



# **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)

## **Minutes of the Services and Property Committee held on 16/04/2025 6:30pm in Council Chamber, Welshpool Town Hall.**

### **PRESENT:**

Councillor Carol Robinson  
Councillor Chris Davies  
Councillor Estelle Bleivas  
Councillor Julie Arnold  
Councillor Nick Howells (Chair)  
Councillor Phil Owen  
Councillor Phil Pritchard  
Councillor Sally Fitzgerald

### **Apologies for absence:**

Councillor David France

### **Absent:**

Councillor Billy Spencer

### **Also in attendance:**

Councillor Morag Bailey  
Councillor Richard Church  
Councillor Revd William Rowell  
Richard Williams - Town Clerk & Proper Officer  
Paul McGrath - Operations Manager  
Phil Rollinson - Senior Facilities Assistant  
Wendy Lewis - Tourist Information Centre Manager  
2 member(s) of the public / press

### **SP160425/1. WELCOME AND APOLOGIES FOR ABSENCE**

The Chair welcomed everyone to the meeting. Apologies for absence were received from Cllr David France due to a work commitment.

### **SP160425/2. DECLARATIONS OF INTERESTS AND DISPENSATIONS**

None.

### **SP160425/3. PUBLIC PARTICIPATION**

None.

### **SP160425/4. MINUTES**

Cllr Phil Owen joined the meeting.

## **RESOLVED**

**To confirm the minutes of the Services and Property Committee held on the 22nd January 2025.**

*WTCM36 - Proposed by Cllr Sally Fitzgerald, seconded by Cllr Julie Arnold*

### **SP160425/5. LAND AND BUILDINGS**

#### **SP160425/5.1 Fire Safety Matters**

The Operations Manager introduced the recently commissioned Fire Safety Survey undertaken by Mid and West Wales Fire and Rescue Service. The survey revealed several areas in which fire safety could be improved with remedial works, however some of the works would be included in plans for transforming the Town Hall. Officers also confirmed that fire risk assessments for all buildings needed to be updated.

A suggestion was made to refer the report to the Health and Safety Committee before making a decision, however councillors felt that this would delay the required works taking place. The Town Clerk suggested that the Health and Safety Committee could meet to discuss the report in more depth, while the up to date fire risk assessments were obtained.

#### **RECOMMENDED**

**To ask officers to obtain three quotes to obtain up to date fire risk assessments for all Council buildings and sites.**

*WTCM27 - Proposed by Cllr Julie Arnold, seconded by Cllr Sally Fitzgerald*

#### **SP160425/5.2 Town Hall & Motte and Bailey**

The Operations Manager explained that two local companies had declined to quote for the immediate priority works which was put out to tender by the Council. He confirmed that this leaves just one quote remaining. The Town Clerk also confirmed that Cadw had clarified that the Pavillion Bowling Club forms part of the Scheduled Monument at the Motte and Bailey.

Councillors discussed the recent news from Welsh Bikers for Suicide Prevention that they had decided to withdraw their offer to assist with works at the Motte and Bailey.

#### **RECOMMENDED**

**To accept the quotation for the Town Hall and Motte and Bailey works from Silk Sharples Jennings and KRM Contractors and to authorise officers to obtain appropriate funding streams to enable works to take place.**

*WTCM19 - Proposed by Cllr Sally Fitzgerald, seconded by Cllr Estelle Bleivas*

#### **SP160425/5.3 Council Vehicles - Tipper Truck**

The Senior Facilities Assistant gave an update on the Council's Tipper Truck and explained that the agreement and warranty for the vehicle is due to expire in October. This means that the Council would be liable for any repairs needed after this date, which could be costly due to the engine configuration. He recommended that the Council enter into a new three year lease agreement with CVC at the cost of £590.15 a month, which would be slightly more than the current cost, however would enable the Council to have continued warranty for another three years.

Officers also mentioned the recently held demonstration for a new tractor to replace the Council's 25 year old vehicle. A full paper will be presented on this at next week's Full Council.

## **RECOMMENDED**

**To accept the recommendation from officers and enter into a new three year lease for a replacement Tipper Truck.**

*WTCM20 - Proposed by Cllr Phil Pritchard, seconded by Cllr Estelle Bleivas*

### **SP160425/5.4 General Update**

The Operations Manager gave a general update on works to date including hedge cutting before the commencement nesting season, pitch and grass cutting, three monthly playground checks, installation of bollards at the Town Hall following the Quintennial Survey and upcoming works for VE Day, including bunting which is being erected on Wednesday 23rd April 2025.

The Town Clerk gave an update on a proposal from Welshpool Community Haven to create a memorial garden at the Day Centre for those who have been lost and to provide support for younger members dealing with grief.

Councillors and the Town Clerk thanked all the Operations Team for their hard work and dedication to their work.

## **RECOMMENDED**

**To allow Welshpool Community Haven to create a memorial garden at the Day Centre.**

*WTCM25 - Proposed by Cllr Sally Fitzgerald, seconded by Cllr Julie Arnold*

### **SP160425/6. SERVICES**

#### **SP160425/6.1 Meals on Wheels**

The TIC Manager gave an update and explained that the Meals on Wheels service is currently delivering around 85 meals per week and also catering for 35 meals in house for Welshpool Community Haven. There is now a team of 15 volunteers who do deliveries.

### **SP160425/7. DATE OF NEXT MEETING**

Due to the scheduling of the Annual Meeting, which is now to be held on the 28th May 2025 the next date of the Services and Property Committee will be 21st May 2025.

### **SP160425/8. 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.**

*WTCM10 - Proposed by Cllr Nick Howells, seconded by Cllr Sally Fitzgerald*

### **SP160425/9. MARKETS [CONFIDENTIAL]**

In the absence of the Events, Planning and Markets Officer, the Town Clerk gave an update in respect of the market.

### **SP160425/10. DAY CENTRE [CONFIDENTIAL]**

The Town Clerk gave a quick verbal update in respect of the Day Centre and explained that a paper will be discussed by Full Council on the 23rd April 2025.

*The meeting finished at 19:42.*

Signed:

Dated:

Councillor Nick Howells (Chair)

---

### Decision/Action Log

ID		Assigned
WTCM10	<b>RESOLUTION</b> <b>SP160425/8 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.	
WTCM19	<b>RECOMMENDATION</b> <b>SP160425/5.2 Town Hall &amp; Motte and Bailey</b> To accept the quotation for the Town Hall and Motte and Bailey works from Silk Sharples Jennings and KRM Contractors and to authorise officers to obtain appropriate funding streams to enable works to take place.	Operations Manager
WTCM20	<b>RECOMMENDATION</b> <b>SP160425/5.3 Council Vehicles - Tipper Truck</b> To accept the recommendation from officers and enter into a new three year lease for a replacement Tipper Truck.	Operations Manager
WTCM25	<b>RECOMMENDATION</b> <b>SP160425/5.4 General Update</b> To allow Welshpool Community Haven to create a memorial garden at the Day Centre.	Town Clerk & Proper Officer
WTCM27	<b>RECOMMENDATION</b> <b>SP160425/5.1 Fire Safety Matters</b> To ask officers to obtain three quotes to obtain up to date fire risk assessments for all Council buildings and sites.	Operations Manager
WTCM36	<b>RESOLUTION</b> <b>SP160425/4 Minutes</b> To confirm the minutes of the Services and Property Committee held on the 22nd January 2025.	Town Clerk & Proper Officer