/4. MINUTES AND MATTERS ARISING

SP210525/4.1 Previous Minutes

RESOLVED

To approve the minutes from the meeting of the Services and Property Committee on 16/04/2025.

Proposed by Cllr Phil Pritchard, seconded by Cllr Sally Fitzgerald

SP210525/4.2 Matters Arising

SP160425/5.3 Tipper Truck - this has been actioned and will be arriving as the old lease expires in October.

SP210525/5. LAND AND BUILDINGS

SP210525/5.1 Town Hall & Motte and Bailey

The Operations Manager updated on the works to the Motte and Bailey and the Town Hall. The fencing and netting works at the Motte and Bailey have commenced and will be completed before the end of the week. The works at the Town Hall to fit a new gents toilets are commencing on the 9th June 2025.

SP210525/5.2 Cricket Club - Permission for Building

The Town Clerk outlined the email received from the Cricket Club and a discussion was had. Cllr Billy Spencer proposed that we agree to the proposal but delegate all decision making about location and design to the Operations Manager.

Cllr Phil Prichard proposed that the location of the building be on the same side as the building which the Rugby club erected and a clause be inserted into any agreement which would transfer the building to the Town Council if the Cricket Club was to fold. No seconder was received for this proposal and a vote was held on the proposal by Cllr Spencer.

RECOMMENDED

To grant permission to the Cricket Club to proceed and give delegated powers to the Operations Manager to approve location, design and all other ancillary matters.

Proposed by Cllr Billy Spencer, seconded by Cllr Nick Howells

SP210525/5.3 General Update

The Operations Manager presented his report, including:

- STRI - awaiting the usual annual report from STRI in respect of pitch quality.
- VE Events - all went well from an Operations Team perspective.
- Maes y Dre - work undertaken to repair the goal mouths and general tidy up, ready for this weekend's Music Festival .
- Maes y Dre playground - concreting for disabled bench and entrances by paths to take place on 9th June.
- Fire risk assessments for buildings as agreed at the last meeting are in process .

The Operations Manager also presented three quotes for replacement fencing at Dol y Felin playground.

- Company A - £14843, excluding VAT
- Company B - £13250, excluding VAT
- Company C - £12570, excluding VAT

The Operations Manager recommended Company B for reliability of company and quality of workmanship

RECOMMENDED

To accept the quotation for replacement fencing at Dol y Felin playground from Midland Fencing (Company B) at a cost of £13,250 excluding VAT.

Proposed by Cllr Sally Fitzgerald, seconded by Cllr Billy Spencer

SP210525/6. SERVICES

SP210525/6.1 Meals on Wheels

The TIC Manager updated and said that Meals on Wheels was going very well at the moment, especially the partnership with the Welshpool Haven.

SP210525/7. COMMITTEE FINANCE (MONTH 1)

The Town Clerk highlighted the financial report to the committee.

SP210525/8. DATE OF NEXT MEETING

The date of the next Services and Property Committee will be confirmed at the Annual Meeting.

SP210525/9. 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 Sally Fitzgerald, seconded by Cllr Phil Owen

SP210525/10. BERRIEW STREET TOILETS [CONFIDENTIAL]

The Town Clerk updated on the method of disposal for the Berriew Street Toilets based on the email from the estate agent.

RECOMMENDED

To proceed with the sale via auction in line with the guidance from the estate agent.

Proposed by Cllr Billy Spencer, seconded by Cllr Nick Howells

SP210525/11. DAY CENTRE [CONFIDENTIAL]

The Town Clerk updated on the recent communications from Powys County Council. A discussion was had over the future of the building and ownership and the Town Clerk was asked to go away and present options for Full Council next week.

SP210525/12. MOTTE & BAILEY [CONFIDENTIAL]

The Town Clerk outlined the proposal from a local businessman over the car parking area at the Motte and Bailey and a discussion was had.
Cllr Julie Arnold left the meeting.

RECOMMENDED

To decline the proposal made in respect of the Motte and Bailey.

Proposed by Cllr Sally Fitzgerald, seconded by Cllr Billy Spencer

SP210525/13. TOWN HALL LAND [CONFIDENTIAL]

The Town Clerk outlined the proposal from a local businessman over the land at the rear of the Town Hall and a discussion was had.

RECOMMENDED

To decline the proposal made in respect of land at the rear of the Town Hall.

Proposed by Cllr Phil Pritchard, seconded by Cllr Phil Owen. A recorded vote was requested.

For: Carol Robinson, David France, Estelle Bleivas, Nick Howells, Phil Owen, Phil Pritchard, Sally Fitzgerald

Against: Billy Spencer

Abstain:

The meeting finished at 19:25.

Signed:

Dated:

Councillor Nick Howells (Chair)

Decision/Action Log

Item		Assigned	Status
4.1	RESOLUTION Previous Minutes To approve the minutes from the meeting of the Services and Property Committee on 16/04/2025.	Town Clerk & Proper Officer	In progress
5.2	RECOMMENDATION Cricket Club - Permission for Building To grant permission to the Cricket Club to proceed and give delegated powers to the Operations Manager to approve location, design and all other ancillary matters.	Operations Manager	In progress
5.3	RECOMMENDATION General Update To accept the quotation for replacement fencing at Dol y Felin playground from Midland Fencing (Company B) at a cost of £13,250 excluding VAT.	Operations Manager	In progress
9	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
10	RECOMMENDATION Berriew Street Toilets To proceed with the sale via auction in line with the guidance from the estate agent.	Town Clerk & Proper Officer	In progress
12	RECOMMENDATION Motte & Bailey To decline the proposal made in respect of the Motte and Bailey.	Town Clerk & Proper Officer	In progress

Item		Assigned	Status
13	RECOMMENDATION Town Hall Land To decline the proposal made in respect of land at the rear of the Town Hall.	Town Clerk & Proper Officer	In progress

Appendix S



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

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	In progress
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 T

**Bank Reconciliation Statement as at 30/04/2025
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Account	30/04/2025		7,552.80
			<u>7,552.80</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			7,552.80
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			7,552.80
		Balance per Cash Book is :-	7,552.80
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Appendix U

**Bank Reconciliation Statement as at 30/04/2025
for Cashbook 7 - Petty Cash**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash - Grounds	30/04/2025		50.00
Petty Cash - Office	30/04/2025		173.61
			<hr/> 223.61
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			223.61
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			223.61
		Balance per Cash Book is :-	223.61
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Appendix V

**Bank Reconciliation Statement as at 30/04/2025
for Cashbook 2 - 30 Day A/C**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
30 Day	30/04/2025		202,245.75
			<u>202,245.75</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			202,245.75
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			202,245.75
		Balance per Cash Book is :-	202,245.75
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Appendix W

Receipts for Month 1

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		14,447.15					14,447.15	
	Banked: 01/04/2025	240.00						
	Sales Recpts Page 1074	240.00	240.00		100			Sales Recpts Page 1074
	Banked: 01/04/2025	40.00						
	Sales Recpts Page 1075	40.00	40.00		100			Sales Recpts Page 1075
card0304	Banked: 01/04/2025	360.37						
card0304	TIC Sales	160.00			1500	180	160.00	fishing permits
card0304	TIC Sales	66.00			1500	180	66.00	Owen coach tickets
card0304	TIC Sales	16.99			1510	180	16.99	books and maps
card0304	TIC Sales	55.90			1500	180	55.90	National Express tickets
card0304	TIC Sales	61.48		10.25	1510	180	51.23	bags and other sales
502218	Banked: 01/04/2025	290.94						
502218	TIC Sales	170.00			1500	180	170.00	fishing license
502218	TIC Sales	22.00			1500	180	22.00	Owens coach tickets
502218	Various	98.94		16.49	1510	180	82.45	souvenirs other sales
502802	Banked: 01/04/2025	405.44						
502802	Meals On Wheels	405.44		67.57	1650	200	337.87	two weeks cash to 28th March
502081	Banked: 01/04/2025	529.00						
502081	Meals On Wheels	529.00		88.17	1650	200	440.83	Meals 2 wks inc Haven to 28/3
502082	Banked: 01/04/2025	268.56						
502082	Meals On Wheels	268.56		44.76	1650	200	223.80	meals income to 28th March
card2703	Banked: 01/04/2025	790.00						
card2703	TIC Sales	790.00			1500	180	790.00	Owens coaches tickets
	Banked: 01/04/2025	120.00						
	Sales Recpts Page 1077	120.00	120.00		100			Sales Recpts Page 1077
	Banked: 01/04/2025	26.00						
	Sales Recpts Page 1080	26.00	26.00		100			Sales Recpts Page 1080
	Banked: 01/04/2025	416.67						
	Sales Recpts Page 1081	416.67	416.67		100			Sales Recpts Page 1081
card0704	Banked: 01/04/2025	332.45						
card0704	TIC Sales	272.00			1500	180	272.00	Owens coach tickets
card0704	TIC Sales	28.95			1510	180	28.95	books maps
card0704	TIC Sales	31.50		5.25	1510	180	26.25	souvenirs
	Banked: 01/04/2025	408.00						
	Sales Recpts Page 1086	408.00	408.00		100			Sales Recpts Page 1086
card0704	Banked: 01/04/2025	-332.45						
card0704	TIC Sales	-31.50			1500	180	-31.50	souvenirs
card0704	TIC Sales	-272.00			1500	180	-272.00	Owens coaches
card0704	TIC Sales	-28.95			1510	180	-28.95	books and maps
April 25	Banked: 01/04/2025	529.11						
	Sales Recpts Page 1087	529.11	529.11		100			Sales Recpts Page 1087

Receipts for Month 1

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 02/04/2025	120.00						
	Sales Recpts Page 1069	120.00	120.00		100			Sales Recpts Page 1069
card2803	Banked: 02/04/2025	69.00						
card2803	TIC Sales	55.00			1500	180	55.00	fishing permit
card2803	TIC Sales	13.00			1510	180	13.00	books maps
card2803	TIC Sales	1.00		0.17	1510	180	0.83	other sales
card2903	Banked: 02/04/2025	915.85						
card2903	TIC Sales	609.00			1500	180	609.00	Owens coach tickets
card2903	TIC Sales	28.85			1510	180	28.85	books maps
card2903	Meals On Wheels	143.00		23.83	1650	200	119.17	Meals card 29th March
card2903	TIC Sales	110.00		18.33	1500	180	91.67	fishing licenses
card2903	Various	25.00		4.17	1510	180	20.83	other sales
	Banked: 02/04/2025	58.00						
	Sales Recpts Page 1078	58.00	58.00		100			Sales Recpts Page 1078
	Banked: 03/04/2025	120.00						
	Sales Recpts Page 1071	120.00	120.00		100			Sales Recpts Page 1071
card3103	Banked: 03/04/2025	367.00						
card3103	TIC Sales	155.00			1500	180	155.00	fishing permits
card3103	Meals On Wheels	165.00			1650	200	165.00	Meals card 31st March
card3103	TIC Sales	26.00			1510	180	26.00	maps
card3103	TIC Sales	21.00		3.50	1510	180	17.50	other sales
	Banked: 04/04/2025	3,000.00						
	Sales Recpts Page 1072	3,000.00	3,000.00		100			Sales Recpts Page 1072
card0104	Banked: 04/04/2025	468.48						
card0104	Various	150.00			1500	180	150.00	fishing permit
card0104	Meals On Wheels	266.50		44.42	1650	200	222.08	Meals card 1st April
card0104	TIC Sales	51.98		8.66	1510	180	43.32	jewellery other sales
BK267	Banked: 07/04/2025	30.00						
	Sales Recpts Page 1073	30.00	30.00		100			Sales Recpts Page 1073
card0204	Banked: 07/04/2025	153.00						
card0204	TIC Sales	153.00			1500	180	153.00	Owens coach tickets
502290	Banked: 08/04/2025	123.62						
502290	Various	123.62			1860	230	123.62	flicks in sticks donations
card0404	Banked: 08/04/2025	84.89						
card0404	TIC Sales	22.00			1500	180	22.00	Owens coach tickets
card0404	TIC Sales	36.40			1500	180	36.40	National Express tickets
card0404	TIC Sales	13.00			1510	180	13.00	maps
card0404	TIC Sales	13.49		2.25	1510	180	11.24	souvenirs and other sales
	Banked: 09/04/2025	120.00						
	Sales Recpts Page 1076	120.00	120.00		100			Sales Recpts Page 1076

Receipts for Month 1

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
card0504	Banked: 09/04/2025	298.76						
card0504	TIC Sales	161.00			1500	180	161.00	fishing permit
card0504	TIC Sales	25.79			1510	180	25.79	books
card0504	TIC Sales	111.97		18.66	1510	180	93.31	jewellery bags souvenirs
502219	Banked: 09/04/2025	246.28						
502219	TIC Sales	3.99			1510	180	3.99	maps
502219	TIC Sales	100.00			1500	180	100.00	fishing licenses
502219	TIC Sales	83.00			1500	180	83.00	Owens coaches tickets
502219	TIC Sales	59.29		9.88	1510	180	49.41	souvenirs other sales
502083	Banked: 09/04/2025	227.50						
502083	Meals On Wheels	227.50		37.92	1650	200	189.58	Meals 4th April Haven
502084	Banked: 09/04/2025	383.58						
502084	Meals On Wheels	383.58		63.93	1650	200	319.65	Meals income
	Banked: 10/04/2025	20,000.00						
100425	30 Day A/C	20,000.00			201		20,000.00	transfer from reserves
card0704	Banked: 10/04/2025	332.45						
card0704	TIC Sales	272.00			1500	180	272.00	Owens coach tickets
card0704	TIC Sales	28.95			1510	180	28.95	books and maps
card0704	TIC Sales	31.50		5.25	1510	180	26.25	souvenirs
card0804	Banked: 11/04/2025	1,203.92						
card0804	TIC Sales	5.95			1510	180	5.95	books
card0804	TIC Sales	851.00			1500	180	851.00	Owens coaches
card0804	Meals On Wheels	286.00		47.67	1650	200	238.33	meals card cp 1104
card0804	TIC Sales	60.97		10.16	1510	180	50.81	bags and souvenirs
card0904	Banked: 14/04/2025	194.00						
card0904	TIC Sales	84.00			1500	180	84.00	Owens coach tickets
card0904	TIC Sales	13.00			1510	180	13.00	maps
card0904	TIC Sales	50.00			1500	180	50.00	fishing permits
card0904	TIC Sales	47.00		7.83	1510	180	39.17	bags other
	Banked: 15/04/2025	48.00						
	Sales Recpts Page 1084	48.00	48.00		100			Sales Recpts Page 1084
card1004	Banked: 15/04/2025	19.96						
card1004	TIC Sales	19.96		3.33	1510	180	16.63	souvenirs
card1104	Banked: 16/04/2025	163.50						
card1104	TIC Sales	118.00			1500	180	118.00	Owens coach tickets
card1104	TIC Sales	45.50		7.58	1510	180	37.92	bags souvenirs
card1204	Banked: 16/04/2025	69.00						
card1204	TIC Sales	69.00		11.50	1510	180	57.50	bags
VATQ4	Banked: 16/04/2025	12,512.34						
VATQ4	HM Revenue Customs	12,512.34			105		12,512.34	VAT Q4 2425

Receipts for Month 1

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
502220	Banked: 16/04/2025	101.50						
502220	TIC Sales	52.00			1500	180	52.00	fishing permits
502220	TIC Sales	49.50		8.25	1510	180	41.25	bags souvenirs other
502085	Banked: 16/04/2025	189.86						
502085	Meals On Wheels	189.86		31.64	1650	200	158.22	Meals cash 11thApril
502086	Banked: 16/04/2025	227.50						
502086	Meals On Wheels	227.50		37.92	1650	200	189.58	meals Haven 11th April
card1404	Banked: 17/04/2025	74.10						
card1404	TIC Sales	71.60			1500	180	71.60	National Express tickets
card1404	TIC Sales	2.50		0.42	1510	180	2.08	other sales
card1504	Banked: 22/04/2025	94.95						
card1504	TIC Sales	44.00			1500	180	44.00	Owens coaches
card1504	TIC Sales	4.95			1510	180	4.95	books
card1504	TIC Sales	46.00		7.67	1510	180	38.33	bags
502087	Banked: 23/04/2025	198.45						
502087	Meals On Wheels	198.45		33.08	1650	200	165.37	Meals cash payment 22nd April
card1604	Banked: 23/04/2025	338.50						
card1604	TIC Sales	65.00			1500	180	65.00	fishing permits
card1604	Meals On Wheels	247.50		41.25	1650	200	206.25	meals card 16th April
card1604	TIC Sales	26.00		4.33	1510	180	21.67	souvenirs other sales
502221	Banked: 23/04/2025	450.07						
502221	TIC Sales	105.00			1500	180	105.00	fishing licenses
502221	TIC Sales	8.60			1500	180	8.60	National Express tickets
502221	TIC Sales	214.00			1500	180	214.00	Owens coach tickets
502221	TIC Sales	122.47		20.41	1510	180	102.06	souvenirs bags jewellery
	Banked: 23/04/2025	10,000.00						
reserves	30 Day A/C	10,000.00			201		10,000.00	reserves transfer 23rd April
card1904	Banked: 24/04/2025	107.50						
card1904	TIC Sales	50.00			1500	180	50.00	fishing license
card1904	TIC Sales	13.00			1510	180	13.00	maps
card1904	TIC Sales	44.50		7.42	1510	180	37.08	bags souvenirs
card1804	Banked: 24/04/2025	549.99						
card1804	TIC Sales	330.00			1500	180	330.00	Owens coaches
card1804	TIC Sales	178.00			1500	180	178.00	fishing licenses
card1804	TIC Sales	41.99		7.00	1510	180	34.99	souvenirs bags
card1704	Banked: 24/04/2025	1,997.93						
card1704	TIC Sales	1,850.00			1500	180	1,850.00	Owens coach tickets
card1704	TIC Sales	57.00			1500	180	57.00	fishing licenses
card1704	TIC Sales	90.93		15.16	1510	180	75.77	jewellery bags souvenirs
502291	Banked: 24/04/2025	50.00						
502291	Various	50.00			1895	230	50.00	donations EasterEggHunt raffle

Receipts for Month 1

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
502291	Banked: 24/04/2025	15.00						
502291	Various	15.00		2.50	1200	110	12.50	Pop-Up Market Stall
card2204	Banked: 25/04/2025	175.99						
card2204	TIC Sales	100.00			1500	180	100.00	Owens coaches
card2204	TIC Sales	55.00			1500	180	55.00	fishing permits
card2204	TIC Sales	20.99		3.50	1510	180	17.49	souvenirs jewellery
502088	Banked: 25/04/2025	305.00						
502088	Meals On Wheels	305.00		50.83	1650	200	254.17	Haven sandwiches meals cash
502089	Banked: 28/04/2025	273.18						
502089	TIC Sales	273.18		45.53	1650	200	227.65	Meals on wheels cash 25thApril
card2304	Banked: 28/04/2025	41.20						
card2304	TIC Sales	10.00			1500	180	10.00	Fishing permit
card2304	TIC Sales	27.70			1500	180	27.70	National Express tickets
card2304	TIC Sales	3.50		0.58	1510	180	2.92	souvenirs
	Banked: 28/04/2025	26.00						
	Sales Recpts Page 1088	26.00	26.00		100			Sales Recpts Page 1088
	Banked: 28/04/2025	50.00						
	Sales Recpts Page 1089	50.00	50.00		100			Sales Recpts Page 1089
card2404	Banked: 29/04/2025	87.60						
card2404	TIC Sales	50.00			1500	180	50.00	fishing license
card2404	TIC Sales	34.10			1500	180	34.10	National Express tickets
card2404	TIC Sales	3.50		0.58	1510	180	2.92	souvenirs
	Banked: 29/04/2025	26.00						
	Sales Recpts Page 1093	26.00	26.00		100			Sales Recpts Page 1093
	Banked: 29/04/2025	26.00						
	Sales Recpts Page 1094	26.00	26.00		100			Sales Recpts Page 1094
	Banked: 30/04/2025	300.00						
	Sales Recpts Page 1090	300.00	300.00		100			Sales Recpts Page 1090
	Banked: 30/04/2025	145.00						
	Sales Recpts Page 1091	145.00	145.00		100			Sales Recpts Page 1091
	Banked: 30/04/2025	260,534.00						
	Sales Recpts Page 1092	260,534.00	260,534.00		100			Sales Recpts Page 1092
card2504	Banked: 30/04/2025	122.50						
card2504	TIC Sales	115.00			1500	180	115.00	fishing permits
card2504	TIC Sales	7.50		1.25	1510	180	6.25	souvenirs other sales
card2604	Banked: 30/04/2025	159.50						
card2604	TIC Sales	110.00			1500	180	110.00	fishing permits
card2604	TIC Sales	44.00			1500	180	44.00	Owens coach tickets
card2604	TIC Sales	5.50		0.92	1510	180	4.58	souvenirs

Date: 07/05/2025

Welshpool Town Council 2025-2026

Page: 439

Time: 11:17

Cashbook 1

User: 6091.V.VOYSEY

Current Bank A/c

For Month No: 1

Receipts for Month 1

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>
502222	Banked: 30/04/2025	131.98						
502222	TIC Sales	50.00			1500	180	50.00	fishing licenses
502222	TIC Sales	35.00			1500	180	35.00	Owens coach tickets
502222	TIC Sales	46.98		7.83	1510	180	39.15	souvenirs other sales
	Banked: 30/04/2025	30.00						
	Sales Recpts Page 1095	30.00	30.00		100			Sales Recpts Page 1095
Total Receipts for Month		322,582.52	266,412.78	889.60			55,280.14	
Cashbook Totals		337,029.67	266,412.78	889.60			69,727.29	

Continued on Page 440

Payments for Month 1

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/04/2025	Petty Cash	meals cost	268.56			255		268.56	meals cash to end 28th March
01/04/2025	Online Playgrounds	63822	96.00	96.00		500			spring rocker for playground
01/04/2025	United Technology	3226 3227	297.73	297.73		500			AP Management
01/04/2025	British Gas	602060259	1,166.31	1,166.31		500			day centre electricity
01/04/2025	British Gas	duplicate	-1,166.31	-1,166.31		500			invoice entered twice in error
10/04/2025	British Gas	800680218	1,166.31	1,166.31		500			electricity day centre
11/04/2025	British Gas	813253048	11.76	11.76		500			electricity bowling club
11/04/2025	Owens Coaches	End march	4,305.56	4,305.56		500			coach tickets end March 25
11/04/2025	HMRC - PAYE	month 11	3,110.60	3,110.60		500			Income Tax Month 11
11/04/2025	Boys & Boden Ltd	329098	9.50	9.50		500			drill bit frame anchor
11/04/2025	Stone Technical Services Group	27194	262.08	262.08		500			annual lighting inspectic
11/04/2025	National Express Ltd	2802025	232.88	232.88		500			National Express ticket
11/04/2025	National Express Ltd	245257	242.94	242.94		500			coach ticket costs
11/04/2025	Moprgan Fire and Security Syst	132857	420.00	420.00		500			system monitoring fire alarm
11/04/2025	Rentokil Initial	35392606	1,666.50	1,666.50		500			rentokil initial february
11/04/2025	One Voice Wales	9202	40.00	40.00		500			training - employer
11/04/2025	Lex AutoLease	7333504	532.68	532.68		500			lease van rental
11/04/2025	Commercial Vehicle Contracts L	16170	1,561.92	1,561.92		500			monthly lease van
11/04/2025	Arts Alive	48335	180.00	180.00		500			Yesterday
11/04/2025	Permanent Recruitment Solution	6177	626.40	626.40		500			cleaning services
11/04/2025	GWE Cambrian WEB	6112	216.00	216.00		500			website hosting
11/04/2025	H Balard & Son	64591	136.03	136.03		500			diesel
11/04/2025	Potters Recycling	059210	419.09	419.09		500			waste recycling
11/04/2025	Independent Playground Company	11 part 1	390.00	390.00		500			installation of new bolts
11/04/2025	Nick Roberts	3011	108.00	108.00		500			electrical works ladies toilet
11/04/2025	Powys County Council	THrates04	3,002.00	3,002.00		500			business rates Town Hc
15/04/2025	Autorama Vanrama	April Van	53.82	53.82		500			April 25 lease van
17/04/2025	Sefe Energy	3779625	690.33	690.33		500			day centre gas supply
22/04/2025	Enreach	Enrch 0425	1,170.30	1,170.30		500			broadband phone all buildings
22/04/2025	LLoyds Bank Cardnet	Cardnet 04	101.75	101.75		500			Cardnet Lloyds April 05
23/04/2025	Boys & Boden Ltd	321841	11.00	11.00		500			hole filler white
23/04/2025	Rialtus Business Solutions Ltd	32894	139.20	139.20		500			making tax digital
23/04/2025	Boys & Boden Ltd	378315	22.61	22.61		500			pear handrail pine
23/04/2025	SLCC Enterprises Ltd	206950	144.00	144.00		500			ILCA
23/04/2025	Arther J Gallagher Insurance	543160505	367.36	367.36		500			cyber insurance
23/04/2025	Boys & Boden Ltd	330795	6.84	6.84		500			frame anchor
23/04/2025	Boys & Boden Ltd	54	123.23	123.23		500			plywood
23/04/2025	Rialtus Business Solutions Ltd	32897	139.20	139.20		500			allotments license and support
23/04/2025	Rialtus Business Solutions Ltd	32896	318.00	318.00		500			softwared allotments
23/04/2025	Hardings Shed and Garden Suppl	562	19.99	19.99		500			supreme unleaded
23/04/2025	Charlies Stores Ltd	602243161	298.98	298.98		500			blower and pliers
23/04/2025	Arther J Gallagher Insurance	63327	1,210.28	1,210.28		500			engineering and

Payments for Month 1

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
									construction
23/04/2025	Permanent Recruitment Solution	6266	668.16	668.16		500			cleaning services
23/04/2025	Permanent Recruitment Solution	6113	668.16	668.16		500			cleaning services
23/04/2025	Commercial Vehicle Contracts L	16945	520.64	520.64		500			monthly rental ford trans
23/04/2025	AA Catering Disposables Ltd	60675	123.33	123.33		500			foils and lids for meals
23/04/2025	Banwy Fuedl Ltd	4216863	345.98	345.98		500			gas oil - diesel for machines
23/04/2025	Permanent Recruitment Solution	6150	668.16	668.16		500			cleaning services
23/04/2025	Idea Ingham Energy Ltd	5711s	300.00	300.00		500			Commercial EPC
23/04/2025	Total Energies	T Energies	4,465.47	4,465.47		500			electricity Triangle Hous
23/04/2025	HMRC - PAYE	11	3,227.93	3,227.93		500			NiC Month 11
28/04/2025	Severn Trent Water Ltd	cc payment	89.52	89.52		500			water supply Town Hall
28/04/2025	Lloyds Bank Credit Card	April 25	1,498.22	1,498.22		500			Credit card April 2025
28/04/2025	Staff Salaries	Salaries 1	1,988.06	1,988.06		500			Salaries month 1
28/04/2025	Staff Salaries	April 1 25	17,898.00	17,898.00		500			Salaries month 1
28/04/2025	Petty Cash	c card	100.00			255		100.00	cash via credit card
28/04/2025	Lloyds Bank Credit Card	April 252	0.04	0.04		500			credit card fees
29/04/2025	British Gas	5219	150.26	150.26		500			day centre electricity
30/04/2025	Arther J Gallagher Insurance	54316482	25,432.71	25,432.71		500			main insurance policy
30/04/2025	SLCC Enterprises Ltd	221221-1	36.00	36.00		500			New Clerk Series Welsl Event
30/04/2025	Permanent Recruitment Solution	6053	584.64	584.64		500			cleaning services
30/04/2025	David Whyman Maps	154966	471.02	471.02		500			Maps for sale in TiC
30/04/2025	Dan Johnson Plumbing & Heating	522	1,010.00	1,010.00		500			Boiler repair day care centre
30/04/2025	HMRC - PAYE	taxmonth10	229.81	229.81		500			Income Tax Month 10
30/04/2025	HMRC - PAYE	month 12	3,254.04	3,254.04		500			NIC month 12
30/04/2025	Rialtus Business Solutions Ltd	32893	1,834.80	1,834.80		500			Omega cashbook for year
30/04/2025	Rentokil Initial	35426763	833.25	833.25		500			toilet hygiene contract
30/04/2025	Permanent Recruitment Solution	6283	626.73	626.73		500			cleaning services
30/04/2025	Dan Johnson Plumbing & Heating	623	480.00	480.00		500			inspecting leak at day centre
30/04/2025	G J Jones - Bunting	Bunting 23	364.00	364.00		500			Bunting erecton remove 23
30/04/2025	Owens Coaches	End Feb	3,518.70	3,518.70		500			cost coach tickets end Feb
30/04/2025	Rialtus Business Solutions Ltd	32898	2,044.80	2,044.80		500			cloud user fee
30/04/2025	Permanent Recruitment Solution	6308	694.27	694.27		500			cleaning services
30/04/2025	Severn Trent Water Ltd	933144459	29.19	29.19		500			water supply pavilion
30/04/2025	Silk Sharples Jennings	survey	13,800.00	13,800.00		500			quinquennial surveys
30/04/2025	Permanent Recruitment Solution	6334	607.49	607.49		500			cleaning services
30/04/2025	CHAMPIONS MUSIC AND ENTERTAINM	76860	720.00	720.00		500			Tina Turner tribute act 50%
30/04/2025	Mr C P Roberts	3000	3,000.00	3,000.00		500			railway docks rent
30/04/2025	Rialtus Business Solutions Ltd	32519	336.00	336.00		500			group training rialtas
30/04/2025	HMRC - PAYE	tax 12	3,372.26	3,372.26		500			HMRC month 12
30/04/2025	G J Jones - Bunting	bunting 24	336.00	336.00		500			Bunting - erection removal
30/04/2025	John Deere Financial	67229	426.66	426.66		500			JD 2653 Mower Lease
30/04/2025	RCI Mobilize Financial Service	83466124	252.85	252.85		500			Kangoo lease installme
30/04/2025	Rialtus Business Solutions Ltd	32895	566.40	566.40		500			Bookings software

Payments for Month 1					Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
30/04/2025	Arther J Gallagher Insurance	543163132	4,697.66	4,697.66		500			vehicles insurance
30/04/2025	LLoyds Bank Cardnet	April 25	29.40	29.40		500			Cardnet April 25
30/04/2025	LLoyds Bank Charges	April252	60.63	60.63		500			bank charges Apri 25
30/04/2025	Powys County Council	TiCrates1	2,414.00	2,414.00		500			Rates TiC 2025 to 2026
30/04/2025	30 Day A/C	precept	200,000.00			201		200,000.00	transfer to reserves
30/04/2025	Powys County Council	6000668780	582.20	582.20		500			motte and bailey rates
Total Payments for Month			329,476.87	129,108.31	0.00			200,368.56	
Balance Carried Fwd			7,552.80						
Cashbook Totals			337,029.67	129,108.31	0.00			207,921.36	

Appendix X

Receipts for Month 1

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 :		275.71					275.71	
	Banked: 01/04/2025	0.20						
	Sales Recpts Page 1068	0.20	0.20		100			Sales Recpts Page 1068
502084	Banked: 01/04/2025	152.27						
502084	Meals On Wheels	152.27		25.38	1650	200	126.89	meals cash 4th April
	Banked: 01/04/2025	268.56						
meals cost	Current Bank A/c	268.56			200		268.56	meals cash to end 28th March
502085	Banked: 11/04/2025	189.14						
502085	TIC Sales	189.14			4710	200	189.14	Food costs meals
	Banked: 28/04/2025	100.00						
c card	Current Bank A/c	100.00			200		100.00	cash via credit card
Total Receipts for Month		710.17	0.20	25.38			684.59	
Cashbook Totals		<u>985.88</u>	<u>0.20</u>	<u>25.38</u>			<u>960.30</u>	

Payments for Month 1

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>
01/04/2025	Petty Cash - consumeables	BACS	268.56			4710	200	268.56	meals costs cash end 28th Mars
01/04/2025	Nick Roberts	1427	1.00	1.00		500			repair broken socket landing
01/04/2025	Petty Cash - consumeables	BACS	16.10			4710	200	16.10	food supplies
04/04/2025	Petty Cash - consumeables	BACS	152.27			4710	200	152.27	meals costs
11/04/2025	Petty Cash - consumeables	BACS	189.14			4710	200	189.14	Petty Cash - consumeables
15/04/2025	Petty Cash - Misc Costs	BACS	27.90			5140	230	27.90	chocolates for Easter Egg Hunt
23/04/2025	Petty Cash - Misc Costs	BACS	44.99			4866	210	44.99	charger for laptop
28/04/2025	Petty Cash - Misc Costs	BACS	5.50			4875	130	5.50	suncream outdoor staff
28/04/2025	Petty Cash - Misc Costs	BACS	16.00			4085	140	16.00	road signs
29/04/2025	Petty Cash - Misc Costs	BACS	10.83			4875	130	10.83	suncream hayfever tablets
30/04/2025	Petty Cash - consumeables	BACS	3.73			4900	210	3.73	tea, coffee, milk for meetings
30/04/2025	Petty Cash - Misc Costs	BACS	9.58			4900	210	9.58	coffee biscuits meetings
30/04/2025	Petty Cash - consumeables	BACS	16.67			4900	100	16.67	milk, coffee, tea for meetings
Total Payments for Month			762.27	1.00	0.00			761.27	
Balance Carried Fwd			223.61						
Cashbook Totals			985.88	1.00	0.00			984.88	

Appendix Y

Date: 07/05/2025

Welshpool Town Council 2025-2026

Page: 133

Time: 11:24

Cashbook 2

User: 6091.V.VOYSEY

30 Day A/C

For Month No: 1

Receipts for Month 1

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 :		32,216.53					32,216.53	
04/25 Int	Banked: 09/04/2025	29.22						
04/25 Int	Lloyds Bank	29.22			1080	210	29.22	Bank Interest April 25
	Banked: 30/04/2025	200,000.00						
precept	Current Bank A/c	200,000.00			200		200,000.00	transfer to reserves

Total Receipts for Month	200,029.22	0.00	0.00	200,029.22
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Cashbook Totals	232,245.75	0.00	0.00	232,245.75
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Continued on Page 134

Payments for Month 1				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>
10/04/2025	Current Bank A/c	100425	20,000.00			200		20,000.00 transfer from reserves
23/04/2025	Current Bank A/c	reserves	10,000.00			200		10,000.00 reserves transfer 23rd April
Total Payments for Month			30,000.00	0.00	0.00			30,000.00
Balance Carried Fwd			202,245.75					
Cashbook Totals			232,245.75	0.00	0.00			232,245.75

Appendix Z

Detailed Income & Expenditure by Budget Heading 15/05/2025

Month No: 1

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Finance & Governance								
210 Administration & Management								
1076 Precept	781,600	781,600	781,600	0			100.0%	
1080 Income -Interest	29	29	500	471			5.8%	
Administration & Management :- Income	781,629	781,629	782,100	471			99.9%	0
4000 Salary	6,289	6,289	135,830	129,541		129,541	4.6%	
4005 HMRC	2,425	2,425	13,815	11,390		11,390	17.6%	
4010 Pension Payments	608	608	6,657	6,049		6,049	9.1%	
4011 PCC Pension Shortfall	0	0	10,100	10,100		10,100	0.0%	
4020 Training Staff	150	150	4,000	3,850		3,850	3.8%	
4021 Training Councillors	0	0	1,000	1,000		1,000	0.0%	
4025 Uniforms	0	0	250	250		250	0.0%	
4055 Rates	0	0	7,500	7,500		7,500	0.0%	
4060 Services	807	807	7,500	6,693		6,693	10.8%	
4065 Mobile Phones	0	0	250	250		250	0.0%	
4095 Licenses	(130)	(130)	0	130		130	0.0%	
4100 Cleaning & Materials	506	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	0	0	1,000	1,000		1,000	0.0%	
4470 Bank Charges	61	61	1,000	939		939	6.1%	
4725 Stationery	(0)	(0)	2,000	2,000		2,000	0.0%	
4850 Insurance	31,708	31,708	32,000	292		292	99.1%	
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	3,711	3,711	15,000	11,289		11,289	24.7%	
4870 Mayoral & Senior Allowance	0	0	1,500	1,500		1,500	0.0%	
4875 Health & Safety	0	0	7,000	7,000		7,000	0.0%	
4880 Electrical Testing	0	0	500	500		500	0.0%	
4885 Elections	6,964	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	(12)	(12)	500	512		512	(2.4%)	
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	53,087	53,087	268,652	215,565	0	215,565	19.8%	0
Net Income over Expenditure	728,543	728,543	513,448	(215,095)				
Finance & Governance :- Income	781,629	781,629	782,100	471			99.9%	
Expenditure	53,087	53,087	268,652	215,565	0	215,565	19.8%	
Movement to/(from) Gen Reserve	728,543	728,543	513,448	(215,095)				

Continued over page

Detailed Income & Expenditure by Budget Heading 15/05/2025

Month No: 1

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Operations & Development								
100 Town Hall								
1100 Income -Corn Exchange	575	575	7,000	6,425			8.2%	
1105 Income -Assembly Rooms	170	170	1,800	1,630			9.4%	
1110 Income -Other Rooms	0	0	1,000	1,000			0.0%	
1120 Income -Telephone Mast Rental	0	0	5,000	5,000			0.0%	
Town Hall :- Income	745	745	14,800	14,055			5.0%	0
4000 Salary	4,132	4,132	68,355	64,223		64,223	6.0%	
4005 HMRC	1,352	1,352	6,885	5,533		5,533	19.6%	
4010 Pension Payments	424	424	6,657	6,233		6,233	6.4%	
4055 Rates	36,068	36,068	35,000	(1,068)		(1,068)	103.1%	
4060 Services	3,515	3,515	60,000	56,485		56,485	5.9%	
4085 Repairs & Maintenance	549	549	15,000	14,451		14,451	3.7%	
4095 Licenses	130	130	1,500	1,370		1,370	8.7%	
4100 Cleaning & Materials	2,164	2,164	10,000	7,836		7,836	21.6%	
4200 Waste Collection	653	653	1,500	847		847	43.6%	
4202 Consumables	0	0	500	500		500	0.0%	
4340 Equipment	(449)	(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	17	17	1,500	1,483		1,483	1.1%	
Town Hall :- Indirect Expenditure	48,555	48,555	208,897	160,342	0	160,342	23.2%	0
Net Income over Expenditure	(47,810)	(47,810)	(194,097)	(146,287)				
110 Markets								
1200 Income -Market Stalls	1,587	1,587	13,000	11,413			12.2%	
1205 Income -Outdoor Markets	135	135	1,000	865			13.5%	
Markets :- Income	1,722	1,722	14,000	12,278			12.3%	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	1,722	1,722	12,500	10,778				
130 Recreation								
1340 Income - Rec Club Rents etc	0	0	3,000	3,000			0.0%	
1350 Income -Allotments	0	0	600	600			0.0%	
Recreation :- Income	0	0	3,600	3,600			0.0%	0

Detailed Income & Expenditure by Budget Heading 15/05/2025

Month No: 1

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4020 Training Staff	0	0	2,000	2,000		2,000	0.0%	
4060 Services	0	0	2,500	2,500		2,500	0.0%	
4085 Repairs & Maintenance	226	226	6,000	5,774		5,774	3.8%	
4202 Consumeables	0	0	500	500		500	0.0%	
4340 Equipment	0	0	2,500	2,500		2,500	0.0%	
4341 Play Equipment	650	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%	
4401 Vehicle Running Costs	322	322	1,000	678		678	32.2%	
4875 Health & Safety	16	16	250	234		234	6.5%	
4900 Miscellaneous Costs	0	0	100	100		100	0.0%	
Recreation :- Indirect Expenditure	1,215	1,215	64,300	63,085	0	63,085	1.9%	0

Net Income over Expenditure **(1,215)** **(1,215)** **(60,700)** **(59,485)**

<u>140 Street Scene</u>								
4000 Salary	4,035	4,035	65,079	61,044		61,044	6.2%	
4005 HMRC	1,357	1,357	6,566	5,209		5,209	20.7%	
4010 Pension Payments	453	453	4,662	4,209		4,209	9.7%	
4020 Training Staff	0	0	1,000	1,000		1,000	0.0%	
4025 Uniforms	0	0	500	500		500	0.0%	
4026 PPE	0	0	500	500		500	0.0%	
4065 Mobile Phones	0	0	200	200		200	0.0%	
4085 Repairs & Maintenance	330	330	1,200	870		870	27.5%	
4200 Waste Collection	0	0	2,500	2,500		2,500	0.0%	
4340 Equipment	449	449	3,000	2,551		2,551	15.0%	
4400 Vehicles	923	923	5,400	4,477		4,477	17.1%	
4401 Vehicle Running Costs	17	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	7,563	7,563	93,807	86,244	0	86,244	8.1%	0

Net Expenditure **(7,563)** **(7,563)** **(93,807)** **(86,244)**

<u>150 Toilets</u>								
4060 Services	874	874	3,000	2,126		2,126	29.1%	

Detailed Income & Expenditure by Budget Heading 15/05/2025

Month No: 1

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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	874	874	19,000	18,126	0	18,126	4.6%	0
Net Expenditure	(874)	(874)	(19,000)	(18,126)				
<u>160 Motte & Bailey Castle</u>								
4055 Rates	582	582	0	(582)		(582)	0.0%	
4060 Services	29	29	1,200	1,171		1,171	2.4%	
4085 Repairs & Maintenance	12	12	5,000	4,988		4,988	0.2%	
4095 Licenses	0	0	1,350	1,350		1,350	0.0%	
4550 Rent Private Land	3,000	3,000	3,000	0		0	100.0%	
Motte & Bailey Castle :- Indirect Expenditure	3,624	3,624	10,550	6,926	0	6,926	34.3%	0
Net Expenditure	(3,624)	(3,624)	(10,550)	(6,926)				
<u>190 Ann Holloway Centre</u>								
1110 Income -Other Rooms	347	347	5,000	4,653			6.9%	
1300 Income - Rent	25	25	0	(25)			0.0%	
1635 Income -Lease	0	0	6,000	6,000			0.0%	
Ann Holloway Centre :- Income	372	372	11,000	10,628			3.4%	0
4060 Services	2,085	2,085	12,000	9,915		9,915	17.4%	
4085 Repairs & Maintenance	730	730	5,000	4,270		4,270	14.6%	
4100 Cleaning & Materials	0	0	4,000	4,000		4,000	0.0%	
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	2,815	2,815	23,100	20,285	0	20,285	12.2%	0
Net Income over Expenditure	(2,443)	(2,443)	(12,100)	(9,657)				
<u>200 Meals on Wheels</u>								
1650 Income -Meals on Wheels	3,584	3,584	20,000	16,416			17.9%	
Meals on Wheels :- Income	3,584	3,584	20,000	16,416			17.9%	0
4000 Salary	1,208	1,208	21,735	20,527		20,527	5.6%	
4005 HMRC	340	340	801	461		461	42.5%	
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%	

Detailed Income & Expenditure by Budget Heading 15/05/2025

Month No: 1

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4400 Vehicles	211	211	4,000	3,789		3,789	5.3%	
4710 Meal Costs	540	540	8,000	7,460		7,460	6.7%	
4900 Miscellaneous Costs	0	0	200	200		200	0.0%	
Meals on Wheels :- Indirect Expenditure	2,299	2,299	35,986	33,687	0	33,687	6.4%	0
Net Income over Expenditure	1,285	1,285	(15,986)	(17,271)				
Operations & Development :- Income	6,423	6,423	63,400	56,977			10.1%	
Expenditure	66,945	66,945	457,140	390,195	0	390,195	14.6%	
Movement to/(from) Gen Reserve	(60,522)	(60,522)	(393,740)	(333,218)				

Events & Tourism180 Tourist Information

1500 Income -Commission Sales	7,879	7,879	40,000	32,121			19.7%	
1505 Income -Rail Ticket	529	529	8,000	7,471			6.6%	
1510 Income -Direct Sales	774	774	13,500	12,726			5.7%	
Tourist Information :- Income	9,182	9,182	61,500	52,318			14.9%	0
4000 Salary	4,221	4,221	63,145	58,924		58,924	6.7%	
4005 HMRC	982	982	4,325	3,343		3,343	22.7%	
4010 Pension Payments	710	710	7,552	6,842		6,842	9.4%	
4055 Rates	4,828	4,828	4,700	(128)		(128)	102.7%	
4060 Services	315	315	10,000	9,685		9,685	3.1%	
4085 Repairs & Maintenance	0	0	2,000	2,000		2,000	0.0%	
4100 Cleaning & Materials	0	0	1,000	1,000		1,000	0.0%	
4660 Direct Stock	129	129	15,000	14,871		14,871	0.9%	
4661 Commission Costs	583	583	35,000	34,417		34,417	1.7%	
4662 Train ticket costs	0	0	5,000	5,000		5,000	0.0%	
4866 IT Costs	0	0	200	200		200	0.0%	
4875 Health & Safety	0	0	200	200		200	0.0%	
4900 Miscellaneous Costs	85	85	500	415		415	16.9%	
Tourist Information :- Indirect Expenditure	11,852	11,852	148,622	136,770	0	136,770	8.0%	0
Net Income over Expenditure	(2,670)	(2,670)	(87,122)	(84,452)				

230 Events

1850 Income -Carnival	0	0	1,000	1,000			0.0%	
1860 Income -Flicks in the Sticks	124	124	1,200	1,076			10.3%	
1870 Income Fireworks Display	0	0	2,000	2,000			0.0%	
1880 Income -Winter Festival	0	0	700	700			0.0%	
1895 Income-Other Events	50	50	1,500	1,450			3.3%	
Events :- Income	174	174	6,400	6,226			2.7%	0

Detailed Income & Expenditure by Budget Heading 15/05/2025

Month No: 1

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4065 Mobile Phones	0	0	250	250		250	0.0%	
4900 Miscellaneous Costs	0	0	500	500		500	0.0%	
5100 Flicks in the Sticks	0	0	1,500	1,500		1,500	0.0%	
5105 Fireworks Display	0	0	2,500	2,500		2,500	0.0%	
5115 Remembrance	0	0	500	500		500	0.0%	
5120 Winter Festival	0	0	2,000	2,000		2,000	0.0%	
5121 Christmas Lights	0	0	2,000	2,000		2,000	0.0%	
5140 Easter Egg Hunt	28	28	0	(28)		(28)	0.0%	
5190 Community Events	1,095	1,095	3,000	1,905		1,905	36.5%	
5192 Carnival	0	0	2,500	2,500		2,500	0.0%	
Events :- Indirect Expenditure	1,123	1,123	14,750	13,627	0	13,627	7.6%	0
Net Income over Expenditure	(949)	(949)	(8,350)	(7,401)				
Events & Tourism :- Income	9,356	9,356	67,900	58,544			13.8%	
Expenditure	12,975	12,975	163,372	150,397	0	150,397	7.9%	
Movement to/(from) Gen Reserve	(3,619)	(3,619)	(95,472)	(91,853)				
Grand Totals:- Income	797,408	797,408	913,400	115,992			87.3%	
Expenditure	133,007	133,007	889,164	756,157	0	756,157	15.0%	
Net Income over Expenditure	664,402	664,402	24,236	(640,166)				
Movement to/(from) Gen Reserve	664,402	664,402	24,236	(640,166)				

Appendix AA

Date		Supplier	Supply		Net	VAT	Total
04/04/2025	AA Catering	3	foil trays and lids for meals		102.77	20.56	123.33
01/05/2025			mobile phones				
06/05/2025	Blachere		year 3 hire of lights		2016.99	403.4	2420.39
21/02/2025	Boys & Boden		tonn type 1 MOT		30.91	6.18	37.09
05/04/2025	Boys & Boden		chemical resin		17.43	3.49	20.92
13/03/2025	Boys & Boden		sand bag		30	6	36
11/02/2025	Boys & Boden		plywood		24.35	4.87	29.22
01/05/2025	Boys & Boden		building sand blanking cap		53.41	10.68	64.09
02/05/2025	Boys & Boden		blanking plug		19.84	3.97	23.81
10/03/2025	Boys & Boden		bolt, chalk line		28.35	5.67	34.02
24/04/2025	British Gas		electricity mote and bailey		12.4	0.62	13.02
09/05/2025	Champions		second half Tina tribute act		550	110	660
27/03/2025	David Whyman maps		maps for sale in TIC		471.02	0	471.02
01/04/2025	Hafren Dyfrdwy		water supply Motte & Bailey		29.19	0	29.19
01/04/2025	Hardings		unleaded petrol		16.66	3.33	19.99
30/04/2025	Hardings		unleaded petrol		34.11	6.82	40.93
22/04/2025	IDEA Ingham Energy Ltd		Energy Certificate		250	50	300
02/04/2025	Initial		toilet contract - sanitary		694.37	138.88	833.25
03/04/2025	Mobilize		Kangoo rent - Meals on Wheels		210.71	42.14	252.85
03/05/2025	Mobilize		Kangoo rent - Meals on Wheels		210.71	42.14	252.85
30/04/2025	National Express		coach ticket costs		350.38	0	350.38
11/04/2025	ParishOnline		mapping software for website		90	18	108
01/05/2025	One Voice Wales		conference awards		65	0	65
30/04/2025	Potters		waste removal		156.04	31.21	187.25
15/04/2025	Powys County Council		Business Rates - Town Hall		36068	0	36068
25/04/2025	Powys County Council		Business Rates - Tourist Information Office		4828	0	4828
24/03/2025	Powys County Council		Business Rates - Motte & Bailey		582.2	0	582.2
04/05/2025	Powys County Council		trade recycling Town Hall		102.72	0	102.7
03/04/2025	Powys County Council		elections - Gungrog and Castle		6964.07	0	6964.07
04/04/2025	Powys County Council		trade recycling Town Hall		337.73	0	337.73
01/04/2025	Powys County Council		pensions shortfall 2025-2026		9800	0	9800
07/04/2025	PRS		cleaning contract		522.28	104.45	626.73
14/04/2025	PRS		cleaning contract		578.56	115.71	694.27
22/04/2024	PRS		cleaning contract		506.24	101.25	607.49
28/04/2025	PRS		cleaning contract		506.24	101.25	607.49
06/05/2025	PRS		cleaning contract		578.56	115.72	694.48
12/05/2025	PRS		cleaning contract		578.56	115.71	694.27
01/04/2025	Rialtas		software support - allotment		116	23.2	139.2
01/04/2025	Rialtas		software support - allotment		116	23.2	139.2
01/04/2025	Rialtas		Omega software for financia year		1529	305.8	1834.8
22/04/2025	SLCC		New Clerk Series - Welsh - Event		30	6	36
14/05/2025	Training for the Future		chainsaw training		1005	201	1206
18/04/2025	Universal Fire Protection		fire alarm check day centre		70	14	84
18/04/2025	Universal Fire Protection		fire alarm check TIC		60	12	72
30/04/2025	Universal Fire Protection		fire extinguisher check Town Hall		477.66	95.54	573.2
30/04/2025	Universal Fire Protection		fire alarm check service Town Hall		228.25	45.65	273.9

30/04/2025	Universal Fire Protection	fire extinguisher check maes y dre	63.8	12.76	76.56
30/04/2025	Universal Fire Protection	fire extinguisher check Tŷ	122.68	24.53	147.21
30/04/2025	Universal Fire Protection	fire extinguisher check day centre	56.79	11.35	68.14
05/04/2025	Welshpool DIY	supplies inc. screws bulbs	36.77	0	36.77
01/05/2025	Worknest	Health & Safety core year 5	6871.66	1374.33	8245.99
30/04/2025	Wynnstay	weed killer	39.06	7.82	46.88
			78240.47	3719.23	81959.78

Appendix AB



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	Motion for Debate - Recycling Centres
Date	21st May 2025

Proposed By: Cllr Julie Arnold

Seconded By: Cllr Nick Howells

Background

As part of the 2024-25 Budget, Powys County Council proposed to introduce charges for DIY waste at its Household Waste Recycling Centres and introduce a booking system. The changes are expected to save the Council £400,000 over two years.

A petition was launched in February opposing the changes and this petition now contains 4,687 signatures. A campaign by MyWelshpool highlighted that more than 1,000 readers were against the changes.

Since the introduction of the changes on the 1st April 2025, residents have been prevented from booking a slot at the recycling centre due to technical issues.

As part of the changes, new double height recycling skips have been installed with step access provided. Some residents have expressed concerns about access due to lack of mobility and if these skips would be compliant with the Equality Act 2010.

Motion

Welshpool Town Council calls on Powys County Council to reverse its changes to recycling centres and restore single story recycling skips at Welshpool Household Recycling Centre and instructs the Town Clerk to write to the appropriate Cabinet Member expressing the above.

Town Clerk's Additional Note

The motion would require the Town Clerk to write to Powys County Council. Whilst the town council has no specific powers relating to waste collection or recycling at this level, it has general powers under Section 137 of the Local Government Act 1972 to incur expenditure for certain purposes not otherwise authorised which in its opinion is in the interests of, and will bring direct benefit to, their area or any part of it or all or some of its inhabitants.

The implementation of the motion would not incur any expense, other than staff time.

In conclusion, the Council would have sufficient legal powers to carry out the motion.

Appendix AC

One Voice Wales – Innovative Practice Conference

‘PLANNING AHEAD FOR A CHALLENGING FUTURE’

Wednesday 2nd July 2025

10:15am – 3:45pm

Hafod a Hendre, Royal Welsh Showground, Builth Wells

10:15	Welcome	Cllr Mike Theodoulou, Chair One Voice Wales
10:20	Setting the Scene for Today's Conference	Lyn Cadwallader, Chief Executive One Voice Wales
10:30	What are the priorities for the community and town council sector in the period up to the 2027 elections?	Jayne Bryant, Cabinet Secretary for Housing and Local Government
11:00	Addressing issues relating to democratic health in the local council sector	Speaker to be confirmed
11:40 - 12:00	Short Break	
12:00	The National Lottery Community Fund – Opportunities for community and town councils to seek grant funding	Speaker to be confirmed
12:40 - 1:30	Lunch Break	
1:30	Artificial Intelligence (AI) – Benefits for Local Councils	Paul Funnell, Powys County Council
2:00	Community Asset Transfers – An exploration of the issues to be addressed by local councils	Speaker to be confirmed
2:30 - 2:40	Short Comfort Break	
2:40	Break Out Groups: Community Boundary Reviews – (Planning Ahead) Cost of Living Crisis and its impact on local people throughout Wales Local Places for Nature – Implementing your Section 6 duty plans Asbestos in Public Buildings – What we need to know	Paul Egan One Voice Wales & Emma Smith Society of Local Council Clerks Emma Goode and the Cost-of-Living Team To be confirmed Clare Phillips, Head of Public Sector Collaboration, Ystadau Cymru
3:25	Plenary Session – To receive short feedback reports from Leaders of Break Out Groups	One Voice Wales to co-ordinate
3:45	Conclusion of Conference	Cllr Mike Theodoulou, Chair One Voice Wales

Conference Sponsored by:



Appendix AD

Indicative text for inclusion in newsletters, websites etc.

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

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

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

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

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

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

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

Appendix AE



Date: 28th April 2025

Our Ref: SNN2/2025/0017

Dear Sir/Madam,

PUBLIC HEALTH ACT 1925 – STREET NAMING & NUMBERING

Description of Work: Registration of development name, Unit numbers and business names

Site Address: Unit 1 & 2 Development Land Adjacent To Moors Farm, Rhallt Lane,
Buttington, Welshpool, Powys

We have received a request from the developer of the above site to name the development;

Parc Hamdden Lime Kiln

Lime Kiln Leisure Park

I would be grateful if you could put forward, this proposal to your Town/Community Council for consideration at your next meeting, so that formal procedures as required by the above legislation can be undertaken as soon as possible.

Please visit our website (link below) to view our Street Naming & Numbering Guidance.

http://pstatic.powys.gov.uk/fileadmin/Docs/Building_Control/Powys_Street_Naming_Numbering_Guidance_Notes_2016_en.pdf

It is important we provide an efficient process to the developers in order for connections such as BT and the Utility Companies to connect each property. Once the process has been approved the Emergency Services are informed of the new addresses. If no response has been received within 6 weeks of this dated letter we intend to approve the proposed street name.

If you have any further queries, please do not hesitate to contact me on the number below.

Yours faithfully,

Karly Owen

Karly Owen

Technical Support Officer

Powys Street Naming & Numbering, Neuadd Brycheiniog, Cambrian Way, Brecon, LD3 7HR

General Enquiries: 01874 612290 Email: buildingcontrol@powys.gov.uk



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