



Cyngor Tref y Trallwng | Welshpool Town Council

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DRAFT

Minutes of the Finance & Governance Committee held on 16/07/2025 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:

Kimberly Wright - Events, Planning and Markets Officer

FG160725/1. WELCOME AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone to the meeting. The Town Clerk sent his apologies as he was in London representing the Council.

FG160725/2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None.

FG160725/3. PUBLIC PARTICIPATION

No members of the public were present.

FG160725/4. MINUTES AND MATTERS ARISING

FG160725/4.1 Previous Minutes

RESOLVED

To approve the minutes from the meeting of the Operations & Development Committee on 18/06/2025.

WTCM210 - Proposed by Cllr Alison Davies, seconded by Cllr Revd William Rowell

FG160725/4.2 Matters Arising

The Chairman updated Councillors on the actions in progress list:

FG180625/7.1 - The new photocopier lease is completed with new machine installed and in use.

FG180625/7.1 - The new telephone lease has been entered into and phones are awaiting installation.

FG180625/7.1 - Councillors now have their own Council email address.

FG180625/9.1 - Chair's of Committees to approve the consultation documentation is still in progress. A reminder email will be sent out this week.

FG180625/9.2 - Town Clerk Performance Management Framework was approved and is now in place.

FG160725/5. FINANCIAL MATTERS

FG160725/5.1 Council Accounts (June 2025 - Period 3)

A discussion took place regarding the amount of information about the accounts that councillors wanted to receive each month. It was decided that just a summary should be provided to the committee. In discussing the current cash and bank totals, the previous RFOs financial management was commended by councillors.

FG160725/5.2 Payment of Invoices - July

The Chairman informed Councillors that receiving a payslip was statutory for audit purposes.

RECOMMENDED

To confirm and agree payment of invoices for June 2025.

WTCM215 - Proposed by Cllr Alison Davies, seconded by Cllr Estelle Bleivas

FG160725/5.3 Scrutiny of Payments

RECOMMENDED

To elect Cllr Bill Rowell to perform scrutiny of payments exercise for August 2025.

WTCM216 - Proposed by Cllr Phil Pritchard, seconded by Cllr Phil Owen

FG160725/5.4 Summer Recess

RECOMMENDED

To authorise the Town Clerk to pay urgent and/or contractual payments during August.

WTCM217 - Proposed by Cllr Revd William Rowell, seconded by Cllr Alison Davies

FG160725/6. STRATEGY AND POLICY

FG160725/6.1 Interim Stratgic Plan (2025-2028)

The Town Clerk will be sending a reminder email this week to Chairs of Committees to sign off the survey.

FG160725/6.2 Gifts and Hospitality Policy

Cllr Phil Owen asked if there should be a review, and if there should be a separate policy for Councillors.

RECOMMENDED

To approve and adopt the Gifts & Hospitality Policy with amendments to make it clear of the scope of the policy e.g. councillors and/or staff.

WTCM218 - Proposed by Cllr Alison Davies, seconded by Cllr Richard Church

FG160725/6.3 Vehicle Tracking Policy

Cllr Phil Owen suggested adding a dashcam to the vehicles.

RECOMMENDED

To approve and adopt the Vehicle Tracking Policy.

WTCM219 - Proposed by Cllr Richard Church, seconded by Cllr Alison Davies

FG160725/6.4 Policy Updates

RECOMMENDED

To give delegated approval to officers to update approved policies to replace references to previous committees with the new approved structure.

WTCM220 - Proposed by Cllr Alison Davies, seconded by Cllr Estelle Bleivas

FG160725/7. OTHER MATTERS

FG160725/7.1 Digital Engagement - Q1 2025

Councillor Richard Church suggested that the figures given may be higher, due to groups sharing posts and Councillors sharing them. Councillors thanked the Town Clerk for his efforts and for setting up a WhatsApp channel.

FG160725/7.2 Council Branding & Style Guide

Councillors approved the Branding and Style guide for projects going forward.

RECOMMENDED

To approve the Council Branding and Style Guide.

WTCM225 - Proposed by Cllr Alison Davies, seconded by Cllr Revd William Rowell

FG160725/7.3 Newsletters & Physical Communications

A discussion took place and councillors suggested other groups such as the Scouts delivering in the area, or councillors delivering in their wards.

RECOMMENDED

To approve in principle that two newsletters be produced annually, one for the Summer and one for the Winter, and officers investigate all delivery and distribution methods prior to designing.

WTCM222 - Proposed by Cllr Revd William Rowell, seconded by Cllr Alison Davies

FG160725/8. DATE OF NEXT MEETING

Councillors noted that the next meeting of Finance & Governance Committee will be held on 17th September 2025 at 6:30pm.

FG160725/9. CONFIDENTIAL SESSION - EXCLUSION

RESOLVED

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

WTCM226 - Proposed by Cllr Morag Bailey, seconded by Cllr Alison Davies

FG160725/10. SALES LEDGER - DEBTORS [CONFIDENTIAL]

Councillors suggested creating a Debt Recovery and Write-Off Policy. Councillors noted that some of the debt would be irrecoverable.

FG160725/11. STAFFING REVIEW - EXTERNAL [CONFIDENTIAL]

RECOMMENDED

To use Local Council Consultancy for the external staffing review at a cost of £2,730, subject to the Town Clerk being satisfied with the information provided by them.

WTCM223 - Proposed by Cllr Richard Church, seconded by Cllr Alison Davies

FG160725/12. STAFFING - RECRUITMENT OF ADMINISTRATOR (TEMPORARY) [CONFIDENTIAL]

RECOMMENDED

To appoint a shortlisting and interview panel comprising of Cllr Estelle Blevias, Cllr Morag Bailey, The Mayor and the Town Clerk and to give delegated powers to the Town Clerk to appoint to the position following agreement from the panel.

WTCM224 - Proposed by Cllr Phil Pritchard, seconded by Cllr Alison Davies

The meeting finished at 20:03.

Signed: Dated:

Councillor Morag Bailey (Chair)

Decision/Action Log

ID		Assigned
WTCM210	RESOLUTION FG160725/4.1 Previous Minutes To approve the minutes from the meeting of the Operations & Development Committee on 18/06/2025.	
WTCM215	RECOMMENDATION FG160725/5.2 Payment of Invoices - July To confirm and agree payment of invoices for June 2025.	

ID		Assigned
WTCM216	RECOMMENDATION FG160725/5.3 Scrutiny of Payments To elect Cllr Bill Rowell to perform scrutiny of payments exercise for August 2025.	
WTCM217	RECOMMENDATION FG160725/5.4 Summer Recess To authorise the Town Clerk to pay urgent and/or contractual payments during August.	
WTCM218	RECOMMENDATION FG160725/6.2 Gifts and Hospitality Policy To approve and adopt the Gifts & Hospitality Policy with amendments to make it clear of the scope of the policy e.g. councillors and/or staff.	
WTCM219	RECOMMENDATION FG160725/6.3 Vehicle Tracking Policy To approve and adopt the Vehicle Tracking Policy.	
WTCM220	RECOMMENDATION FG160725/6.4 Policy Updates To give delegated approval to officers to update approved policies to replace references to previous committees with the new approved structure.	
WTCM222	RECOMMENDATION FG160725/7.3 Newsletters & Physical Communications To approve in principle that two newsletters be produced annually, one for the Summer and one for the Winter, and officers investigate all delivery and distribution methods prior to designing.	
WTCM223	RECOMMENDATION FG160725/11 Staffing Review - External To use Local Council Consultancy for the external staffing review at a cost of £2,730, subject to the Town Clerk being satisfied with the information provided by them.	
WTCM224	RECOMMENDATION FG160725/12 Staffing - Recruitment of Administrator (Temporary) To appoint a shortlisting and interview panel comprising of Cllr Estelle Blevias, Cllr Morag Bailey, The Mayor and the Town Clerk and to give delegated powers to the Town Clerk to appoint to the position following agreement from the panel.	
WTCM225	RECOMMENDATION FG160725/7.2 Council Branding & Style Guide To approve the Council Branding and Style Guide.	
WTCM226	RESOLUTION FG160725/9 Confidential Session - Exclusion That members of the public and press be requested to leave the meeting by reason of the confidential nature of the business about to be transacted.	