



Welshpool Town Council, The Vicarage Gardens, Welshpool, Powys, SY21 7DD
Tel: 01938 553142 Email: office@welshpooltowncouncil.gov.uk

Agenda & Summons

Full Council - 23/09/2026 6:30pm

17th September 2026

Dear Councillor,

You are hereby summoned to attend a meeting of the Full Council of Welshpool Town Council which will be held on Wednesday 23rd September 2026 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 & Responsible Finance Officer

In accordance with the [Local Government and Elections \(Wales\) Act 2021](#), this meeting is available by remote means. Please visit <https://us02web.zoom.us/j/86835755048?pwd=14OgHE14vR6g9dn7rmQH5iLSK6UHv3.1> to join online or use Zoom Meeting ID 868 3575 5048 and passcode 263015.

Agenda

1. WELCOME, CODE OF CONDUCT AND APOLOGIES FOR ABSENCE

To welcome Councillors and members of the public, to remind attendees to show respect for all throughout the meeting in line with the obligations of the Code of Conduct, and to receive and, if appropriate, approve apologies for absence. [Section 4(b), Code of Conduct; Section 85(1), Local Government Act 1972]

2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

To receive declarations of interest and, if appropriate, consider any 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 of the questioner or any other named person. [Para. 27A, Sch 12, Local Government Act 1972]

4. TOWN MAYOR'S REPORT - AUGUST & SEPTEMBER 26

To receive a written report from the Town Mayor, Cllr Revd William Rowell.

[Appendix B]

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 Full Council on 22/07/2026.
[Para. 35(1), Sch 12, Local Government Act 1972]

[Appendix C]

6.2. Matters Arising

To report for information purposes only matters arising from the Full Council on 22/07/2026.

7. COMMITTEES - MINUTES & RECOMMENDATIONS

To invite Committee Chairs to present recommendations (if any) from meetings for Council to confirm.

7.1. Events & Planning Committee - September 2026

To consider the recommendations from the meeting of the Events & Planning Committee on the 02/09/2026.

Item 6.2 - Visit Welshpool RECOMMENDED To note the progress made across the four strands of the Visit Welshpool programme; To approve the launch of the Visit Welshpool mobile application and website; To approve the Visit Welshpool branding guidelines and authorise officers to produce branded content and progress the Town Guide within the approved budget; To note that the first Business Forum will be held at the Royal Oak at the end of September 2026 and that invitations will be issued to local businesses; and To note the progress of the Voucher Scheme design competition and that the Mayor will judge the entries
Item 6.3 - Bedroom Browser 2027/2028 RECOMMENDED To agree to a Quarter Page (135mm x 95mm) insert in the Bedroom Browser 2026/2027 for £425 + VAT and to include elements relating to Visit Welshpool.
Item 8.8 - Christmas Lights Installation RECOMMENDED To accept the quotation for Christmas Lights Installation for 2026 from Bright Grid Solutions Ltd for £9267.
Item 8.5 - Remembrance Services 2026 RECOMMENDED To confirm the new dates and times suit local schools for the Remembrance events and to refer to Full Council for approval.

[Appendix D]

7.2. Operations & Development Committee - September 2026

To consider the recommendations from the meeting of the Operations & Development Committee on the 09/09/2026.

Item 8.2 - Welshpool Town Centre Improvement**RECOMMENDED**

To approve the locations and types of street furniture, wayfinding, planting, lighting, bus stop signage, visitor information and other elements identified within the plans and Permissions Register;

To authorise the Town Clerk in consultation with the Project Board to approve the design, manufacturer and model of specific items; the procurement of contractors and other elements needed to deliver the project prior to the funding deadline, provided such decisions do not exceed the overall approved project finance;

To authorise the Town Clerk to progress and obtain all necessary highway, landowner and other permissions as required;

To authorise the Town Clerk to make amendments to the location, quantity or specification of approved items arising from procurement, site conditions or requirements imposed by permissions provided such changes do not exceed the overall approved project finance;

To note the urgent action taken by the Town Clerk, with the concurrence of the Mayor, to submit the application for advertisement consent for the proposed digital information screen adjacent to the Town Hall.

Item 8.4 - Maes y Dre Alternative Premises**RECOMMENDED**

To note the progress made with the planning application and the preparation of drawings by Hughes Architects;

To accept Company B's quotation of £7,787.49 for excavation, disposal of materials and laying stone to form the hardstanding;

To authorise expenditure of £9,437.49 from the Special Projects budget for the currently identified planning, drainage and groundworks costs;

To instruct officers to obtain confirmed costs for the new container, relocation of the existing container and any remaining project requirements, and to report the complete project cost to Council before further expenditure is committed.

Item 5.2 - Scansis Pitch**RECOMMENDED**

To approve providing Cllr Kelly Meredith with the appropriate paint (if already in ownership of the paint), subject to approval by the Town Clerk and ClwydAllyn.

Item 8.6 - Car Parking at Maes y Dre**RECOMMENDED**

To authorise officers to prepare a detailed business case and options appraisal for charging at both parking areas at Maes y Dre Recreation Ground, including proposed tariffs and free parking periods, forecast gross and net income, non-domestic rates and other liabilities, enforcement options, legal and data protection requirements, displacement risks and the effect on existing users;

To authorise officers to engage with sports clubs, the nearby nursery, the school and other affected users as part of that assessment;

To receive a further report before any decision is made to introduce parking charges or enter into an enforcement contract.

Item 5.3 - Play Area Fencing**RECOMMENDED**

To accept the quotation from Midland Fencing for fencing at Little Henfaes Playpark for £7250.

Item 5.4 - Town Hall Rear Lift - Oil Replacement**RECOMMENDED**

To delegate authority to the Town Clerk, in consultation with the Operations Team, to authorise the oil replacement works at a cost not exceeding £7410.

Item 8.7 - Shopfront Scheme**RECOMMENDED**

Approve the launch of the Shopfront & Window Dressing Scheme as outlined in the report;

Authorise officers to agree installations with landlords/property agents, commission designs & printing within the approved budget.

7.3. Finance & Governance Committee - September 2026

To consider the recommendations from the meeting of the Finance & Governance Committee on the 16/09/2026.

Item 7.1 - Newsletter RECOMMENDED To approve the printing and Royal Mail door-to-door distribution to SY21 7, SY21 8 and SY21 9 of the Council newsletter at a cost not exceeding £1,400.
Item 6.1 - Disciplinary Policy RECOMMENDED To adopt the Disciplinary Policy with the following amendments; - Page 5, item 9, under the misconduct heading, says 'minor breaches of employment contract'; add 'serious breaches of employment contract' under the Gross Misconduct heading. - Item 1.4 has an 'it' that is not needed. - Add an explanation of whether, if a member of staff appeals, a suspension will still be in place or not.
Item 6.2 - Grievance Policy RECOMMENDED To adopt the Grievance Policy.
Item 6.3 - Policy Review RECOMMENDED To note the comparison of the Council's current employment policy framework with section B.12 of the Finance & Governance Toolkit. To instruct officers, with support from the Council's human resources provider, to prioritise the preparation or review of policies covering adoption and paternity leave, capability, recruitment and shared parental leave. To establish and maintain a central employment policy schedule recording approval and review dates.

[Appendix F]

8. BUSINESS PLANNING & FINANCIAL MATTERS

8.1. Council Accounts (July - Period 4)

To consider the Income and Expenditure Reports and Cash and Bank Totals for July 2026 and note the bank balances as of 31st July 2026:

- General Fund - £27,081.92
- 30 Day Account - £100,503.66
- Petty Cash - £35.03
- Hub Community Account - £3,995.64

[Appendix G]

[Appendix H]

8.2. Council Accounts (August - Period 5)

To consider the Income and Expenditure Reports and Cash and Bank Totals for August 2026 and note the bank balances as of 31st August 2026:

- General Fund - £284,153.85
- 30 Day Account - £40,558.66
- Petty Cash - £35.03
- Hub Community Account - £4,083.81

[Appendix I]

[Appendix J]

8.3. Payment of Invoices - September

To consider payment of invoices for September, including any additional payments tabled on the night.

[Appendix K]

8.4. Scrutiny of Payments

To hear the feedback from August 2026 (Cllr Alison Davies) for the scrutiny of payments exercise as set out in Financial Regulations.

9. OTHER MATTERS

9.1. Bull Dingle

To receive an update on the Bull Dingle.

9.2. Lead Councillors

To consider the report from the Town Clerk in respect of the proposed Lead Councillors scheme.

[Appendix L]

9.3. Electoral Matters - Castle Ward

To note that an election has been called for the vacancy in the Castle Ward and to consider if poll cards should be issued at a cost of £95 per 100 electors.

10. OUTSIDE BODIES

10.1. OVW Innovative Practice Conference

To receive information regarding the One Voice Wales Innovative Practice Conference on the 30th September 2026 and to elect, if desired, representatives from the Council to attend.

[Appendix M]

10.2. PTHB Better Together Programme

To consider the Council's response (if any) to the PTHB Better Together Programme and associated proposed changes to Welshpool Hospital.

[Appendix N]

[Appendix O]

10.3. Other Outside Bodies

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

11. PLANNING - NEW APPLICATIONS

To consider and comment on the following planning applications. [Town and Country Planning (Development Management Procedure) (Wales) Order 2012]

11.1. P/26/0840/FUL & P/26/0913/LBC

Change of use of building to a dental surgery D1(a), internal and external alterations and associated works 27 Broad Street, Welshpool, Powys, Sy21 7rw

[Appendix P]

12. ITEMS FOR FUTURE AGENDA & DATE OF NEXT MEETING

To receive items for consideration by the Town Clerk for future agendas and to note that the next meeting of Full Council will be held on 23rd September 2026 at 6:30pm.

13. 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]

7.3. Confidential - Finance & Governance Committee - September 2026 [CONFIDENTIAL]

To consider the recommendations from the meeting of the Finance & Governance Committee on the 16/09/2026.

Item 10 - Utilities

RECOMMENDED

To note the chronology of the competing gas contracts and the circumstances in which the British Gas contract failed to go live.

To note that GEAB has agreed to waive in full its potential Non-Live Administration Fee and any other associated termination, cancellation or administration fees, that British Gas is not pursuing any sum, and that the matter has been concluded in full and final settlement.

To note that, following receipt of GEAB's written confirmation, the Council entered into the TotalEnergies electricity agreement for the period from 1 February 2029 to 31 January 2032.

Item 11 - Debtors Update - September

RECOMMENDED

To note the current debtor position; and

To approve the action as outlined in Section 3 of the Report in relation to Stage 3 debts

[Confidential - information related to the financial or business affairs of a person and/or the authority.]