



Cyngor Tref y Trallwng | Welshpool Town Council

Welshpool Town Council, Tourist Information Centre, The Vicarage Gardens, Welshpool, SY21 7DD
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DRAFT

Minutes of the Operations & Development Committee held on 12/11/2025 6:30pm in Council Chamber, Welshpool Town Hall.

PRESENT:

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

Apologies for absence:

Councillor Dr Ben Gwalchmai
Councillor Estelle Bleivas
Councillor Phil Pritchard

Absent:

Also in attendance:

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

OD121125/1. WELCOME AND APOLOGIES FOR ABSENCE

The Vice Chair welcomed all to the meeting. Apologies for absence were received from Cllr Phil Pritchard and Cllr Estelle Bleivas.

OD121125/2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None.

OD121125/3. PUBLIC PARTICIPATION

None.

OD121125/4. MINUTES AND MATTERS ARISING

OD121125/4.1 Previous Minutes

RESOLVED

To approve the minutes as a correct record from the meeting of the Operations & Development Committee on 08/10/2025.

WTCM417 - Proposed by Cllr Nick Howells, seconded by Cllr David France

OD121125/4.2 Matters Arising

All matters arising were all in hand or approved by Full Council.

OD121125/5. LAND AND BUILDINGS

OD121125/5.1 General Update

The Operations Manager updated councillors on general activities, including:

- End-of-season works have now been completed.
- Basket seat and chains and secondary supports have been ordered. 4-6 week lead time, w/c 15th December.
- Remedials for Burgess Junior park have been booked. Awaiting date for works to be completed.
- The new piece of equipment for Maes-y-dre has been ordered and will hopefully be installed before Christmas.
- Servicing and remedials of the kitchen equipment at the Day Centre. Awaiting a date for TR19 ducting clearing.
- T.I.C fire risk assessment has been completed.
- Burst waterpipe behind the T.I.C has now been fixed. Thanks to C and L drainage for their quick response and finding/repairing the leak. Thanks to Adam and Alex for clearing up the pathways afterwards.
- Christmas lights are up.
- Events - Halloween went well and was enjoyed by all who attended.
- Fireworks, well attended, thanks to all who stepped in last minute to help with donation buckets and on the crowd lines, etc.
- Remembrance - Best parade in a long time. Thanks to Cllr Jackson Quarrel, first time being a Standard Bearer. Thanks to Gwen from Welshpool High School bugler for the last post, and Reveille, she was fantastic.
- Winter Festival to take place on Saturday, 29th November 2025.

OD121125/6. SERVICES

OD121125/6.1 Meals on Wheels

Councillors received the report on the Meals on Wheels performance for October 2025.

OD121125/6.2 Markets

The Events, Planning and Markets Officer updated members on the indoor and outdoor markets and explained that the indoor market is almost at full capacity and the outdoor market consists of our two usual outdoor traders.

OD121125/6.3 Allotments

Members received an update which highlighted that the hospital site is almost at full capacity, whereas the Burgess site still has a number of plots available. Officers have received feedback that the Burgess site is on a slight slope, meaning the surface can become slippery, which may put people off from having a plot at this site. Water will be turned off this month and will remain off until March 2026. Advertising of the available plots, along with a review of all paperwork, will commence in the New Year.

OD121125/7. BUSINESS PLANNING & FINANCIAL MATTERS

OD121125/7.1 ISP Action Plan

Members discussed the report and noted the prospects for the future. Cllr Rowell informed members that the Rotary Club is to take on the management of several flowerbeds around the town, including the one outside the Tourist Information Centre and this has been agreed by the Town Clerk.

OD121125/7.2 Budget and Committee Finance (Month 7)

No comments were made.

OD121125/7.3 Budget 2026/2027 - Draft 2

Members discussed and queries were asked as to why so many zeros were now in the budget. It was explained that this is due to the reordering of the budget into different cost centres.

OD121125/8. PROJECTS & NEW DEVELOPMENTS

OD121125/8.1 Community Fridge

Members received an update and discussed the report. A discussion was had by members which included:

- The need to ensure that the project does not overload staff.
- A process and structure for operating is being prepared.
- Noting that officers are learning from other organisations who have a community fridge.
- That the project was given a grant to start up by the County Council.

A query was received as to why so much support had been received for this project and not the Hub.

OD121125/8.2 Town Hall Transformation

No update was given.

OD121125/9. DATE OF NEXT MEETING

The next meeting of Operations & Development Committee will be held on 14th January 2026 at 6:30pm

OD121125/10. 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.

WTCM418 - Proposed by Cllr Sally Fitzgerald, seconded by Cllr Nick Howells

OD121125/11. MEALS ON WHEELS [CONFIDENTIAL]

Members received the report and a discussion took place. Queries were raised regarding the current cooking facilities utilised by the Hub.

RECOMMENDED

**To approve the transfer of Meals on Wheels Service to Welshpool Community Haven (Charity No. 1207827) on an agreed date, under the terms of the draft Service Transfer Agreement;
To authorise the Town Clerk to finalise the Transfer Agreement on behalf of the Council; and**

To authorise the Town Clerk to oversee implementation, including staff and data transfer, vehicle arrangements, and any transitional support as required

WTCM419 - Proposed by Cllr Phil Owen, seconded by Cllr Sally Fitzgerald

The meeting finished at 19:30.

Signed:

Dated:

Councillor Sally Fitzgerald (Chair)

Decision/Action Log

ID		Assigned
WTCM417	RESOLUTION OD121125/4.1 Previous Minutes To approve the minutes as a correct record from the meeting of the Operations & Development Committee on 08/10/2025.	Town Clerk & Proper Officer
WTCM418	RESOLUTION OD121125/10 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.	Town Clerk & Proper Officer
WTCM419	RECOMMENDATION OD121125/11 Meals on Wheels To approve the transfer of Meals on Wheels Service to Welshpool Community Haven (Charity No. 1207827) on an agreed date, under the terms of the draft Service Transfer Agreement; To authorise the Town Clerk to finalise the Transfer Agreement on behalf of the Council; and To authorise the Town Clerk to oversee implementation, including staff and data transfer, vehicle arrangements, and any transitional support as required	Town Clerk & Proper Officer