



# Cyngor Tref y Trallwng | Welshpool Town Council

Welshpool Town Council, Tourist Information Centre, The Vicarage Gardens, Welshpool, SY21 7DD  
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## Minutes of the Full Council held on 23/04/2025 7:15pm in Council Chamber, Welshpool Town Hall.

### PRESENT:

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

### Apologies for absence:

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

### Absent:

Councillor Jackson Quarr??Il

### Also in attendance:

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

### **FC230425/1. WELCOME AND APOLOGIES FOR ABSENCE**

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

### **RESOLVED**

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

*WTCM16 - Proposed by Cllr Alison Davies, seconded by Cllr Revd William Rowell*

### **FC230425/2. DECLARATIONS OF INTERESTS AND DISPENSATIONS**

None.

### **FC230425/3. PUBLIC PARTICIPATION**

None.

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

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

#### **FC230425/5. COUNTY COUNCIL AND COUNTY COUNCILLOR UPDATES**

Cllr Graham Breeze reported on:

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

Cllr Breeze invited and answered questions on the above topics.

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

#### **FC230425/6. MINUTES AND MATTERS ARISING**

##### **FC230425/6.1 Previous Minutes**

###### **RESOLVED**

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

*WTCM34 - Proposed by Cllr Alison Davies, seconded by Cllr Revd William Rowell*

##### **FC230425/6.2 Matters Arising**

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

#### **FC230425/7. RECOMMENDATIONS FROM COMMITTEES**

##### **FC230425/7.1 Staffing Committee - April 2025**

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

###### **RESOLVED**

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

*WTCM26 - Proposed by Cllr Revd William Rowell, seconded by Cllr Alison Davies*

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

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

For: Alison Davies, Billy Spencer, Nick Howells

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

Abstain: None

The proposal to reject that recommendation was lost.

**RESOLVED**

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

*WTCM2 - Proposed by Cllr Sally Fitzgerald, seconded by Cllr Morag Bailey*

**FC230425/7.3 Planning Committee - April 2025**

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

**RESOLVED**

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

*WTCM37 - Proposed by Cllr Sally Fitzgerald, seconded by Cllr Revd William Rowell*

**FC230425/7.4 Events and Tourism Committee - April 2025**

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

**RESOLVED**

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

*WTCM5 - Proposed by Cllr Billy Spencer, seconded by Cllr Revd William Rowell*

**FC230425/7.5 Services and Property Committee - April 2025**

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

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

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

Against: None

Abstain: None

**RESOLVED**

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

*WTCM3 - Proposed by Cllr Sally Fitzgerald, seconded by Cllr Billy Spencer*

**FC230425/7.6 Finance Committee - April 2025**

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

**RESOLVED**

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

*WTCM4 - Proposed by Cllr Billy Spencer, seconded by Cllr Sally Fitzgerald*

**FC230425/8. FINANCE**

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

**RESOLVED**

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

*WTCM17 - Proposed by Cllr Morag Bailey, seconded by Cllr Billy Spencer*

**FC230425/8.2 Payment of Invoices - April**

**RESOLVED**

**To agree payment of invoices for April 2025.**

*WTCM23 - Proposed by Cllr Alison Davies, seconded by Cllr Billy Spencer*

**FC230425/8.3 Council Vehicles**

The Town Clerk summarised the report and noted that the current tractor was past end of life and had health and safety issues. The paper set out options on financing for a new tractor which included finance agreement over 5 years or a loan over 3 years. The RFO had recommended the purchasing of a replacement tractor using the loan facility kindly indicated to the Council by the Burgess Lands Trust. Cllr Alison Davies proposed instead that the Council explore the finance leasing offered by John Deere Finance.

## **RESOLVED**

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

*WTCM29 - Proposed by Cllr Alison Davies, seconded by Cllr Morag Bailey*

## **FC230425/9. OUTSIDE BODIES**

### **FC230425/9.1 Sustainable Powys**

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

## **RESOLVED**

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

*WTCM38 - Proposed by Cllr Phil Owen, seconded by Cllr Billy Spencer*

### **FC230425/9.2 OVW Motions for Debate - 2025**

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

### **FC230425/9.3 OVW Larger Councils Committee - April 2025**

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

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

### **FC230425/9.4 Senedd - Local Government and Housing Committee**

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

### **FC230425/9.5 Other Outside Bodies**

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

A recorded vote was requested.

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

Against: Chris Davies, Phil Prichard

Abstain: Phil Owen, Sally Fitzgerald

**RESOLVED**

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

*WTCM28 - Proposed by Cllr Phil Owen, seconded by Cllr Morag Bailey*

**FC230425/10. DATE OF NEXT MEETING**

The date of the annual meeting was noted.

**FC230425/11. CONFIDENTIAL SESSION - EXCLUSION**

**RESOLVED**

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

*WTCM11 - Proposed by Cllr Billy Spencer, seconded by Cllr Morag Bailey*

**FC230425/12. AGENCY STAFFING [CONFIDENTIAL]**

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

A recorded vote was requested.

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

Against: Phil Prichard

Abstain: None

**RESOLVED**

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

*WTCM22 - Proposed by Cllr Alison Davies, seconded by Cllr Morag Bailey. A recorded vote was requested.*

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

Against: Phil Pritchard

Abstain:

**FC230425/13. ANN HOLLOWAY DAY CENTRE [CONFIDENTIAL]**

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

**RESOLVED**

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

*WTCM21 - Proposed by Cllr Billy Spencer, seconded by Cllr Phil Pritchard*

**FC230425/14. LEGAL MATTERS [CONFIDENTIAL]**

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

**RESOLVED**

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

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

The meeting finished at 21:08.

Signed:

Dated:

Councillor Phil Owen (Chair)

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### Decision/Action Log

ID		Assigned
WTCM1	<b>RESOLUTION</b> <b>FC230425/14 Legal Matters</b> <ul style="list-style-type: none"><li>- To adopt the recommendations as set out in the confidential report.</li><li>- To appoint Richard Williams as Town Clerk &amp; Proper Officer from the 31st March 2025.</li></ul>	Town Clerk & Proper Officer
WTCM2	<b>RESOLUTION</b> <b>FC230425/7.2 Strategy, Policy and Development Committee - April 2025</b> <ul style="list-style-type: none"><li>- To ask officers to look at all the data and bring back further information to the next meeting [of the Committee].</li><li>- To approve the Staff Appraisal Policy with the following amendment - "Make it more clear that it is the Mayor who conducts the Clerks appraisal".</li><li>- To approve the Environmental Policy.</li></ul>	Town Clerk & Proper Officer Events, Planning and Markets Officer
WTCM3	<b>RESOLUTION</b> <b>FC230425/7.5 Services and Property Committee - April 2025</b> <ul style="list-style-type: none"><li>- To ask officers to obtain up to date fire risk assessments for all Council buildings and sites.</li><li>- 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.</li><li>- To accept the recommendation from officers and enter into a new three year lease for a replacement Tipper Truck.</li><li>- To allow Welshpool Community Haven to create a memorial garden at the Day Centre.</li></ul>	Town Clerk & Proper Officer Operations Manager Senior Facilities Assistant
WTCM4	<b>RESOLUTION</b> <b>FC230425/7.6 Finance Committee - April 2025</b> <ul style="list-style-type: none"><li>- To authorise the RFO and the Town Clerk to enter into new energy agreements where appropriate to get the best deal for the Council.</li><li>- To authorise the RFO to setup a new bank account at Lloyds for the Hub.</li></ul>	Town Clerk & Proper Officer Responsible Finance Officer

ID		Assigned
WTCM5	<b>RESOLUTION</b> <b>FC230425/7.4 Events and Tourism Committee - April 2025</b> - To pay for the renewal of the wedding licence over three years, at a cost of £404 in Year 1, £403 in Year 2 and £403 in Year 3. - To book the headline act and for officers to continue to try and find sponsorship. - To book Derand to test the anchor points at the cost of £2,300.98 incl VAT. - To book the Children's Christmas party for Saturday 20th December 2025 at 6pm. - To book the Birds of Prey display for the Carnival at £300. - To allow the Jersey's to return in January 2026. - To discuss fees and pricing with the Finance Committee.	Town Clerk & Proper Officer Events, Planning and Markets Officer
WTCM11	<b>RESOLUTION</b> <b>FC230425/11 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.	
WTCM16	<b>RESOLUTION</b> <b>FC230425/1 Welcome and Apologies for Absence</b> To accept the apologies from Cllr David France, Cllr Richard Church, Cllr Estelle Blevias, Cllr Dr Ben Gwalchmai, Cllr Carol Robinson and Cllr Julie Arnold.	Town Clerk & Proper Officer
WTCM17	<b>RESOLUTION</b> <b>FC230425/8.1 Council Accounts (March 2025 - Period 12)</b> To accept the Bank Reconciliation and Cashbook Reports and Income and Expenditure Report for March 2025.	Responsible Finance Officer
WTCM21	<b>RESOLUTION</b> <b>FC230425/13 Ann Holloway Day Centre</b> To adopt the recommendations as set out in the confidential report.	Town Clerk & Proper Officer
WTCM22	<b>RESOLUTION</b> <b>FC230425/12 Agency Staffing</b> To adopt the recommendations as set out in the confidential report.	Responsible Finance Officer
WTCM23	<b>RESOLUTION</b> <b>FC230425/8.2 Payment of Invoices - April</b> To agree payment of invoices for April 2025.	Responsible Finance Officer
WTCM26	<b>RESOLUTION</b> <b>FC230425/7.1 Staffing Committee - April 2025</b> To approve the Staff Appraisal Policy with the following amendment - "Make it more clear that it is the Mayor who conducts the Clerks appraisal"	Town Clerk & Proper Officer Events, Planning and Markets Officer
WTCM28	<b>RESOLUTION</b> <b>FC230425/9.5 Other Outside Bodies</b> To authorise Cllr Carol Robinson and Cllr Alison Davies to attend the One Voice Wales Annual Awards on the 30th April 2025.	Town Clerk & Proper Officer



ID		Assigned
WTCM29	<b>RESOLUTION</b> <b>FC230425/8.3 Council Vehicles</b> To authorise officers to enter into a 5 year loan with John Deere Finance based on a 7.40% interest rate with a £3,000 deposit. The sale of the existing tractor to cover the cost of the deposit, along with some monthly repayments.	Town Clerk & Proper Officer Operations Manager Responsible Finance Officer Senior Facilities Assistant
WTCM34	<b>RESOLUTION</b> <b>FC230425/6.1 Previous Minutes</b> To confirm the minutes of Full Council held on the 19th March 2025.	Town Clerk & Proper Officer
WTCM37	<b>RESOLUTION</b> <b>FC230425/7.3 Planning Committee - April 2025</b> To confirm the recommendations from the meeting of the Planning Committee on the 9th April 2025.	Town Clerk & Proper Officer Events, Planning and Markets Officer
WTCM38	<b>RESOLUTION</b> <b>FC230425/9.1 Sustainable Powys</b> To elect Cllr Morag Bailey and Cllr Revd William Rowell to attend the Sustainable Powys meeting in Welshpool Town Hall on 8th May 2025 on behalf of the Council.	Town Clerk & Proper Officer