



# 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](mailto:town.clerk@welshpooltowncouncil.gov.uk)

## Agenda & Summons Full Council - 25/06/2025 6:30pm

20th June 2025

Dear Councillor,

You are hereby summoned to attend a meeting of the Full Council of Welshpool Town Council which will be held on Wednesday 25th June 2025 in the Council Chamber, Welshpool Town Hall at 6:30pm to transact the business outlined below.

Yours sincerely,

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

In accordance with the Local Government and Elections (Wales) Act 2021, this meeting is available to view by remote means. Please visit <https://us02web.zoom.us/j/82746781207?pwd=7isvNXn6luyhiQrhmTsDcx66OwPoNh.1> to join online or use Zoom Meeting ID 827 4678 1207 and passcode 746475, or via telephone by ringing +44 203 481 5237.

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## Agenda

### **1. WELCOME AND APOLOGIES FOR ABSENCE**

The Chair will welcome Councillors and members of the public and will receive, and if desired, resolve to approve, any apologies for absence.

### **2. DECLARATIONS OF INTERESTS AND DISPENSATIONS**

To receive and resolve if desired, declarations of interest and relevant dispensations. [Part III, Local Government Act 2000]

[Appendix A]

### **3. PUBLIC PARTICIPATION**

To receive members of the public who wish to address the meeting, in respect of any item of business included in the agenda. No resolutions may be made under this item and should relate only to matters of Council policy or practice, and not individual affairs or the questioner or any other named person. [Para. 27A, Sch 12, Local Government Act 1972]

### **4. TOWN MAYOR'S REPORT - JUNE 2025**

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

### **5. COUNTY COUNCIL AND COUNTY COUNCILLOR UPDATES**

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

## **6. MINUTES AND MATTERS ARISING**

### **6.1. Previous Minutes**

To approve and sign as a correct record, the minutes from the meeting of the Annual Meeting on 28/05/2025.

[Appendix B]

### **6.2. Matters Arising**

To report for information purposes only matters arising from the Annual Meeting on 28/05/2025.

## **7. COMMITTEE MEMBERSHIP**

To resolve the election of councillors to committees if required.

## **8. COMMITTEES - MINUTES**

### **8.1. Events & Planning Committee - June 2025**

To note the draft minutes and the resolutions made at the meeting of the Events & Planning Committee on the 04/06/2025.

[Appendix C]

## **9. COMMITTEES - RECOMMENDATIONS**

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

### **9.1. Operations & Development Committee - June 2025**

To confirm the recommendations from the meeting of the Operations & Development Committee on the 11/06/2025.

[Appendix D]

### **9.2. Finance & Governance Committee - June 2025**

To confirm the recommendations from the meeting of the Finance & Governance Committee on the 18/06/2025.

<b>Item 7.2 - Payment of Invoices - June</b>
RECOMMENDED
To authorise the Town Clerk to enter into the new photocopier lease with ABS.
<b>Item 7.2 - Payment of Invoices - June</b>
RECOMMENDED
To authorise the Town Clerk to enter into a new telephony lease with Enconvo.
<b>Item 7.2 - Payment of Invoices - June</b>
RECOMMENDED
To authorise the Town Clerk to accept the quote from United Technologies in respect of additional licences for councillor email addresses.

**Item 13.1 - Appraisals****RECOMMENDED**

- To change the pay scale of Employee No. 8 to SCP 20, backdated to the 19th October 2023.
- To agree to the request made by Employee No. 45 as to working arrangements.
- To authorise the Town Clerk to enter into discussions in relation to the training request made.

**Item 12 - Sales Ledger - Debtors****RECOMMENDED**

To support appropriate enforcement action to collect the outstanding balances, including any costs, as recommended by the Town Clerk

**Item 9.2 - Town Clerk Performance Management Framework****RECOMMENDED**

To adopt the Town Clerk Performance Management Framework subject to typographical and numbering amendments being made.

[Appendix E]

**10. FINANCE****10.1. Council Accounts (May 2025 - Period 2)**

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

[Appendix F]

**10.2. Payment of Invoices - June**

To consider payment of invoices for June 2025 as recommended by the Finance & Governance Committee.

[Appendix G]

**11. ACCOUNTING STATEMENT & ANNUAL GOVERNANCE STATEMENT 2024/25**

To consider the internal audit report (to follow - Appendix H) for 2024/25 and to approve the Accounting Statement and Annual Governance Statement for 2024/25. [Reg 15(2), The Accounts and Audit (Wales) Regulations 2014]

[Appendix H]

[Appendix I]

**12. INTERIM STRATEGIC PLAN (2025-2028)**

To consider the report from the Town Clerk in respect of the Interim Strategic Plan to cover 2025-2028, as recommended by the Finance & Governance Committee.

[Appendix J]

**13. OUTSIDE BODIES****13.1. OVW Motions for Debate - 2025**

To consider a proposal from Newtown & Llanllwchaiarn Town Council to second a motion to be discussed at the One Voice Wales Annual General Meeting on the 1st October 2025.

[Appendix K]

### **13.2. Rights of Way Volunteer Programme**

To consider the correspondence from Powys County Council in relation to the Rights of Way Volunteer programme and to elect up to two representatives to attend a meeting in the Town Hall on Monday 14th July at 7:30pm.

[Appendix L]

### **13.3. Red Bank Traffic**

To consider the outcome of a meeting held by County Cllr Graham Breeze with town councillors, Powys County Council and the Police on Thursday 19th June and to agree a way forward.

### **13.4. Other Outside Bodies**

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

## **14. 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]

## **15. LAND AND PREMISES [CONFIDENTIAL]**

To consider the report from the Town Clerk on the land and premises issues, deferred from the last meeting. [Confidential - information related to the financial or business affairs of a person and/or the authority.]

Confidential Document [Appendix M]

## **16. OUTDOOR MARKET AGREEMENT [CONFIDENTIAL]**

To consider the report from the Town Clerk in respect of the outdoor market agreement. [Confidential - information relating to any consultations or negotiations.]

Confidential Document [Appendix N]

# Appendix A



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

What matters are being discussed at the meeting?

Do any relate to my interests?

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

**More than other people in the authority's area?**

**NO**

**YES**

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

You may have a  
personal interest in  
the matter

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

**NO**

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

**YES**

You may have a  
prejudicial interest

This matter relates to:

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

**NO**

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

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

**YES**

Personal Interest

Prejudicial Interest

LOCAL GOVERNMENT ACT 2000

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

NOTIFICATION IN RESPECT OF:-

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

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

DATE:	
MEETING:	

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

AGENDA ITEM:	
BUSINESS CONSIDERED:	

4. DETAILS OF PERSONAL INTEREST

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

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## 5. PREJUDICIAL INTEREST

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

The personal interest detailed in Section 4 above:-

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

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

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

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

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

<b>DATE OF MEETING OF THE STANDARDS COMMITTEE/SUB-COMMITTEE</b>	
<b>EXACT WORDING OF DISPENSATION</b>  [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:

<b>DATE:</b>	
<b>SIGNATURE:</b>	

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

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



## **Appendix B**



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

**DRAFT**

## **Minutes of the Annual Meeting held on 28/05/2025 6:30pm in Council Chamber, Welshpool Town Hall.**

### **PRESENT:**

Councillor Alison Davies  
Councillor Dr Ben Gwalchmai  
Councillor Billy Spencer  
Councillor Carol Robinson  
Councillor Chris Davies  
Councillor David France  
Councillor Estelle Bleivas  
Councillor Julie Arnold  
Councillor Morag Bailey  
Councillor Nick Howells  
Councillor Phil Owen (Chair)  
Councillor Phil Pritchard  
Councillor Richard Church  
Councillor Sally Fitzgerald  
Councillor Revd William Rowell

### **Apologies for absence:**

### **Absent:**

### **Also in attendance:**

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

### **AM280525/1. ELECTION OF CHAIR / TOWN MAYOR**

Two nominations were received from the floor, one for Cllr Sally Fitzgerald and one for Cllr Phil Owen and a recorded vote was held.

Cllr Sally Fitzgerald: Chris Davies, Estelle Blevias, Julie Arnold, Phil Prichard and Sally Fitzgerald  
Cllr Phil Owen: Alison Davies, Ben Gwalchmai, Carol Robinson, David France, Morag Bailey, Nick Howells, Phil Owen, Richard Church and William Rowell  
Abstain: Billy Spencer

### **RESOLVED**

**Cllr Phil Owen is elected as Chair and Town Mayor for the 2025/2026 municipal year.**

*Proposed by Cllr Revd William Rowell, seconded by Cllr Richard Church*

## **AM280525/2. ELECTION OF VICE CHAIR / DEPUTY TOWN MAYOR**

Two nominations were received from the floor, one for Cllr Sally Fitzgerald and one for Cllr William Rowell and a recorded vote was held.

Cllr Sally Fitzgerald: Chris Davies, Estelle Blevias, Julie Arnold, Phil Prichard and Sally Fitzgerald

Cllr William Rowell: Alison Davies, Ben Gwalchmai, Carol Robinson, David France, Morag Bailey, Nick Howells, Phil Owen, Richard Church and William Rowell

Abstain: Billy Spencer

### **RESOLVED**

**Cllr William Rowell is elected as Vice Chair and Deputy Town Mayor for the 2025/2026 municipal year.**

*Proposed by Cllr Phil Owen, seconded by Cllr Richard Church*

## **AM280525/3. WELCOME AND APOLOGIES FOR ABSENCE**

The Mayor welcomed everyone to the meeting. All councillors were present.

## **AM280525/4. DECLARATIONS OF INTERESTS AND DISPENSATIONS**

The following interests were declared:

Item	Councillor	Type	Reason
24	Richard Church	Personal	Personal not prejudicial as a member of Powys County Council's Cabinet.

## **AM280525/5. PUBLIC PARTICIPATION**

Cllr Billy Spencer made a personal statement and indicated his intention to resign on the 1st June 2025. The Mayor thanked Cllr Spencer for all his contributions.

## **AM280525/6. TOWN MAYOR'S REPORT - MAY 2025**

The Mayor explained that he had attended recent meetings with the Member of Parliament for Montgomeryshire & Glyndwr, Steve Witherden and had also met Dr Tony Harvey of the Burgess Lands Trust and attended a Friends of Welshpool High School CIO meeting.

## **AM280525/7. COUNTY COUNCIL AND COUNTY COUNCILLOR UPDATES**

No updates were given.

## **AM280525/8. CORPORATE GOVERNANCE**

### **AM280525/8.1 Standing Orders**

#### **RESOLVED**

**To adopt the revised Standing Orders for 2025/2026 and authorise the Town Clerk to update them to reflect the discussions around committee sizes later in the meeting.**

*Proposed by Cllr Alison Davies, seconded by Cllr Phil Pritchard*

### **AM280525/8.2 Financial Regulations**

Cllr Alison Davies proposed an amendment to Section 5.8 to replace the word seek with try to obtain to mirror Section 5.9.

**RESOLVED**

**To adopt the revised Financial Regulations for 2025-2026 with the following amendment:  
- Paragraph 5.8 replace "seek" with "try to obtain"**

*Proposed by Cllr Alison Davies, seconded by Cllr Billy Spencer. A recorded vote was requested.*

For: Alison Davies, Dr Ben Gwalchmai, Billy Spencer, Carol Robinson, David France, Julie Arnold, Morag Bailey, Nick Howells, Phil Owen, Richard Church, Sally Fitzgerald, Revd William Rowell

Against:

Abstain: Chris Davies, Estelle Bleivas, Phil Pritchard

**AM280525/8.3 Risk Assessment**

**RESOLVED**

**To adopt the revised Risk Assessment for 2025/2026.**

*Proposed by Cllr Alison Davies, seconded by Cllr Sally Fitzgerald*

**AM280525/8.4 Training Plan**

Cllr Billy Spencer asked a question about training needs for individual staff and the Town Clerk advised that this would be picked up in staff appraisals.

**RESOLVED**

**To adopt the revised Training Plan.**

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

**AM280525/8.5 Code of Conduct**

The Town Clerk explained that previously the Council had adopted the English Code of Conduct and needed to adopt the Welsh model.

**RESOLVED**

**To adopt the model Code of Conduct.**

*Proposed by Cllr Billy Spencer, seconded by Cllr Morag Bailey*

**AM280525/9. COMMITTEES AND DELEGATION**

**AM280525/9.1 Committee Structure**

The Town Clerk summarised his report and votes were taken on each section at a time. A proposal was made to adopt the recommendation of the Strategy, Policy and Development Committee that Option B be adopted, but this proposal was defeated. It was proposed that Option C be adopted instead.

Votes were taken on the other recommendations within the report and a recorded vote was requested on the sizes of committees.

**RESOLVED**

**That Option B in the report should be adopted.**

*Proposed by Cllr Morag Bailey, seconded by Cllr Alison Davies*

## **RESOLVED**

**That the Health and Safety Committee and Audit Committee be retained as advisory committees.**

*Proposed by Cllr Dr Ben Gwalchmai, seconded by Cllr Nick Howells*

## **RESOLVED**

**That no committees should have delegated powers, except for Events and Planning to spend within their budget allocation be adopted.**

*Proposed by Cllr Morag Bailey, seconded by Cllr Alison Davies*

## **RESOLVED**

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

*Proposed by Cllr Alison Davies, seconded by Cllr Morag Bailey*

## **RESOLVED**

**That each committee should not exceed seven members, each councillor should sit on no more than two standing committees and each councillor should sit on at least one committee.**

*Proposed by Cllr Revd William Rowell, seconded by Cllr Morag Bailey. A recorded vote was requested.*

For: Alison Davies, Dr Ben Gwalchmai, Carol Robinson, David France, Morag Bailey, Nick Howells, Phil Owen, Richard Church, Revd William Rowell

Against: Billy Spencer, Chris Davies, Estelle Bleivas, Julie Arnold, Phil Pritchard, Sally Fitzgerald

Abstain:

## **AM280525/9.2 Election to Committees**

Nominations were received from the floor for the following committees:

### Events & Planning

- Carol Robinson
- Chris Davies
- Julie Arnold
- Morag Bailey
- Nick Howells
- Sally Fitzgerald
- William Rowell

### Operations & Development

- Ben Gwalchmai
- Billy Spencer
- David France
- Estelle Bleivas
- Morag Bailey
- Phil Pritchard
- Sally Fitzgerald

### Finance & Governance

- Alison Davies
- David France
- Estelle Bleivas
- Morag Bailey
- Phil Pritchard

- Richard Church
- William Rowell

#### Health and Safety

- Alison Davies
- Morag Bailey
- Nick Howells
- William Rowell

#### Audit

- Alison Davies
- Ben Gwalchmai
- Carol Robinson
- Estelle Blevias
- Phil Prichard
- Richard Church

### **RESOLVED**

**To elect to the committees as above.**

*Proposed by Cllr David France, seconded by Cllr Alison Davies*

### **AM280525/9.3 Scheme of Delegation**

### **RESOLVED**

**To adopt the revised Scheme of Delegation for 2025/2026.**

*Proposed by Cllr Sally Fitzgerald, seconded by Cllr Alison Davies*

## **AM280525/10. OTHER GOVERNANCE**

### **AM280525/10.1 Councillor Allowances**

The Town Clerk summarised the report and explained that the Council was required by legislation to adopt the mandatory payments and asked the Council to select either payment of £52 to all members for their out of office consumables or pay upon receipt. A proposal was made to adopt the optional payment for of financial loss compensation for attending approved duties which was passed. A further proposal was made to disregard all the other optional payments, except for the Mayor's Allowance.

### **RESOLVED**

**To pay £52 to each member in respect of cost of office consumables.**

*Proposed by Cllr Richard Church, seconded by Cllr Revd William Rowell*

### **RESOLVED**

**To pay financial loss compensation for attending approved duties up to the maximum levels as set by the IRPW.**

*Proposed by Cllr Morag Bailey, seconded by Cllr Alison Davies*

### **RESOLVED**

**To not pay all remaining optional allowances, except for the payment to the Chair or Mayor for £1500.**

*Proposed by Cllr Revd William Rowell, seconded by Cllr Morag Bailey. A recorded vote was requested.*

For: Alison Davies, Dr Ben Gwalchmai, Billy Spencer, Carol Robinson, David France, Estelle Bleivas, Julie

Arnold, Morag Bailey, Nick Howells, Phil Owen, Richard Church, Sally Fitzgerald, Revd William Rowell  
Against: Phil Pritchard  
Abstain: Chris Davies

### **AM280525/10.2 Bank Mandate**

The Town Clerk explained that the bank mandate was currently Cllrs Bailey, Church, France, Howells, Fitzgerald, A Davies and Gwalchmai and asked if any more councillors wished to join. Cllr Billy Spencer proposed that named offices are included on the bank mandate such as Mayor, Deputy Mayor and Chairmen of Committees.

#### **RESOLVED**

**To authorise the bank mandate and signatories on the council's bank accounts as:**

- The Mayor**
- The Deputy Mayor**
- The Chairmen of Committees**
- The Vice Chairmen of Committees**

*Proposed by Cllr Billy Spencer, seconded by Cllr Julie Arnold. A recorded vote was requested.*

For: Alison Davies, Billy Spencer, Julie Arnold, Morag Bailey, Nick Howells, Phil Owen, Richard Church, Sally Fitzgerald, Revd William Rowell  
Against: Phil Pritchard  
Abstain: Dr Ben Gwalchmai, Carol Robinson, Chris Davies, David France, Estelle Bleivas

### **AM280525/10.3 Investment and Reserves Strategy**

Cllr Alison Davies pointed out a typographical error in the Reserves Strategy and proposed an amendment to rectify.

#### **RESOLVED**

**To adopt the revised Investment and Reserves Strategy for 2025/2026, with the following amendment:**

- Delete "between" in the first bullet point under Reserves**

*Proposed by Cllr Alison Davies, seconded by Cllr Morag Bailey*

### **AM280525/10.4 Dates of Meetings**

#### **RESOLVED**

**To approve the schedule of Council & Committee meetings for the 2025/2026 municipal year.**

*Proposed by Cllr Sally Fitzgerald, seconded by Cllr Alison Davies*

### **AM280525/11. OUTSIDE BODIES**

The Town Clerk summarised the paper and a discussion was held on each outside body as below.

- Burgess Land Trust - all councillors
- Burgess Land Trust Objective 2 Committee Castle Ward - Richard Church & Phil Pritchard
- Burgess Land Trust Objective 2 Committee Gungrog Ward - Estelle Blevias & Carol Robinson
- Burgess Land Trust Objective 2 Committee Llanerchydol Ward - Alison Davies & Morag Bailey
- Welshpool Church in Wales Primary School - Sally Fitzgerald
- Ysgol Gymraeg y Trallwng - William Rowell
- TJ Evans Trust - Town Clerk to explore the governing document
- Powysland Museum - Mayor

- Powysland Club - Town Clerk to explore the governing document
- Welshpool and Llanfair Light Railway - Ben Gwalchmai
- Shrewsbury to Aberystwyth Rail Liaison Committee - Ben Gwalchmai & Wendy Lewis
- North & Mid Wales Association of Local Councils Cambrian Lines Transport Liaison Committee - Ben Gwalchmai
- One Voice Wales Montgomeryshire Area Committee - Alison Davies & Morag Bailey
- One Voice Wales Larger Councils Committee - Alison Davies

## **RESOLVED**

**To elect to the outside bodies as shown above.**

*Proposed by Cllr Phil Owen, seconded by Cllr Revd William Rowell*

## **AM280525/12. MINUTES AND MATTERS ARISING**

### **AM280525/12.1 Previous Minutes**

Cllr Phil Prichard and Cllr Estelle Blevias left the meeting.

## **RESOLVED**

**To approve the minutes from the meeting of the Full Council on 23/04/2025 with the typographical errors amended.**

*Proposed by Cllr Morag Bailey, seconded by Cllr Richard Church*

### **AM280525/12.1 Matters Arising**

- 152.2024 Legal Matters - on the agenda this evening.
- FC230425/14 Legal Matters - awaiting signature from other party.
- FC230425/8.3 Council Vehicles - awaiting signature on loan paperwork.
- FC230425/7.6 Finance Committee - new bank account awaiting setup.

## **AM280525/13. RECOMMENDATIONS FROM COMMITTEES**

### **AM280525/13.1 Staffing Committee - May 2025**

Cllr David France asked that the Council confirm the recommendations made during the meeting of the Staffing Committee on the 07/05/2025.

## **RESOLVED**

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

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

### **AM280525/13.2 Strategy, Policy and Development Committee - May 2025**

In the absence of Chair, Cllr Phil Prichard, the Council was asked to confirm the recommendations made during the meeting of the Strategy, Policy and Development Committee on the 07/05/2025.

## **RESOLVED**

**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 Billy Spencer, seconded by Cllr David France*



**RESOLVED**

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

*Proposed by Cllr Billy Spencer, seconded by Cllr David France*

**RESOLVED**

**That the Communications and Engagement Policy be adopted.**

*Proposed by Cllr Billy Spencer, seconded by Cllr David France*

**RESOLVED**

**That the Special Leave Policy be adopted.**

*Proposed by Cllr Billy Spencer, seconded by Cllr David France*

**RESOLVED**

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

*Proposed by Cllr Billy Spencer, seconded by Cllr David France*

**AM280525/13.3 Planning Committee - May 2025**

A comment was made about how disappointing it was that the meeting was inquorate.

**AM280525/13.4 Events and Tourism Committee - May 2025**

Cllr Chris Davies asked that the Council confirm the recommendations made during the meeting of the Events and Tourism Committee on the 14/05/2025. A discussion was held regarding the recommendation regarding Item 10 the 1940s weekend. A discussion ensued and an amendment was proposed to change free of charge to 50% of the charge.

**RESOLVED**

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

*Proposed by Cllr Sally Fitzgerald, seconded by Cllr Morag Bailey*

**RESOLVED**

**To allow use of the Town Hall at a 50% cost for the 2025 1940s Event.**

*Proposed by Cllr Sally Fitzgerald, seconded by Cllr Morag Bailey*

**AM280525/13.5 Services and Property Committee - May 2025**

A short 5 minute break took place before this item and Cllrs Spencer and Gwalchmai left the meeting during this point.

Cllr Nick Howells asked that the Council confirm the recommendations made during the meeting of the Services and Property Committee on the 21/05/2025.

**RESOLVED**

**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 Sally Fitzgerald, seconded by Cllr Morag Bailey*

**RESOLVED**

**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 Morag Bailey*

**AM280525/13.6 Finance Committee - May 2025**

Cllr Morag Bailey asked that the Council confirm the recommendations made during the meeting of the Finance Committee on the 21/05/2025.

**RESOLVED**

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

*Proposed by Cllr Sally Fitzgerald, seconded by Cllr Nick Howells*

**RESOLVED**

**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 Sally Fitzgerald, seconded by Cllr Nick Howells*

**AM280525/14. FINANCE**

**AM280525/14.1 Council Accounts (April 2025 - Period 1)**

**RESOLVED**

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

*Proposed by Cllr Sally Fitzgerald, seconded by Cllr Nick Howells*

**AM280525/14.2 Payment of Invoices - May**

**RESOLVED**

**To approve payment of invoices for May 2025.**

*Proposed by Cllr Sally Fitzgerald, seconded by Cllr David France*

**AM280525/15. MOTIONS FOR DEBATE**

**AM280525/15.1 Motion - Recycling Changes**

Cllr Julie Arnold introduced her motion and explained the background. A discussion took place with councillors giving their own feedback and points of view based on their visits to the changed facility. Cllr Carol Robinson offered to schedule a meeting with Cllr Julie Arnold and the Portfolio Holder, Jackie Charlton at Powys County Council to discuss their concerns. Cllr Arnold agreed the motion be deferred until after this meeting.

Cllr Nick Howells left the meeting.

**AM280525/16. OUTSIDE BODIES**

### **AM280525/16.1 OVW Annual Awards**

The Town Clerk explained that the Council had been awarded a 'highly commended' award for Best Initiative addressing the Cost-of-Living Crisis at the One Voice Wales National Awards 2025 for the Council's Give and Take initiative. Cllr Carol Robinson thanked Cllr Richard Church and all the volunteers for their support.

### **AM280525/16.2 OVW Innovative Practice Conference**

#### **RESOLVED**

**To authorise Cllr Alison Davies, Cllr Carol Robinson and the Town Clerk to attend the One Voice Wales Innovative Practice Conference on the 5th July 2025.**

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

### **AM280525/16.3 Other Outside Bodies**

None.

### **AM280525/17. CONSULTATION - POWYS TEACHING HEALTH BOARD**

The Town Clerk explained that this item was deferred from Strategy, Policy and Development Committee and that the deadline for responses had passed but had managed to secure an extension for the Council to submit a response. It was suggested that creating a response in a meeting isn't conducive and to give the Town Clerk delegated powers to respond on the Council's behalf with reference to:

- Lack of parity for English and Welsh patients over waiting times
- The need to invest in local services
- The need to ensure that ambulances are not waiting around

#### **RESOLVED**

**To authorise the Town Clerk to respond to the consultation in line with the comments above.**

*Proposed by Cllr Alison Davies, seconded by Cllr David France*

### **AM280525/18. STREET NAMING - BUTTINGTON DEVELOPMENT**

The Town Clerk explained that due to the inquorate nature of the Planning Committee earlier in the month, that the decision needed making before the beginning of June. It was proposed that the Welsh name be wholly in Welsh and with the word 'Leisure' removed.

#### **RESOLVED**

**That the suggested name for the development at Unit 1 & 2 Development Land Adjacent To Moors Farm, Rhallt Lane, Buttington be 'Parc Odyn Galch' or 'Lime Kiln Park'**

*Proposed by Cllr Phil Owen, seconded by Cllr Alison Davies*

### **AM280525/19. DATE OF NEXT MEETING**

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

### **AM280525/20. 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 Revd William Rowell*

**AM280525/21. COMMUNITY AWARDS [CONFIDENTIAL]**

Officers updated the Council on which nominees had been selected by the wording group and councillors made some amendments.

**RESOLVED**

**To award community awards to those individuals and/or organisations as agreed by Council.**

*Proposed by Cllr Phil Owen, seconded by Cllr Sally Fitzgerald*

**AM280525/22. STAFFING MATTERS [CONFIDENTIAL]**

The Town Clerk introduced his report and explained the background.

**RESOLVED**

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

*Proposed by Cllr Alison Davies, seconded by Cllr David France*

**AM280525/23. LAND AND PREMISES [CONFIDENTIAL]**

The Town Clerk introduced his reports and explained the background. A discussion was held on the 2nd item and was agreed to ask the Town Clerk to enter into discussions with the business owner around the site.

**RESOLVED**

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

*Proposed by Cllr Alison Davies, seconded by Cllr Morag Bailey*

**RESOLVED**

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

*Proposed by Cllr Alison Davies, seconded by Cllr Morag Bailey*

**RESOLVED**

**To defer the decision regarding the proposal made at the Motte and Bailey and authorise the Town Clerk to enter into negotiations with the interested party.**

*Proposed by Cllr David France, seconded by Cllr Alison Davies*

**AM280525/24. DAY CENTRE [CONFIDENTIAL]**

The Town Clerk introduced his report and explained the background.

**RESOLVED**

**To authorise the Town Clerk to explore Option 3 as set out in the confidential report.**

*Proposed by Cllr Sally Fitzgerald, seconded by Cllr Alison Davies*

*The meeting finished at 20:39.*

Signed:

Dated:

Councillor Phil Owen (Chair)

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## Decision/Action Log

Item		Assigned	Status
AM280525/1	<b>RESOLUTION</b> <b>Election of Chair / Town Mayor</b> Cllr Phil Owen is elected as Chair and Town Mayor for the 2025/2026 municipal year.	Town Clerk & Proper Officer	Completed
AM280525/2	<b>RESOLUTION</b> <b>Election of Vice Chair / Deputy Town Mayor</b> Cllr William Rowell is elected as Vice Chair and Deputy Town Mayor for the 2025/2026 municipal year.	Town Clerk & Proper Officer	Completed
AM280525/8.1	<b>RESOLUTION</b> <b>Standing Orders</b> To adopt the revised Standing Orders for 2025/2026 and authorise the Town Clerk to update them to reflect the discussions around committee sizes later in the meeting.	Town Clerk & Proper Officer	Completed
AM280525/8.2	<b>RESOLUTION</b> <b>Financial Regulations</b> To adopt the revised Financial Regulations for 2025-2026 with the following amendment: - Paragraph 5.8 replace "seek" with "try to obtain"	Town Clerk & Proper Officer	Completed
AM280525/8.3	<b>RESOLUTION</b> <b>Risk Assessment</b> To adopt the revised Risk Assessment for 2025/2026.	Town Clerk & Proper Officer	Completed
AM280525/8.4	<b>RESOLUTION</b> <b>Training Plan</b> To adopt the revised Training Plan.	Town Clerk & Proper Officer	Completed
AM280525/8.5	<b>RESOLUTION</b> <b>Code of Conduct</b> To adopt the model Code of Conduct.	Town Clerk & Proper Officer	Completed
AM280525/9.3	<b>RESOLUTION</b> <b>Scheme of Delegation</b> To adopt the revised Scheme of Delegation for 2025/2026.	Town Clerk & Proper Officer	Completed
AM280525/9.1	<b>RESOLUTION</b> <b>Committee Structure</b> That Option B in the report should be adopted.	Town Clerk & Proper Officer	Completed
AM280525/9.1	<b>RESOLUTION</b> <b>Committee Structure</b> That the Health and Safety Committee and Audit Committee be retained as advisory committees.	Town Clerk & Proper Officer	Completed
AM280525/9.1	<b>RESOLUTION</b> <b>Committee Structure</b> That no committees should have delegated powers, except for Events and Planning to spend within their budget allocation be adopted.	Town Clerk & Proper Officer	Completed

Item		Assigned	Status
AM280525/9.1	<b>RESOLUTION Committee Structure</b> That Full Council and standing committee meetings should commence at 6:30pm.	Town Clerk & Proper Officer	Completed
AM280525/9.1	<b>RESOLUTION Committee Structure</b> That each committee should not exceed seven members, each councillor should sit on no more than two standing committees and each councillor should sit on at least one committee.	Town Clerk & Proper Officer	Completed
AM280525/9.2	<b>RESOLUTION Election to Committees</b> To elect to the committees as above.	Town Clerk & Proper Officer	Completed
AM280525/10.1	<b>RESOLUTION Councillor Allowances</b> To pay £52 to each member in respect of cost of office consumables.	Town Clerk & Proper Officer	In progress
AM280525/10.1	<b>RESOLUTION Councillor Allowances</b> To pay financial loss compensation for attending approved duties up to the maximum levels as set by the IRPW.	Town Clerk & Proper Officer	Completed
AM280525/10.1	<b>RESOLUTION Councillor Allowances</b> To not pay all remaining optional allowances, except for the payment to the Chair or Mayor for £1500.	Town Clerk & Proper Officer	Completed
AM280525/10.2	<b>RESOLUTION Bank Mandate</b> To authorise the bank mandate and signatories on the council's bank accounts as: - The Mayor - The Deputy Mayor - The Chairmen of Committees - The Vice Chairmen of Committees	Responsible Finance Officer	In progress
AM280525/10.3	<b>RESOLUTION Investment and Reserves Strategy</b> To adopt the revised Investment and Reserves Strategy for 2025/2026, with the following amendment: - Delete "between" in the first bullet point under Reserves	Town Clerk & Proper Officer	Completed
AM280525/10.4	<b>RESOLUTION Dates of Meetings</b> To approve the schedule of Council & Committee meetings for the 2025/2026 municipal year.	Town Clerk & Proper Officer	Completed
AM280525/11	<b>RESOLUTION Outside Bodies</b> To elect to the outside bodies as shown above.	Town Clerk & Proper Officer	In progress

Item		Assigned	Status
AM280525/12.1	<b>RESOLUTION</b> <b>Previous Minutes</b> To approve the minutes from the meeting of the Full Council on 23/04/2025 with the typographical errors amended.	Town Clerk & Proper Officer	Completed
AM280525/13.1	<b>RESOLUTION</b> <b>Staffing Committee - May 2025</b> To approve chainsaw training plus qualification at Meifod for three staff at a cost of £1950.	Town Clerk & Proper Officer	Completed
AM280525/13.2	<b>RESOLUTION</b> <b>Strategy, Policy and Development Committee - May 2025</b> 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.		In progress
AM280525/13.2	<b>RESOLUTION</b> <b>Strategy, Policy and Development Committee - May 2025</b> To not proceed with the proposal to charge for parking at Maes y Dre.	Events, Planning and Markets Officer	Completed
AM280525/13.2	<b>RESOLUTION</b> <b>Strategy, Policy and Development Committee - May 2025</b> That the Communications and Engagement Policy be adopted.	Town Clerk & Proper Officer	In progress
AM280525/13.2	<b>RESOLUTION</b> <b>Strategy, Policy and Development Committee - May 2025</b> That the Special Leave Policy be adopted.	Town Clerk & Proper Officer	In progress
AM280525/13.2	<b>RESOLUTION</b> <b>Strategy, Policy and Development Committee - May 2025</b> That the Honorary Titles and Community Awards Policy be adopted.	Town Clerk & Proper Officer	In progress
AM280525/13.4	<b>RESOLUTION</b> <b>Events and Tourism Committee - May 2025</b> To book the face painter and balloon modeller on the terms as set out in the accompanying paper.	Events, Planning and Markets Officer	Completed
AM280525/13.4	<b>RESOLUTION</b> <b>Events and Tourism Committee - May 2025</b> To allow use of the Town Hall at a 50% cost for the 2025 1940s Event.	Events, Planning and Markets Officer	Completed
AM280525/14.1	<b>RESOLUTION</b> <b>Council Accounts (April 2025 - Period 1)</b> To approve the Bank Reconciliation and Cashbook Reports and Income and Expenditure Report for April 2025.	Responsible Finance Officer	Completed

Item		Assigned	Status
AM280525/14.2	<b>RESOLUTION</b> <b>Payment of Invoices - May</b> To approve payment of invoices for May 2025.	Responsible Finance Officer	Completed
AM280525/16.2	<b>RESOLUTION</b> <b>OVW Innovative Practice Conference</b> To authorise Cllr Alison Davies, Cllr Carol Robinson and the Town Clerk to attend the One Voice Wales Innovative Practice Conference on the 5th July 2025.	Town Clerk & Proper Officer	Completed
AM280525/17	<b>RESOLUTION</b> <b>Consultation - Powys Teaching Health Board</b> To authorise the Town Clerk to respond to the consultation in line with the comments above.	Town Clerk & Proper Officer	Completed
AM280525/18	<b>RESOLUTION</b> <b>Street Naming - Buttington Development</b> That the suggested name for the development at Unit 1 & 2 Development Land Adjacent To Moors Farm, Rhallt Lane, Buttington be 'Parc Odyn Galch' or 'Lime Kiln Park'	Events, Planning and Markets Officer	Completed
AM280525/20	<b>RESOLUTION</b> <b>Confidential Session - Exclusion</b> 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
AM280525/21	<b>RESOLUTION</b> <b>Community Awards</b> To award community awards to those individuals and/or organisations as agreed by Council.	Events, Planning and Markets Officer	In progress
AM280525/22	<b>RESOLUTION</b> <b>Staffing Matters</b> To adopt the recommendations as set out in the confidential report.	Town Clerk & Proper Officer	Completed
AM280525/23	<b>RESOLUTION</b> <b>Land and Premises</b> To decline the proposal at this time made in respect of land at the rear of the Town Hall.	Town Clerk & Proper Officer	Completed
AM280525/23	<b>RESOLUTION</b> <b>Land and Premises</b> To proceed with the sale via auction in line with the guidance from the estate agent.	Town Clerk & Proper Officer	Completed
AM280525/23	<b>RESOLUTION</b> <b>Land and Premises</b> To defer the decision regarding the proposal made at the Motte and Bailey and authorise the Town Clerk to enter into negotiations with the interested party.	Town Clerk & Proper Officer	Completed



Item		Assigned	Status
AM280525/13.5	<b>RESOLUTION</b> <b>Services and Property Committee - May 2025</b> 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
AM280525/13.5	<b>RESOLUTION</b> <b>Services and Property Committee - May 2025</b> To accept the quotation for replacement fencing at Doly Felin playground from Midland Fencing (Company B) at a cost of £13,250 excluding VAT.	Operations Manager	In progress
AM280525/13.6	<b>RESOLUTION</b> <b>Finance Committee - May 2025</b> To authorise the RFO to obtain a purchase card in line with Financial Regulations.	Responsible Finance Officer	Completed
AM280525/13.6	<b>RESOLUTION</b> <b>Finance Committee - May 2025</b> 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
AM280525/24	<b>RESOLUTION</b> <b>Day Centre</b> To authorise the Town Clerk to explore Option 3 as set out in the confidential report.	Town Clerk & Proper Officer	In progress

## **Appendix C**



# 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 & Planning Committee held on 04/06/2025 6:30pm in Council Chamber, Welshpool Town Hall.**

### **PRESENT:**

Councillor Chris Davies  
Councillor Morag Bailey  
Councillor Phil Owen  
Councillor Sally Fitzgerald  
Councillor Revd William Rowell

### **Apologies for absence:**

Councillor Carol Robinson  
Councillor Julie Arnold  
Councillor Nick Howells

### **Absent:**

### **Also in attendance:**

Kimberly Wright - Events, Planning and Markets Officer  
Wendy Lewis - Tourist Information Centre Manager  
1 member(s) of the public / press

### **EP040625/1. ELECTION OF CHAIR**

#### **RESOLVED**

**Cllr Chris Davies was elected chair of the Events and Planning Committee for the municipal year 2025/2026**

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

### **EP040625/2. ELECTION OF VICE CHAIR**

#### **RESOLVED**

**Cllr Sally Fitzgerald was elected as Vice Chairman of the Events and Planning Committee for the municipal year 2025/2026**

*Proposed by Cllr Revd William Rowell, seconded by Cllr Phil Owen*

### **EP040625/3. WELCOME AND APOLOGIES FOR ABSENCE**

The Chair welcomed members to the meeting. Apologies were received from Cllr Nick Howells, Cllr Carol Robinson and Cllr Julie Arnold.

#### **EP040625/4. DECLARATIONS OF INTERESTS AND DISPENSATIONS**

None.

#### **EP040625/5. PUBLIC PARTICIPATION**

None.

#### **EP040625/6. MINUTES AND MATTERS ARISING**

##### **EP040625/6.1 Previous Events and Tourism Minutes**

###### **RESOLVED**

**The minutes from the Events and Tourism Committee meeting held on 14th May 2025 were accepted as a true record.**

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

##### **EP040625/6.2 Matters Arising**

None.

##### **EP040625/6.3 Previous Planning Minutes**

###### **RESOLVED**

**The minutes from the Planning Committee meeting held on 14th May 2025 were accepted as a true record.**

*Proposed by Cllr Revd William Rowell, seconded by Cllr Phil Owen*

#### **EP040625/7. REPORT FROM THE TOURIST INFORMATION CENTRE**

The TIC Manager gave an update and explained that Tina Turner Raffle Tickets were selling well and train tickets and holiday sales were good.

#### **EP040625/8. COMMITTEE FINANCE (MONTH 2)**

No comments were raised.

#### **EP040625/9. FLICKS IN THE STICKS**

Cllr Bill Rowell gave an update and explained that there were over 50 people in attendance and the film was well received by all in attendance and that people are looking forward to the next one in September. The next film will be 'Emma' and shown on Monday 1st September 2025.

#### **EP040625/10. CARNIVAL UPDATE**

The Events, Planning and Markets Officer gave an update and explained that:

- Over 25 people had booked a stall
- Lots of participants in the parade, however not as many floats as hoped
- Balloon modeller and face painter had been booked

Cllr Rowell reminded everyone that he is happy to cover the the BMX stunt show.

#### **EP040625/11. PRIDE MONTH**

Councillors discussed the bunting and flat options and the Events, Planning and Markets Officer explained that the flag was donated to the Council by the Welshpool LGBTQ+ Network.

**RESOLVED**

**To purchase 2 x 10m lengths of Pride bunting from Amazon at a cost of £2.75 per 10m for installation at the Town Hall and Tourist Information Centre**

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

**EP040625/12. UPCOMING EVENTS**

The Mayor, Cllr Phil Owen suggested holding a quiz evening for local businesses to attend, to raise funds for his chosen charities as an additional event.

**EP040625/13. PLANNING**

**EP040625/13.1 25/0581/ADV**

**RESOLVED**

**Do not support the large totem pole; its size should be reduced.**

*Proposed by Cllr Chris Davies, seconded by Cllr Morag Bailey*

**EP040625/13.2 25/0696/HH**

**RESOLVED**

**Support with no comment**

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

**EP040625/13.3 25/0712/LBC**

**RESOLVED**

**Support with no comment**

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

**EP040625/13.4 25/0502/FUL**

**RESOLVED**

**Support, but note that adequate parking should be provided and the Committee ask for an explanation regarding the planned location of the existing bus shelter.**

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

**EP040625/13.5 25/0701/DIS**

**RESOLVED**

**Defer until next meeting**

*Proposed by Cllr Phil Owen, seconded by Cllr Revd William Rowell*

## EP040625/14. PLANNING DECISION NOTICES

**EP040625/14.1 25/0707/LBC**

## EP040625/15. DATE OF NEXT MEETING

The next meeting of the Events and Planning Committee will be held on Wednesday, 2nd July 2025 at 18:30.

*The meeting finished at 20:10.*

Signed:

Dated:

Councillor (Chair)

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### **Decision/Action Log**

Item		Assigned	Status
EP040625/11	<b>RESOLUTION Pride Month</b> To purchase 2 x 10m lengths of Pride bunting from Amazon at a cost of £2.75 per 10m for installation at the Town Hall and Tourist Information Centre	Events, Planning and Markets Officer	In progress
EP040625/13.1	<b>RESOLUTION 25/0581/ADV</b> Do not support the large totem pole; its size should be reduced.	Events, Planning and Markets Officer	In progress
EP040625/13.2	<b>RESOLUTION 25/0696/HH</b> Support with no comment	Events, Planning and Markets Officer	In progress
EP040625/13.3	<b>RESOLUTION 25/0712/LBC</b> Support with no comment	Events, Planning and Markets Officer	In progress
EP040625/13.4	<b>RESOLUTION 25/0502/FUL</b> Support, but note that adequate parking should be provided and the Committee ask for an explanation regarding the planned location of the existing bus shelter.	Events, Planning and Markets Officer	In progress
EP040625/13.5	<b>RESOLUTION 25/0701/DIS</b> Defer until next meeting	Events, Planning and Markets Officer	In progress

Item		Assigned	Status
EP040625/6.1	<b>RESOLUTION</b> <b>Previous Events and Tourism Minutes</b> The minutes from the Events and Tourism Committee meeting held on 14th May 2025 were accepted as a true record.	Events, Planning and Markets Officer	In progress
EP040625/1	<b>RESOLUTION</b> <b>Election of Chair</b> Cllr Chris Davies was elected chair of the Events and Planning Committee for the municipal year 2025/2026	Town Clerk & Proper Officer	In progress
EP040625/2	<b>RESOLUTION</b> <b>Election of Vice Chair</b> Cllr Sally Fitzgerald was elected as Vice Chairman of the Events and Planning Committee for the municipal year 2025/2026	Town Clerk & Proper Officer	In progress
EP040625/6.3	<b>RESOLUTION</b> <b>Previous Planning Minutes</b> The minutes from the Planning Committee meeting held on 14th May 2025 were accepted as a true record.	Events, Planning and Markets Officer	In progress

## **Appendix D**





# Cyngor Tref y Trallwng | Welshpool Town Council

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

**DRAFT**

## **Minutes of the Operations & Development Committee held on 11/06/2025 6:30pm in Council Chamber, Welshpool Town Hall.**

### **PRESENT:**

Councillor David France  
Councillor Estelle Bleivas  
Councillor Nick Howells  
Councillor Phil Owen  
Councillor Phil Pritchard (Chair)  
Councillor Sally Fitzgerald

### **Apologies for absence:**

### **Absent:**

Councillor Dr Ben Gwalchmai

### **Also in attendance:**

Councillor Carol Robinson  
Councillor Chris Davies  
Councillor Revd William Rowell  
Kimberly Wright - Events, Planning and Markets Officer  
Paul McGrath - Operations Manager  
Wendy Lewis - Tourist Information Centre Manager  
1 member(s) of the public / press

### **OD110625/1. ELECTION OF CHAIR**

#### **RESOLVED**

**Cllr Phil Pritchard was elected as chairman of the Operations & Development Committee for the municipal year 2025/2026**

*Proposed by Cllr Estelle Bleivas, seconded by Cllr Sally Fitzgerald*

### **OD110625/2. ELECTION OF VICE CHAIR**

#### **RESOLVED**

**Cllr Sally Fitzgerald was elected as Vice Chairman of the Operations & Development Committee for the municipal year 2025/2026**

*Proposed by Cllr Estelle Bleivas, seconded by Cllr Nick Howells*

### **OD110625/3. WELCOME AND APOLOGIES FOR ABSENCE**

The Chair welcomed all those present to the meeting.

#### **OD110625/4. DECLARATIONS OF INTERESTS AND DISPENSATIONS**

None.

#### **OD110625/5. PUBLIC PARTICIPATION**

None.

#### **OD110625/6. MINUTES AND MATTERS ARISING**

##### **OD110625/6.1 Previous Minutes**

###### **RESOLVED**

**The minutes from the Services and Property Committee meeting held on 21st May 2025 were accepted as a true record.**

*Proposed by Cllr Nick Howells, seconded by Cllr Sally Fitzgerald*

##### **OD110625/6.2 Matters Arising**

None.

#### **OD110625/7. LAND AND BUILDINGS**

##### **OD110625/7.1 Town Hall & Motte and Bailey**

The Operations Manager updated councillors to works taking place at the Town Hall and confirmed that the works had started.

##### **OD110625/7.2 General Update**

The Operations Manager updated councillors on general activities, including:

- Vandalism in the gents toilets at the TIC which was caught on CCTV and reported to the police.
- Musical panel at Maes y Dre play park has been vandalised.
- Grass cutting in playgrounds and the Memorial Gardens.
- Three members of the Operations Team passed their Chainsaw training course.
- Maes y Dre has been tidied up in preparation for the upcoming Carnival.
- Hanging baskets and flower baskets have been installed around the town.

The Mayor remarked that he and the Town Clerk is to organise a regular meeting with the police to report such issues of vandalism and Cllr Phil Pritchard asked for the Vice-Chairman and himself to join in on the meetings.

The Operations Manager also highlighted the recent STRI report in which councillors gave credit and thanks to the Operations Team for the upkeep of the pitch surfaces.

#### **OD110625/8. SERVICES**

##### **OD110625/8.1 Meals on Wheels**

The TIC Manager gave an update on the Meals on Wheels service and explained that some customers had been lost but some new customers gained. On average over 100 meals per week are produced which also include the Friday session for The Haven at the Day Centre. The TIC Manager reported that

a tap and radiator are leaking at the Day Centre but the Operations Team have it under control.

## **OD110625/8.2 Markets**

The Events, Planning and Markets Officer gave an update and explained:

- The market cafe is now vacant.
- One trader left at the end of May with another at the end of June and another at the end of July.
- Three people have shown an interest in having a stall in the last month.
- Signs are currently displayed on vacant units to inform visitors that the unit is available to hire.

## **OD110625/9. COMMITTEE FINANCE (MONTH 2)**

Members noted the current spending position against the budget and no comments were received.

## **OD110625/10. DATE OF NEXT MEETING**

The next meeting of the Operations and Development Committee will be held on Wednesday 9th July 2025 at 6:30pm.

*The meeting finished at 19:27.*

Signed:

Dated:

Councillor Phil Pritchard (Chair)

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## **Decision/Action Log**

Item		Assigned	Status
OD110625/1	<b>RESOLUTION Election of Chair</b> Cllr Phil Pritchard was elected as chairman of the Operations & Development Committee for the municipal year 2025/2026	Town Clerk & Proper Officer	In progress
OD110625/2	<b>RESOLUTION Election of Vice Chair</b> Cllr Sally Fitzgerald was elected as Vice Chairman of the Operations & Development Committee for the municipal year 2025/2026	Town Clerk & Proper Officer	In progress
OD110625/6.1	<b>RESOLUTION Previous Minutes</b> The minutes from the Services and Property Committee meeting held on 21st May 2025 were accepted as a true record.	Town Clerk & Proper Officer	In progress

# Appendix E



# 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 & Governance Committee held on 18/06/2025 6:30pm in Council Chamber, Welshpool Town Hall.**

### **PRESENT:**

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

Apologies for absence:

Absent:

Also in attendance:

Councillor Nick Howells  
Richard Williams - Town Clerk & Proper Officer  
Vanessa Voysey - Responsible Finance Officer

### **FG180625/1. ELECTION OF CHAIR**

#### **RESOLVED**

**Cllr Morag Bailey was elected as chairman of the Finance & Governance Committee for the municipal year 2025/2026**

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

### **FG180625/2. ELECTION OF VICE CHAIR**

Cllr Richard Church joined the meeting.

#### **RESOLVED**

**Cllr William Rowell was elected as Vice Chairman of the Finance & Governance Committee for the municipal year 2025/2026**

*Proposed by Cllr Richard Church, seconded by Cllr Alison Davies*

### **FG180625/3. WELCOME AND APOLOGIES FOR ABSENCE**

The Chair welcomed all those present to the meeting.

## **FG180625/4. DECLARATIONS OF INTERESTS AND DISPENSATIONS**

None.

## **FG180625/5. PUBLIC PARTICIPATION**

None.

## **FG180625/6. MINUTES AND MATTERS ARISING**

### **FG180625/6.1 Previous Minutes**

#### **RESOLVED**

**To approve and sign as a correct record, the minutes from the meeting of the Staffing Committee on 07/05/2025.**

*Proposed by Cllr Revd William Rowell, seconded by Cllr Richard Church*

### **FG180625/6.2 Matters Arising**

F160425/6. Hub Account - actioned and awaiting Lloyds Bank to sign off.

F210525/5.1 Sales Recpts Page 1072 - RFO will email councillors to explain the income.

F210525/5.4 Debit Card - Debit Card now received but awaiting the PIN number for usage.

F210525/8. Working Group - Cllr Prichard would like to join the group.

F210525/12 Debt Write Off Policy - in progress.

### **FG180625/6.3 Previous Minutes**

#### **RESOLVED**

**To approve and sign as a correct record, the minutes from the meeting of the Staffing Committee on 07/05/2025.**

*Proposed by Cllr Morag Bailey, seconded by Cllr David France*

### **FG180625/6.4 Matters Arising**

S070525/7. Employment Matters - progressed with ACAS and agreement form to be signed.

## **FG180625/7. FINANCIAL MATTERS**

### **FG180625/7.1 Council Accounts (May 2025 - Period 2)**

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

- Cashbook 1 - Siemens - RFO explained that this is for photocopier lease
- Cashbook 1 - RCI Financial Services - RFO explained that this is Meals on Wheels van lease
- Income & Expenditure - 230/5192 Carnival - the Town Clerk and RFO explained that this is likely to be overspent but income for the Events account code should cover this off
- Income & Expenditure - 210/4885 Elections - the Town Clerk explained that this is overspent due to the two last elections held in 2024. Another election is likely to be soon. A virement will be needed to fill this overspend from general reserves.
- Income & Expenditure - 140/4515 Buttington Cemetery - the Town Clerk explained that this is a historic agreement signed by Council back in 2001 to contribute a RPI linked figure each year towards Buttington Cemetery. The Town Clerk will look at ways that this could be revoked.

## **FG180625/7.2 Payment of Invoices - June**

A question as raised around the payment to Total Energies for Toilets energy usage as it seems very high. Officers to investigate ways to mitigate this, perhaps through energy saving measures.  
A query was raised around payment to Lex Autolease for a motoring offence and the RFO explained she is disputing it, as the offence took place in Edinburgh.

The Town Clerk also brought details on changes to contracts for telephony, photocopier and councillor email addresses, which all sought savings.

### **RECOMMENDED**

**To authorise the Town Clerk to enter into the new photocopier lease with ABS.**

*Proposed by Cllr Alison Davies, seconded by Cllr Phil Owen*

### **RECOMMENDED**

**To authorise the Town Clerk to enter into a new telephony lease with Enconvo.**

*Proposed by Cllr Alison Davies, seconded by Cllr Richard Church*

### **RECOMMENDED**

**To authorise the Town Clerk to accept the quote from United Technologies in respect of additional licences for councillor email addresses.**

*Proposed by Cllr Phil Owen, seconded by Cllr Alison Davies*

### **RECOMMENDED**

**To confirm and agree payment of invoices for May 2025.**

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

## **FG180625/8. INTERNAL AUDIT**

### **FG180625/8.1 Accounting Statements & Internal Audit - 2024/25**

The RFO introduced the item and explained the audit process. Members examined the financial aspects of the return, with the Internal Auditor report due asap and Full Council to complete the Annual Governance Statement.

### **RECOMMENDED**

**To recommend to Full Council the approval of the Accounting Statement for 2024/2025.**

*Proposed by Cllr Alison Davies, seconded by Cllr Estelle Bleivas*

## **FG180625/9. STRATEGY**

### **FG180625/9.1 Interim Strategic Plan (2025-2028)**

The Town Clerk summarised the paper and explained the previous strategic plans which had been previously in place and recommended that a consultation be carried out, asking people for their views on what the Town Council does, what it shouldn't do and how it should respond in the future. Members asked a range of questions.

### **RECOMMENDED**

**- To note the contents of the report.**

**- To approve the launch of a community consultation on the Interim Strategic Plan 2025-2028.**

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

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

## **FG180625/9.2 Town Clerk Performance Management Framework**

A discussion was held by members and a suggestion was put forward to replace the Town Mayor as day to day line manager of the Town Clerk with the Staffing Committee. It was reaffirmed that contractually the day to day line manager of the Town Clerk is the Town Mayor.

### **RECOMMENDED**

**To adopt the Town Clerk Performance Management Framework subject to typographical and numbering amendments being made.**

*Proposed by Cllr Alison Davies, seconded by Cllr Richard Church. A recorded vote was requested.*

For: Alison Davies, David France, Morag Bailey, Nick Howells, Phil Owen, Richard Church, Revd William Rowell

Against: Estelle Bleivas, Phil Pritchard

Abstain:

## **FG180625/10. DATE OF NEXT MEETING**

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

## **FG180625/11. CONFIDENTIAL SESSION - EXCLUSION**

### **RESOLVED**

**That members of the public and press be requested to leave the meeting by reason of the confidential nature of the business about to be transacted.**

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

## **FG180625/12. SALES LEDGER - DEBTORS [CONFIDENTIAL]**

Members examined the debtors list and asked a series of questions and queries.

Cllr Nick Howells left the meeting.

### **RECOMMENDED**

**To support appropriate enforcement action to collect the outstanding balances, including any costs, as recommended by the Town Clerk**

*Proposed by Cllr Phil Pritchard, seconded by Cllr Phil Owen*

## **FG180625/13. STAFFING**

### **FG180625/13.1 Appraisals [CONFIDENTIAL]**

The Town Clerk summarised the paper and explained some of the outcomes of recent staff appraisals.

### **RECOMMENDED**

- To change the pay scale of Employee No. 8 to SCP 20, backdated to the 19th October 2023.
- To agree to the request made by Employee No. 45 as to working arrangements.



**- To authorise the Town Clerk to enter into discussions in relation to the training request made.**

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

### **FG180625/13.2 Other Staffing [CONFIDENTIAL]**

The Town Clerk updated members on recent staffing matters.

*The meeting finished at 20:01.*

Signed:

Dated:

Councillor Morag Bailey (Chair)

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### **Decision/Action Log**

<b>Item</b>		<b>Assigned</b>	<b>Status</b>
FG180625/1	<b>RESOLUTION Election of Chair</b> Cllr Morag Bailey was elected as chairman of the Finance & Governance Committee for the municipal year 2025/2026	Town Clerk & Proper Officer	In progress
FG180625/2	<b>RESOLUTION Election of Vice Chair</b> Cllr William Rowell was elected as Vice Chairman of the Finance & Governance Committee for the municipal year 2025/2026	Town Clerk & Proper Officer	In progress
FG180625/6.1	<b>RESOLUTION Previous Minutes</b> To approve and sign as a correct record, the minutes from the meeting of the Staffing Committee on 07/05/2025.	Town Clerk & Proper Officer	In progress
FG180625/6.3	<b>RESOLUTION Previous Minutes</b> To approve and sign as a correct record, the minutes from the meeting of the Staffing Committee on 07/05/2025.	Town Clerk & Proper Officer	In progress
FG180625/7.2	<b>RECOMMENDATION Payment of Invoices - June</b> To authorise the Town Clerk to enter into the new photocopier lease with ABS.	Town Clerk & Proper Officer	In progress
FG180625/7.2	<b>RECOMMENDATION Payment of Invoices - June</b> To authorise the Town Clerk to enter into a new telephony lease with Enconvo.	Town Clerk & Proper Officer	In progress

Item		Assigned	Status
FG180625/7.2	<b>RECOMMENDATION</b> <b>Payment of Invoices - June</b> To authorise the Town Clerk to accept the quote from United Technologies in respect of additional licences for councillor email addresses.	Town Clerk & Proper Officer	In progress
FG180625/7.2	<b>RECOMMENDATION</b> <b>Payment of Invoices - June</b> To confirm and agree payment of invoices for May 2025.	Town Clerk & Proper Officer	In progress
FG180625/8.1	<b>RECOMMENDATION</b> <b>Accounting Statements &amp; Internal Audit - 2024/25</b> To recommend to Full Council the approval of the Accounting Statement for 2024/2025.	Town Clerk & Proper Officer	In progress
FG180625/9.1	<b>RECOMMENDATION</b> <b>Interim Strategic Plan (2025-2028)</b> - To note the contents of the report. - To approve the launch of a community consultation on the Interim Strategic Plan 2025-2028. - To authorise the Town Clerk in consultation with the Mayor, Deputy Mayor and Chair's of Committees to approve the consultation documentation. - To support the wide promotion of the consultation across physical and digital channels. - To ask officers to bring back a final draft of the Interim Strategic Plan for approval by Full Council in September 2025.	Town Clerk & Proper Officer	In progress
FG180625/11	<b>RESOLUTION</b> <b>Confidential Session - Exclusion</b> 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
FG180625/13.1	<b>RECOMMENDATION</b> <b>Appraisals</b> - To change the pay scale of Employee No. 8 to SCP 20, backdated to the 19th October 2023. - To agree to the request made by Employee No. 45 as to working arrangements. - To authorise the Town Clerk to enter into discussions in relation to the training request made.	Town Clerk & Proper Officer	In progress
FG180625/12	<b>RECOMMENDATION</b> <b>Sales Ledger - Debtors</b> To support appropriate enforcement action to collect the outstanding balances, including any costs, as recommended by the Town Clerk	Town Clerk & Proper Officer	In progress
FG180625/9.2	<b>RECOMMENDATION</b> <b>Town Clerk Performance Management Framework</b> To adopt the Town Clerk Performance Management Framework subject to typographical and numbering amendments being made.	Town Clerk & Proper Officer	In progress

# Appendix F

## Payments for Month 2

## Nominal Ledger Analysis

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



**Bank Reconciliation Statement as at 31/05/2025  
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Account	31/05/2025		9,318.65
			<u>9,318.65</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			9,318.65
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			9,318.65
		<b>Balance per Cash Book is :-</b>	<b>9,318.65</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....



## Receipts for Month 2

## Nominal Ledger Analysis

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



## Receipts for Month 2

## Nominal Ledger Analysis

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

## Receipts for Month 2

## Nominal Ledger Analysis

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

## Receipts for Month 2

## Nominal Ledger Analysis

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

## Receipts for Month 2

## Nominal Ledger Analysis

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

## Payments for Month 2

## Nominal Ledger Analysis

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

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

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....



Date: 09/06/2025

## Welshpool Town Council 2025-2026

Page: 135

Time: 14:30

## Cashbook 2

User: 6091.V.VOYSEY

## 30 Day A/C

For Month No: 2

## Receipts for Month 2

## Nominal Ledger Analysis

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

Continued on Page 136



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

**Bank Reconciliation Statement as at 31/05/2025  
for Cashbook 7 - Petty Cash**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash - Grounds	31/05/2025		8.18
Petty Cash - Office	31/05/2025		368.78
			<u>376.96</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			376.96
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			376.96
		<b>Balance per Cash Book is :-</b>	<b>376.96</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....



## Payments for Month 2

## Nominal Ledger Analysis

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

## Receipts for Month 2

## Nominal Ledger Analysis

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

12/06/2025

## Welshpool Town Council 2025-2026

10:52

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

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Month No: 2

## Cost Centre Report

16.46%

Ment 2

Lpd May

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Town Hall</b>								
1100 Income -Corn Exchange	453	1,028	7,000	5,972			14.7%	
1105 Income -Assembly Rooms	504	674	1,800	1,126			37.5%	
1110 Income -Other Rooms	80	80	1,000	920			8.0%	
1120 Income -Telephone Mast Rental	0	0	5,000	5,000			0.0%	
<b>Town Hall :- Income</b>	<b>1,038</b>	<b>1,783</b>	<b>14,800</b>	<b>13,017</b>			<b>12.0%</b>	<b>0</b>
4000 Salary	4,174	8,306	68,355	60,049		60,049	12.2%	
4005 HMRC	1,521	2,873	6,885	4,012		4,012	41.7%	
4010 Pension Payments	431	855	6,657	5,802		5,802	12.8%	
4055 Rates	0	36,068	35,000	(1,068)		(1,068)	103.1%	
4060 Services	2,413	5,928	60,000	54,072		54,072	9.9%	
4085 Repairs & Maintenance	1,586	2,135	15,000	12,865		12,865	14.2%	
4095 Licenses	0	130	1,500	1,370		1,370	8.7%	
4096 BLT Loan	940	940	0	(940)		(940)	0.0%	
4100 Cleaning & Materials	3,428	5,592	10,000	4,408		4,408	55.9%	
4200 Waste Collection	262	916	1,500	584		584	61.1%	
4202 Consumeables	42	42	500	458		458	8.4%	
4340 Equipment	0	(449)	500	949		949	(89.8%)	
4866 IT Costs	0	0	500	500		500	0.0%	
4875 Health & Safety	0	0	1,000	1,000		1,000	0.0%	
4900 Miscellaneous Costs	0	17	1,500	1,483		1,483	1.1%	
<b>Town Hall :- Indirect Expenditure</b>	<b>14,796</b>	<b>63,351</b>	<b>208,897</b>	<b>145,546</b>	<b>0</b>	<b>145,546</b>	<b>30.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(13,759)</b>	<b>(61,569)</b>	<b>(194,097)</b>	<b>(132,528)</b>				
<b>110 Markets</b>								
1200 Income -Market Stalls	1,790	3,376	13,000	9,624			26.0%	
1205 Income -Outdoor Markets	43	178	1,000	822			17.8%	
<b>Markets :- Income</b>	<b>1,833</b>	<b>3,555</b>	<b>14,000</b>	<b>10,446</b>			<b>25.4%</b>	<b>0</b>
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%	
<b>Markets :- Indirect Expenditure</b>	<b>0</b>	<b>0</b>	<b>1,500</b>	<b>1,500</b>	<b>0</b>	<b>1,500</b>	<b>0.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,833</b>	<b>3,555</b>	<b>12,500</b>	<b>8,946</b>				
<b>130 Recreation</b>								
1340 Income - Rec Club Rents etc	0	0	3,000	3,000			0.0%	
1350 Income -Allotments	75	75	600	525			12.5%	
<b>Recreation :- Income</b>	<b>75</b>	<b>75</b>	<b>3,600</b>	<b>3,525</b>			<b>2.1%</b>	<b>0</b>

Continued over page

## Detailed Income &amp; Expenditure by Budget Heading 01/05/2025

Month No: 2

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4020 Training Staff	1,005	1,005	2,000	995		995	50.3%	
4060 Services	0	0	2,500	2,500		2,500	0.0%	
4085 Repairs & Maintenance	1,012	1,238	6,000	4,762		4,762	20.6%	
4202 Consumables	0	0	500	500		500	0.0%	
4340 Equipment	0	0	2,500	2,500		2,500	0.0%	
4341 Play Equipment	0	650	10,000	9,350		9,350	6.5%	
4342 Play Area Fencing	0	0	16,000	16,000		16,000	0.0%	
4345 End of Season Works	0	0	20,000	20,000		20,000	0.0%	
4355 Country Park Lease	0	0	400	400		400	0.0%	
4360 Outer Park Lease	0	0	1,000	1,000		1,000	0.0%	
4365 STRI/ROSPA	0	0	1,500	1,500		1,500	0.0%	
4375 Memorial Garden	0	0	250	250		250	0.0%	
4380 Allotment costs	0	0	300	300		300	0.0%	
4400 Vehicles	3,125	3,125	0	(3,125)		(3,125)	0.0%	
4401 Vehicle Running Costs	11	333	1,000	667		667	33.3%	
4875 Health & Safety	0	16	250	234		234	6.5%	
4900 Miscellaneous Costs	0	0	100	100		100	0.0%	

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

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

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

Month No: 2

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>150 Toilets</b>								
4060 Services	605	1,479	3,000	1,521		1,521	49.3%	
4085 Repairs & Maintenance	0	0	1,000	1,000		1,000	0.0%	
4100 Cleaning & Materials	0	0	15,000	15,000		15,000	0.0%	
<b>Toilets :- Indirect Expenditure</b>	<b>605</b>	<b>1,479</b>	<b>19,000</b>	<b>17,521</b>	<b>0</b>	<b>17,521</b>	<b>7.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(605)</b>	<b>(1,479)</b>	<b>(19,000)</b>	<b>(17,521)</b>				
<b>160 Motte &amp; Bailey Castle</b>								
4055 Rates	0	582	0	(582)		(582)	0.0%	
4060 Services	22	51	1,200	1,149		1,149	4.3%	
4085 Repairs & Maintenance	13,826	13,838	5,000	(8,838)		(8,838)	276.8%	
4095 Licenses	0	0	1,350	1,350		1,350	0.0%	
4550 Rent Private Land	0	3,000	3,000	0		0	100.0%	
<b>Motte &amp; Bailey Castle :- Indirect Expenditure</b>	<b>13,848</b>	<b>17,472</b>	<b>10,550</b>	<b>(6,922)</b>	<b>0</b>	<b>(6,922)</b>	<b>165.6%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(13,848)</b>	<b>(17,472)</b>	<b>(10,550)</b>	<b>6,922</b>				
<b>180 Tourist Information</b>								
1500 Income -Commission Sales	11,948	19,828	40,000	20,172			49.6%	
1505 Income -Rail Ticket	634	1,163	8,000	6,837			14.5%	
1510 Income -Direct Sales	1,083	1,856	13,500	11,644			13.7%	
<b>Tourist Information :- Income</b>	<b>13,664</b>	<b>22,847</b>	<b>61,500</b>	<b>38,653</b>			<b>37.1%</b>	<b>0</b>
4000 Salary	4,319	8,540	63,145	54,605		54,605	13.5%	
4005 HMRC	884	1,866	4,325	2,459		2,459	43.1%	
4010 Pension Payments	710	1,421	7,552	6,131		6,131	18.8%	
4055 Rates	0	4,828	4,700	(128)		(128)	102.7%	
4060 Services	454	769	10,000	9,231		9,231	7.7%	
4085 Repairs & Maintenance	123	123	2,000	1,877		1,877	6.1%	
4100 Cleaning & Materials	44	44	1,000	956		956	4.4%	
4660 Direct Stock	326	454	15,000	14,546		14,546	3.0%	
4661 Commission Costs	0	583	35,000	34,417		34,417	1.7%	
4662 Train ticket costs	0	0	5,000	5,000		5,000	0.0%	
4866 IT Costs	0	0	200	200		200	0.0%	
4875 Health & Safety	0	0	200	200		200	0.0%	
4900 Miscellaneous Costs	124	208	500	292		292	41.7%	
<b>Tourist Information :- Indirect Expenditure</b>	<b>6,983</b>	<b>18,836</b>	<b>148,622</b>	<b>129,786</b>	<b>0</b>	<b>129,786</b>	<b>12.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>6,681</b>	<b>4,011</b>	<b>(87,122)</b>	<b>(91,133)</b>				



## Detailed Income &amp; Expenditure by Budget Heading 01/05/2025

Month No: 2

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>190 Ann Holloway Centre</b>								
1110 Income -Other Rooms	347	694	5,000	4,306			13.9%	
1300 Income - Rent	50	75	0	(75)			0.0%	
1635 Income -Lease	0	0	6,000	6,000			0.0%	
Ann Holloway Centre :- Income	<b>397</b>	<b>769</b>	<b>11,000</b>	<b>10,231</b>			<b>7.0%</b>	<b>0</b>
4060 Services	1,186	3,271	12,000	8,729		8,729	27.3%	
4085 Repairs & Maintenance	807	1,537	5,000	3,463		3,463	30.7%	
4100 Cleaning & Materials	143	143	4,000	3,857		3,857	3.6%	
4200 Waste Collection	0	0	1,500	1,500		1,500	0.0%	
4866 IT Costs	0	0	200	200		200	0.0%	
4875 Health & Safety	0	0	200	200		200	0.0%	
4900 Miscellaneous Costs	0	0	200	200		200	0.0%	
Ann Holloway Centre :- Indirect Expenditure	<b>2,136</b>	<b>4,951</b>	<b>23,100</b>	<b>18,149</b>	<b>0</b>	<b>18,149</b>	<b>21.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,738)</b>	<b>(4,181)</b>	<b>(12,100)</b>	<b>(7,919)</b>				
<b>200 Meals on Wheels</b>								
1650 Income -Meals on Wheels	2,173	5,757	20,000	14,243			28.8%	
Meals on Wheels :- Income	<b>2,173</b>	<b>5,757</b>	<b>20,000</b>	<b>14,243</b>			<b>28.8%</b>	<b>0</b>
4000 Salary	1,131	2,339	21,735	19,396		19,396	10.8%	
4005 HMRC	308	648	801	153		153	81.0%	
4100 Cleaning & Materials	0	0	500	500		500	0.0%	
4202 Consumables	0	0	250	250		250	0.0%	
4340 Equipment	0	0	500	500		500	0.0%	
4400 Vehicles	0	211	4,000	3,789		3,789	5.3%	
4710 Meal Costs	770	1,309	8,000	6,691		6,691	16.4%	
4900 Miscellaneous Costs	0	0	200	200		200	0.0%	
Meals on Wheels :- Indirect Expenditure	<b>2,208</b>	<b>4,508</b>	<b>35,986</b>	<b>31,478</b>	<b>0</b>	<b>31,478</b>	<b>12.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(36)</b>	<b>1,250</b>	<b>(15,986)</b>	<b>(17,236)</b>				
<b>210 Administration &amp; Management</b>								
1076 Precept	0	781,600	781,600	0			100.0%	
1080 Income -Interest	54	83	500	417			16.7%	
Administration & Management :- Income	<b>54</b>	<b>781,683</b>	<b>782,100</b>	<b>417</b>			<b>99.9%</b>	<b>0</b>
4000 Salary	6,017	12,306	135,830	123,524		123,524	9.1%	
4005 HMRC	2,827	5,252	13,815	8,563		8,563	38.0%	
4010 Pension Payments	597	1,205	6,657	5,452		5,452	18.1%	
4011 PCC Pension Shortfall	10,100	10,100	10,100	0		0	100.0%	

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4020 Training Staff	0	150	4,000	3,850		3,850	3.8%	
4021 Training Councillors	84	84	1,000	916		916	8.4%	
4025 Uniforms	0	0	250	250		250	0.0%	
4055 Rates	0	0	7,500	7,500		7,500	0.0%	
4060 Services	113	920	7,500	6,580		6,580	12.3%	
4065 Mobile Phones	16	16	250	234		234	6.3%	
4095 Licenses	0	(130)	0	130		130	0.0%	
4100 Cleaning & Materials	0	506	250	(256)		(256)	202.5%	
4330 Special Projects	0	0	10,000	10,000		10,000	0.0%	
4340 Equipment	0	0	500	500		500	0.0%	
4445 Conferences	65	65	1,000	935		935	6.5%	
4470 Bank Charges	63	123	1,000	877		877	12.3%	
4725 Stationery	124	124	2,000	1,876		1,876	6.2%	
4850 Insurance	(1,042)	30,666	32,000	1,334		1,334	95.8%	
4855 Audit	0	0	2,500	2,500		2,500	0.0%	
4860 Professional Fees	0	0	2,500	2,500		2,500	0.0%	
4865 Web Site	0	0	500	500		500	0.0%	
4866 IT Costs	1,337	5,048	15,000	9,952		9,952	33.7%	
4870 Mayoral & Senior Allowance	0	0	1,500	1,500		1,500	0.0%	
4875 Health & Safety	6,993	6,993	7,000	7		7	99.9%	
4880 Electrical Testing	0	0	500	500		500	0.0%	
4885 Elections	0	6,964	1,500	(5,464)		(5,464)	464.3%	
4890 Welsh Language	0	0	500	500		500	0.0%	
4895 Subscriptions	0	0	2,000	2,000		2,000	0.0%	
4900 Miscellaneous Costs	86	74	500	426		426	14.8%	
5146 Civic & Hospitality	0	0	500	500		500	0.0%	
5450 Warm Hub Expenditure	0	0	500	500		500	0.0%	
Administration & Management :- Indirect Expenditure	27,379	80,466	268,652	188,186	0	188,186	30.0%	0

**Net Income over Expenditure**      **(27,325)**      **701,218**      **513,448**      **(187,770)**

230 Events

1850 Income -Carnival	29	29	1,000	971			2.9%	
1860 Income -Flicks in the Sticks	138	262	1,200	938			21.8%	
1870 Income Fireworks Display	0	0	2,000	2,000			0.0%	
1880 Income -Winter Festival	0	0	700	700			0.0%	
1895 Income-Other Events	30	80	1,500	1,420			5.3%	
Events :- Income	197	371	6,400	6,029			5.8%	0
4065 Mobile Phones	16	16	250	234		234	6.3%	
4400 Vehicles	211	211	0	(211)		(211)	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 01/05/2025

Month No: 2

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4900 Miscellaneous Costs	0	0	500	500		500	0.0%	
5100 Flicks in the Sticks	0	0	1,500	1,500		1,500	0.0%	
5105 Fireworks Display	0	0	2,500	2,500		2,500	0.0%	
5115 Remembrance	0	0	500	500		500	0.0%	
5120 Winter Festival	0	0	2,000	2,000		2,000	0.0%	
5121 Christmas Lights	2,017	2,017	2,000	(17)		(17)	100.8%	
5140 Easter Egg Hunt	0	28	0	(28)		(28)	0.0%	
5190 Community Events	550	1,645	3,000	1,355		1,355	54.8%	
5192 Carnival	300	300	2,500	2,200		2,200	12.0%	
Events :- Indirect Expenditure	<b>3,093</b>	<b>4,216</b>	<b>14,750</b>	<b>10,534</b>	<b>0</b>	<b>10,534</b>	<b>28.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(2,896)</b>	<b>(3,845)</b>	<b>(8,350)</b>	<b>(4,505)</b>				
Grand Totals:- Income	<b>19,432</b>	<b>816,840</b>	<b>913,400</b>	<b>96,560</b>			<b>89.4%</b>	
Expenditure	<b>84,148</b>	<b>217,155</b>	<b>889,164</b>	<b>672,009</b>	<b>0</b>	<b>672,009</b>	<b>24.4%</b>	
<b>Net Income over Expenditure</b>	<b>(64,717)</b>	<b>599,685</b>	<b>24,236</b>	<b>(575,449)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(64,717)</b>	<b>599,685</b>	<b>24,236</b>	<b>(575,449)</b>				

## **Appendix G**

Jun-25							
Date	Powers	Supplier	Supply	Net	VAT	Total	Comments
20/05/2025	S111; LGA 72	AA Catering	lids foil	£244.27	£48.86	£293.13	
20/05/2025	S111; LGA 72	Border Janitorial	oven cleaner, wipes, toilet roll	£142.81	£28.57	£171.37	
16/05/2025	S111; LGA 72	Boys & Boden	steel and ash edging iron	£28.35	£5.67	£34.02	
20/05/2025	S111; LGA 72	Boys & Boden	dumpy bag - top soil	£63.33	£12.67	£76.00	
26/05/2025	S111; LGA 72	British Gas	electricity bill motte and bailey	£12.00	£0.60	£12.60	
29/05/2025	S144; LGA 72	Brookwood	souvenirs for sale in TiC	£68.95	£13.79	£82.74	
31/05/2025	S145; LGA 72	Core Highways	road closure VE Day	£550.00	£110.00	£660.00	
20/05/2025	S111; LGA 72	CVC	tipper - extras- including reversing beeper	£526.00	£105.20	£631.20	
10/06/2025	S111; LGA 72	CVC	work vehicle lease	£433.87	£86.77	£520.64	
10/06/2025	S111; LGA 72	DM Payroll	payroll services Q1	£144.00	£0.00	£144.00	
13/05/2025	S111; LGA 72	Hardings	unleaded petrol	£10.83	£2.16	£12.99	
25/06/2025	S111; LGA 72	HMRC	tax month 3	£6,973.95	£0.00	£6,973.95	
15/05/2025	S144; LGA 72	Jamie Bags	items for sale in TiC	£146.50	£29.30	£175.80	
28/05/2025	S111; LGA 72	KRM Contractors	fencing netting at Motte & Bailey	£13,826.00	£2,765.20	£16,591.20	
16/05/2025	S111; LGA 72	Lex Autolease	vehicle lease van	£443.90	£88.78	£532.68	
04/06/2025	S111; LGA 72	Lex Autolease	motoring offences invoice	£10.00	£0.00	£10.00	direct debit - being disputed
31/05/2025	S144; LGA 72	National Express	coach ticket costs	£162.44	£0.00	£162.44	
28/05/2025	S111; LGA 72	One Voice Wales	councillor training	£84.00	£0.00	£84.00	
10/05/2025	S144; LGA 72	Owens Coaches	coach tickets costs	£9,470.54	£0.00	£9,470.54	
20/05/2025	S145; LGA 72	Paul Melton Hawks	Hawk display carnival	£300.00	£0.00	£300.00	
21/05/2025	S111; LGA 72	Phil's Tool Hire	lawn spike aerator	£72.00	£14.40	£86.40	
31/05/2025	S111; LGA 72	Potters	waste removal	£226.26	£45.25	£271.51	
04/02/2025	S111; LGA 72	Powys County Council	Buttington Cemetery	£1,300.46	£0.00	£1,300.46	
19/05/2025	S111; LGA 72	PRS	cleaning services	£560.48	£112.10	£672.58	
27/05/2025	S111; LGA 72	PRS	cleaning services	£596.64	£119.33	£715.97	
30/04/2025	S111; LGA 72	Rikki Lloyd	meal ticket	£18.70	£0.00	£18.70	
24/04/2025	S111; LGA 72	Silk Sharples Jennings	schedule of works for propping Town Hall	£500.00	£100.00	£600.00	
25/06/2025	S112; LGA 72	Staff	Salaries	£20,772.96	£0.00	£20,772.96	
15/01/2025	S111; LGA 72	Titan Wealth	pensions advice	£1,492.07	£298.41	£1,790.48	
07/05/2025	S111; LGA 72	Total Energies	electricity Town Hall	£2,160.63	£432.12	£2,592.75	direct debits - paid
07/05/2025	S111; LGA 72	Total Energies	electricity toilets	£605.17	£121.03	£726.20	direct debits - paid
07/05/2025	S111; LGA 72	Total Energies	electricity TiC	£230.19	£11.51	£241.70	direct debits - paid
07/05/2025	S111; LGA 72	Total Energies	electricity Triangle House	£129.09	£6.45	£135.54	direct debits - paid
05/05/2025	S111; LGA 72	Welshpool DIY	supplies incl. cable ties, key rings, bolts, nuts	£19.39	£0.00	£19.39	
15/05/2025	S111; LGA 72	Worknest	Insurance Admin Fee	£121.00	£13.00	£134.00	
TBC	S153; LGWM 11	B Spencer	Basic Allowance 2024/25	£156.00	£0.00	£156.00	
TBC	S111; LGA 72	N Whitehouse	M136 - AM280525/22	£1,218.69	£0.00	£1,218.69	
				<b>£63,821.47</b>	<b>£4,571.17</b>	<b>£68,392.63</b>	

# Appendix H

## Annual internal audit report to:

Name of body: **Welshpool Town Council**

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

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

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
1. Appropriate books of account have been properly kept throughout the year.	Y				Review of a sample of finance reports to the Finance Committee confirmed that appropriate books of account have been maintained throughout the year. Sample testing of income and expenditure transactions confirmed that appropriate records are maintained and that books of account are kept up to date.
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	Y				Sample testing of payments confirmed that payments are supported by invoices, and VAT is appropriately accounted for. All expenditure is approved by the Finance Committee monthly. Review of the minutes of the Finance Committee for the year showed that the appropriate level of scrutiny was applied by the Committee prior to approval.
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	Y				<p>A Risk Management Register is in place and was last reviewed on 28<sup>th</sup> May 2025. The Risk Management Register categorises risks under the following:</p> <ul style="list-style-type: none"> <li>• Building and Assets (13 Risks)</li> <li>• Business Continuity (2 Risks)</li> <li>• Finance (21 Risks)</li> <li>• Governance (12 Risks)</li> <li>• Health and Safety (4 Risks)</li> <li>• Personnel (4 Risks)</li> <li>• Reputational (5 Risks)</li> </ul> <p>There are a total of 61 risks on the risk register. After the management or control of risk, no risks remain rated red, nine risks are rated Amber, and all other risks are rated Green.</p> <p>The Council have a responsibility to the town for the maintenance of historic buildings. Quinquennial surveys were completed in 2024/25 which found that two of the buildings (Motte &amp; Bailey and Berriew Street Toilets) were structurally unsound and urgent repairs were needed</p>

\* Please include an explanation for any 'No' answers

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
					<p>for all buildings at a projected total cost of £5.9m over ten years and £846k recommended in Year 1.</p> <p>With reserves currently at approximately £50k there is a risk that if immediate and urgent repairs arise the Council do not have sufficient funds to meet their responsibility and keep the buildings safe to the public, or to continue activities.</p> <p><b>Recommendation 1</b></p>
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	Y				<p>Monthly finance reports are provided to the Finance Committee and reviewed by Council.</p> <p>Adequate budgetary processes are in place and the annual budget is approved by the Council. A review of the Finance Committee minutes confirmed that regular budget reports are regularly monitored. The budget reports include the actual to date, annual budget, variance to budget, funds available, and percentage of budget spent.</p> <p>The previous audit recommended that a reserves strategy be put in place to address the need for maintenance of appropriate reserves. This recommendation was implemented and the Reserves Policy approved by the Council on 24<sup>th</sup> April 2024 was reviewed during the audit. The Reserves Policy stated that it was the Council's intention to increase general reserves by a minimum of £20k per annum as part of a long-term plan to work towards a working general reserve fund of 6 months of the precept. Total reserves have increased from £37,689 at the end of 2023/24 to £49,995 at the end of 2024/25.</p>
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	Y				<p>Sample testing performed confirmed that expected income was received and accurately recorded in the accounts. VAT records checked to ensure that where claimed. VAT return was checked against bank statements and is appropriately accounted for.</p>
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	Y				<p>Petty cash payments are properly supported by receipts, expenditure is approved and VAT appropriately accounted for.</p> <p>Income received is used on occasion to top up the Petty Cash which is not in compliance with the Financial Regulations 6.21b). A recommendation was made in 2023/24 to ensure processes comply with the financial regulations, but this has not yet been implemented.</p>

\* Please include an explanation for any 'No' answers



	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
					<b>Recommendation 2</b>
7. Salaries to employees and allowances to members were paid in accordance with contracts/ minuted approvals, and PAYE and NI requirements were properly applied.	Y				Payroll services are undertaken by Demna Consulting including payment of salaries and allowances and calculation of PAYE and NI. BACS payments are authorised by two Councillors. Examination of bank statements confirmed salaries are paid by the Council through the Lloyds Bank account. The minutes of the Finance Committee confirmed that payroll payments are reviewed and approved monthly by the Committee.
8. Asset and investment registers were complete, accurate, and properly maintained.	Y				An asset register is maintained and regularly updated and reviewed.

\* Please include an explanation for any 'No' answers

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
9. Periodic and year-end bank account reconciliations were properly carried out.	Y				Evidence of periodic and year-end bank account reconciliations was obtained. Review of a sample of bank reconciliations confirmed they were properly carried out and agreed to the bank statements. Review of the Finance Committee minutes confirmed that bank reconciliations are subject to appropriate review.
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.	Y				A monthly budget report is presented to the Council. These reports are prepared on the correct accounting basis. Reconciliations with the cashbook are performed monthly and approved by the Finance Committee. Debtors and Creditors are properly recorded and reviewed by the Finance Committee monthly.  A review of the Debtor report at the year end showed that the oldest recorded debtor was dated 30/07/2020 and that the total debtor balance over 1 year was £4,587.  A review of the Creditor report at the year-end showed that the oldest Creditor was dated 01/12/2020 and that the total balance over 1 year was £1,515. The Finance Officer confirmed that the Finance Committee need to decide how to treat some old outstanding debtors and creditors. A recommendation is made to clear these accounts as required. <b>Recommendation 3</b>
11. Trust funds (including charitable trusts). The Council has met its responsibilities as a trustee.				Not Covered	Welshpool Town Council has responsibility for two Trust Funds – Burgess Lands Trust and R U Sayce. These were not examined as financial transactions relating to the Trusts are outside the scope of the Annual Governance Statement.

**For any risk areas identified by the Council (list any other risk areas below or on separate sheets if needed) adequate controls existed:**

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
12. Buildings and Structures – Risk or damage to property or individuals	Y				The management or control of risk listed on the risk register are to review the adequacy of public liability insurance and dangerous and unsafe buildings and sites removed/sealed off.  Assurance was gained that adequate controls existed through review of the register, documents and minutes, and discussions held with the Responsible Finance Officer and Clerk.

\* Please include an explanation for any 'No' answers

13. Buildings and Structures – Loss or Damage	Y				<p>The management or control of risk listed on the risk register are that the Town Clerk ensures adequate records held and all asset registers regularly reviewed and updated, weekly checks are undertaken by Operations Team, and reports provided to Council via Committee.</p> <p>Assurance was gained that adequate controls existed through review of the register, documents and minutes, and discussions held with the Responsible Finance Officer and Clerk.</p>
14. Buildings and Structures – Lack of Maintenance	Y				<p>The management or control of risk listed on the risk register are major project to modernise the Town Hall underway; Operations Team to manage appropriate repairs; and, the Council to provide repairs and maintenance budgets.</p> <p>Assurance was gained that adequate controls existed through review of the register, documents and minutes, and discussions held with the Responsible Finance Officer and Clerk.</p>
15. Buildings and Structures – Lack of budget planning for lifecycle of leases	Y				<p>The management or control of risk listed on the risk register are to ensure that budgets reflect the end position on leases and to ensure that leases/buildings are handed back as required.</p> <p>Assurance was gained that adequate controls existed through review of the register, documents and minutes, and discussions held with the Responsible Finance Officer and Clerk.</p>
16. Cashflow – Management of cash flow		N			<p>The management or control of risk listed on the risk register are to look at investments and take regular advice from Responsible Finance Officer, cashflow and reserve reports to council meetings monthly.</p> <p>It was noted that cashflow reports are not currently being provided to Council, <b>Recommendation 4 refers</b></p>
17. Other income – Cash handling	Y				<p>The management or control of risk listed on the risk register are that Council explore income and regularly review based on reports provided.</p> <p>Assurance was gained that adequate controls existed through review of the register, documents and minutes, and discussions held with the Responsible Finance Officer and Clerk.</p>
18. Reserves – Depletion and use of reserves below strategy balance					<p>The management or control of risk listed on the risk register are that Council review the reserve balance each month.</p> <p>Assurance was gained that adequate controls existed through review of the register, documents and minutes, and discussions held with the Responsible Finance Officer and Clerk.</p>

\* Please include an explanation for any 'No' answers

<b>19. All Persons – Premises, equipment, and building safety</b>	Y				<p>The management or control of risk listed on the risk register are that risk assessments are undertaken and appropriate signage is in place; council make decisions with regard to maintenance and appropriate works undertaken.</p> <p>Assurance was gained that adequate controls existed through review of the register, documents and minutes, and discussions held with the Responsible Finance Officer and Clerk.</p>
<b>20. Personnel – Loss of key personnel</b>	Y				<p>The management or control of risk listed on the risk register are that line managers monitor staff hours, health, stress, training; annual appraisals and regular 1-1s; team Meetings; and, the Town Clerk to keep Council updated.</p> <p>Assurance was gained that adequate controls existed through review of the register, documents and minutes, and discussions held with the Responsible Finance Officer and Clerk.</p>

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

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

#### Recommendations:

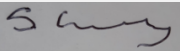
Rec.	Finding	Recommendation
1	<p>The Council have a responsibility to the town for the maintenance of historic buildings. Quinquennial surveys were completed in 2024/25 which found that two of the buildings (Motte &amp; Bailey and Berriew Street Toilets) were structurally unsound and urgent repairs were needed for all buildings at a projected total cost of £5.9m over ten years and £846k recommended in Year 1.</p> <p>With reserves currently at approximately £50k there is a risk that if immediate and urgent repairs arise the Council will not have sufficient funds to ensure the buildings are safe for the public, or to continue activities.</p>	<p>The Risk Register be reviewed to reflect the outcomes of the survey with the residual risk maintained at a high level.</p> <p>The Council to provide ongoing monitoring of plans to address repairs.</p>
2	<p>Income received is used to top up the petty cash on occasion. This is not in compliance with the Financial Regulations 6.21b).</p> <p>A recommendation was made in 2023/24 to ensure compliance with the Financial Regulations 6.21b. This had not yet been implemented but a debit card is now in use and the petty cash limit has been reduced from £500 to £250 with plans in place to ensure that income received is not used to top up petty cash.</p>	<p>Compliance with the Financial Regulations in respect of Petty Cash be implemented in 2025/26.</p>

\* Please include an explanation for any 'No' answers

Rec.	Finding	Recommendation
3	<p>A review of the Debtor report at the year end showed that the oldest recorded debtor was dated 30/07/2020 and that the total debtor balance over 1 year was £4,587.</p> <p>A review of the Creditor report at the year-end showed that the oldest Creditor was dated 01/12/2020 and that the total balance over 1 year was £1,515. The Finance Officer confirmed that the Finance Committee need to decide how to treat some old outstanding debtors and creditors.</p>	Old debtors and creditors be reviewed and cleared as planned.
4	<p>A cash flow forecast is not currently prepared for Council. A cash flow forecast would support the Council in performing its responsibility to effectively manage the cash flow throughout the year. The Financial Regulations stipulate that quarterly cash flow forecasts be prepared for planning and monitoring purposes. The Clerk confirmed that plans are in place to prepare cash flow forecasts for 2026/26.</p>	Cash-flow forecasts be prepared as planned.

### Internal audit confirmation

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

Name of person who carried out the internal audit: Jemimah McAlpine and Steen Gourlay	
Signature of person who carried out the internal audit:	
Date: 24/06/2025	

# Appendix I

## Basic audits 2024-25

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

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

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

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

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

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

### Audit cycle

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

To view the audit cycle for the period 2024-25 to 2026-27, please refer to the attached document 'TCC\_audit\_cycle\_by\_county.pdf'. It is arranged by county.

### Information required

#### Council contact details and core information

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

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

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

## Bank reconciliation

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

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

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

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

## Explanations of significant variances on the Accounting Statements

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

Positive and negative variances must be explained.

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

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

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

## Well-being of Future Generations (Wales) Act 2015

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



## **Governance themes 2024-25**

### **Capital projects**

Please provide the following information:

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

### **Member and officer training**

Please provide the following information:

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

### **Completion of audit 2023-24**

Please provide the following information:

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

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



Annual Return for the Year Ended 31 March 2025

Accounting statement 2024-25 for:

Name of body: WELSHPOOL TOWN COUNCIL

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

## Annual Governance Statement

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

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

\* Please include an explanation for any 'No' answers

Additional disclosure notes

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

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

1. **Expenditure under S137 Local Government Act 1972**  
Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2024-25 was £10.81 per elector.  
In 2024-25, the Council made payments totalling £ 793 under section 137. These payments are included within 'Other payments' in the Accounting Statement.

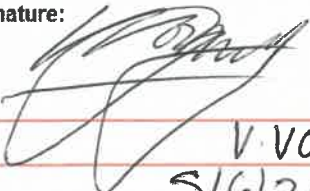
2.

Trust Funds

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

Council approval and certification

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

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

\* Please include an explanation for any 'No' answers

Annual internal audit report to:

Name of body:

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

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

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

\* Please include an explanation for any 'No' answers



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

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

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

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

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

### Internal audit confirmation

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

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

\* Please include an explanation for any 'No' answers





## Bank reconciliation<sup>2</sup>

COUNCIL NAME: WELSHPOOL TOWN COUNCIL

COUNTY: POLWYS

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

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

## Council contact details and other core information

Please provide the following contact details for the Council.

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

## Accounting records

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

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

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

## Explanation of variances

### Working out what variances need to be explained

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

## Suggested layout for explanations

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

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

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

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

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

## Suggested layout for explanations

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

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

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

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

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



## Suggested layout for explanations

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

Line .....8.....	£
Figure in This Year column	54,491
Figure in Last Year column	83,508
Variance (This Year figure less Last Year figure) A positive figure is an increase, a negative figure is a decrease	(29,017)

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

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

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





## Suggested layout for explanations

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

Line .....10.....	£
Figure in This Year column	51,435
Figure in Last Year column	106,838
Variance (This Year figure less Last Year figure) A positive figure is an increase, a negative figure is a decrease	(55,403)

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

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

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



## Suggested layout for explanations

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

Line .....13.....	£
Figure in This Year column	<del>0</del>
Figure in Last Year column	74,000
Variance (This Year figure less Last Year figure) A positive figure is an increase, a negative figure is a decrease	(74,000)

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

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

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



## **Appendix J**



# Cyngor Tref y Trallwng | Welshpool Town Council

Welshpool Town Council, Tourist Information Centre, The Vicarage Gardens, Welshpool, SY21 7DD  
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## Document / Report

Author	Richard Williams Town Clerk & Proper Officer
Title	Interim Strategic Plan 25-28 - June 2025
Date	6th June 2025

### 1. Purpose

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

### 2. Background

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

### 3. Rationale for a New Plan

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

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

#### **4. Proposed Consultation Approach**

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

#### **5. Use of Findings**

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

#### **6. Resource & Legal Implications**

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

#### **7. Recommendation**

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

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

#### **8. Decision**

1. To resolve to adopt the recommendations as above.



# Appendix K

Motion to go forward from Newtown and Llanllwchaiarn Town Council  
for consideration at One Voice Wales' Annual General Meeting  
October 2025

Acquiring Legal Advice on Welsh Law

Proposer – Cllr Jack Griffin Lewis, Newtown & Llanllwchaiarn Town Council

Seconder – TBA

Background

Newtown and Llanllwchaiarn Town Council had a difficult period this year with Accessible Meeting Arrangements and Discrimination. Our Town Clerk requested legal advice from OVW and received this disappointing reply:

*“We can give general advice on reasonable adjustments. We are limited in what we can say as we are advising at arm’s length so we can only provide general advice and the council would like definitive advice on its position. We are also limited in that we cannot advise on Welsh specific legislation and meeting requirements differ in England and Wales. We can provide advice on that basis.”*

The Town Council was left with no legal advice from OVW, but we overcame these issues at our Adjourned Full Council meeting in March. It was raised in this meeting that if we had clear legal advice from OVW, the discussion would have had a better understanding of the law to conclude the issues more productively.

It is a concern from myself and others, that if the Town Council faced ongoing legal issues which again had no legal advice from OVW, the Town Council would be at a great risk of a Legal Challenge which could cause reputational and financial damage as well as put a standstill on the Council’s work.

We would not like to see a fellow Council face a situation like this in the future without the proper legal advice provided by OVW.

OVW is a team with no legal officers of its own so it contracts legal advice services from the National Association of Local Councils (NALC) and the precise nature of the legal advice services will be bound by the terms of that contract.

This motion asks OVW to acquire legal advice on Welsh Law from a Wales based organisation for the good of all the councils in Wales.

### Resolution

*To instruct One Voice Wales to seek professional legal advice on Welsh Law from Wales based organisations, when requested to provide knowledge on Welsh Law to Councils.*

# Appendix L



## Rhaglen Gwirfoddolwyr Cefn Gwlad Cyngor Sir Powys

Annwyl glerc

Ysgrifennaf atoch i'ch hysbysu am lansiad trefniadau gweithio newydd ar gyfer rhaglen Gwirfoddolwyr Cefn Gwlad Powys.

Mae'r rhaglen yn rhan bwysig o reoli a chynnal hawliau tramwy a mannau gwyrdd cyhoeddus y sir, y tu allan i ardal Parc Cenedlaethol Bannau Brycheiniog. Fe'i goruchwylir gan dîm Mynediad a Hamdden Cefn Gwlad Cyngor Sir Powys. Mae angen y newidiadau i ganiatáu i'n gwirfoddolwyr a'n cymunedau ein cefnogi'n fwy effeithiol.

Mae'r trefniadau newydd yn seiliedig ar ardaloedd lleol 'Powys Gynaliadwy'. Hoffai aelodau o dîm Mynediad a Hamdden Cefn Gwlad y Cyngor gyfarfod â chynrychiolwyr y Cyngor Tref a Chymuned o bob ardal leol am drafodaeth anffurfiol dros y tri mis nesaf, i:

- roi manylion am y rhaglen
- ddechrau trafod eich syniadau ar gyfer cynnal a chadw a gwella llwybrau yn eich ardal leol.

Fel clwstwr ardal, a fydddech cystal â darparu ychydig o opsiynau am ddyddiad i gwrdd am drafodaeth gyda ni? Os gallwch awgrymu lleoliad addas yn agos at eich ardal chi, byddai hynny'n wych.

Cysylltwch â [rights.of.way@powys.gov.uk](mailto:rights.of.way@powys.gov.uk) am drefniadau.

### Trosolwg o'r rhaglen

Mae rhaglen Gwirfoddolwyr Cefn Gwlad wedi bod ar waith ers dros 20 mlynedd, gyda llawer o unigolion yn rhoi amser i helpu i gynnal a gwella hawliau tramwy cyhoeddus a mannau gwyrdd ledled y sir.

Wrth i awydd y cyhoedd i gael mynediad at gefn gwlad dyfu, mae rôl gwirfoddolwyr wedi dod yn bwysicach fyth wrth ddarparu cyfleoedd hamdden awyr agored i'n trigolion eu mwynhau ac i gefnogi'r economi ymwelwyr.

Bydd y rhaglen yn parhau i weithio gyda deiliaid tir i'w cefnogi i gyflawni eu dyletswyddau cyfreithiol i sicrhau bod hawliau tramwy cyhoeddus yn agored ac yn hawdd i'w defnyddio ar draws eu tir.

## Powys County Council Countryside Volunteer Programme

Dear clerk

I am writing to let you know about the launch of a new working arrangements for the Powys Countryside Volunteer programme.

The programme is an important part of managing and maintaining the county's public rights of way and greenspaces, outside the Bannau Brycheiniog National Park area. It is overseen by Powys County Council's Countryside Access and Recreation team. The changes are needed to allow our volunteers and communities to support us more effectively.

The new arrangements are based on 'Sustainable Powys' locality areas. Members of the Council's Countryside Access and Recreation team would like to meet with Town and Community Council representatives from each locality area for an informal discussion over the next three months, to:

- provide detail of the programme
- start to discuss your ideas for path maintenance and improvement in your locality area.

As a locality cluster, please could you collectively provide a few date options for an in-person discussion with us? If you can suggest a suitable venue close to your area, that would be great.

Please contact [rights.of.way@powys.gov.uk](mailto:rights.of.way@powys.gov.uk) for arrangements.

### Programme overview

The Countryside Volunteer programme has been in place for over 20 years, with many individuals giving time to help maintain and improve public rights of way and greenspace across the county.

As public desire to access the countryside grows, the role of volunteers has become ever more important in providing outdoor recreation opportunities for enjoyment by our residents and to support the visitor economy.

The programme will continue to work with landholders, to support them in meeting their legal duties to ensure public rights of way are open and easy to use across their land.

Gryfach, tecach, gwyrddach – Stronger, fairer, greener

[www.powys.gov.uk](http://www.powys.gov.uk)

Croeso i chi gysylltu â ni yn Gymraeg. Byddwn yn ymateb yn Gymraeg, heb oedi.  
You are welcome to contact us in Welsh. We will respond in Welsh, without delay



### Sut y bydd yn gweithio

- Wedi'u strwythuro o amgylch 13 ardal lleol Powys Gynaliadwy yn y sir, bydd pob un o'r grwpiau gwirfoddol yn gweithio ar ran clwstwr o gymunedau (gweler map ardal amgaeedig)
- Ym mhob ardal bydd nifer o rolau gwirfoddolwyr, o leiaf un Trefnydd Rhaglen Cefn Gwlad Gwirfoddol (i gydlyn gweithgaredd ar draws yr ardal), ac un neu fwy o Oruchwylwyr Gwaith Cefn Gwlad Gwirfoddol i oruchwyllo'r diwrnodau gwaith ymarferol gwirfoddol. Efallai y bydd rhai gwirfoddolwyr hefyd am gael eu hyfforddi i gysylltu â thirfeddianwyr.
- Er y bydd gwirfoddolwyr yn ymuno â grŵp yn eu hardal leol, bydd gan bawb yr opsiwn i weithio gyda grwpiau gwirfoddol eraill, os dymunant. Bydd swyddogion y Cyngor Sir yn cefnogi'r rhaglen, gan gyflawni tasgau arbenigol a chynorthwyo gyda logisteg i alluogi grwpiau gwirfoddol i weithio heb oruchwyliaeth swyddogion gymaint â phosibl.
- Bydd ein gwaith yn canolbwyntio ar raglen waith flynyddol y cytunwyd arni ar gyfer pob grŵp lleol.

### Cymorth a Chyngor

Gwerthfawrognwch eich cefnogaeth i sicrhau bod mynediad parhaus a chynaliadwy i gefn gwlad ar gyfer ein trigolion a'n hymwelwyr. Credwn y gall cyfathrebu a chydweithredu cynnar sicrhau bod llwybrau'n parhau i fod ar gael i bawb.

Mae'r tîm Mynediad a Hamdden Cefn Gwlad yma i gynorthwyo a darparu cyngor ymarferol. Mae croeso i chi gysylltu â ni os oes gennych unrhyw gwestiynau neu os oes angen eglurhad pellach arnoch.

### How will it work

- Structured around the Sustainable Powys 13 locality areas in the county, each of the volunteer groups will work on behalf of a cluster of communities (see enclosed locality map)
- In each locality there will be a number of volunteer roles, at least one Volunteer Countryside Programme Organiser (to coordinate activity across the locality), and one or more Volunteer Countryside Works Supervisors to oversee the practical volunteer work days. Some volunteers may also wish to be trained to carry out landowner liaison.
- While volunteers will join a group in their locality area, everyone will have the option to work with other volunteer groups, if they wish. County Council officers will support the programme, carrying out specialist tasks and assisting with logistics to enable volunteer groups to work without officer supervision as much as possible.
- Our work will be centred around an agreed annual work programme for each locality group.

### Support and Advice

We appreciate your support in ensuring ongoing, sustainable delivery of access to the countryside for our residents and visitors. We believe that early communication and cooperation can ensure that paths remain accessible for everyone.

The Countryside Access and Recreation team is here to assist and provide practical advice. Please do not hesitate to contact us if you have any questions or need further clarification.

Yn gywir / Yours sincerely

**Sian Barnes**

Arweinydd Proffesiynol Mynediad i Gefn Gwlad a Hamdden/ Professional Lead  
Gwasanaethau Cefn Gwlad Cyngor Sir Powys / Powys County Council Countryside Access  
and Recreation

*Amgaead/ Enclosure: Map o'r ardaloedd lleol / Map of locality areas  
Llawlyfr Gwirfoddolwyr / Volunteer Handbook*

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