Cyngor Tref Trallwng Welshpool Town Council

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Document / Report #355

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Title	Town Hall Project Governance - OD
Date	3rd October 2025

1. Purpose

1. To seek Council approval for governance arrangements to manage the Restarting Welshpool Town's Heart project, by delegating authority to the Town Clerk (as Proper Officer) under Section 101 of the Local Government Act 1972, with a requirement to exercise this delegation in consultation with a Project Board.

2. Background

1. The Council has been invited to develop a full application to the National Lottery Heritage Fund for the redevelopment of Welshpool Town Hall.
2. The project is complex, multi-year, and requires timely decision-making to manage design, procurement, stakeholder engagement and grant requirements.
3. Section 101 of the Local Government Act 1972 permits delegation only to a committee, sub-committee, or officer. If a "Project Board" were set up as a committee, it would carry the full administrative requirements of Standing Orders (formal agendas, notices, minutes, public access).
4. To streamline governance, it is proposed that the Town Clerk be granted delegated powers to make all decisions required for the project within the approved budget and scope, but only after consulting a Project Board.

3. Advice

1. Delegation: The Clerk will hold the legal decision-making power, ensuring compliance with s.101 LGA 1972.
2. Consultation Requirement: The Clerk must consult with the Town Hall Transformation Project Board (an Advisory Board) before exercising the delegation.
3. Project Board:
    1. Composition: up to 4 councillors plus the Town Mayor (ex officio), and up to 3 co-opted members from the Community Stakeholder Group. A councillor will be appointed by the Board as the Chair.

2. Role: To provide advice, scrutiny and recommendations to the Clerk on all significant project matters.
3. Meetings: Flexible, informal (not governed by statutory committee requirements), enabling quicker decisions.

4. Safeguards:
    1. The Clerk must escalate any matter exceeding the approved project budget, or significantly altering project scope, to Full Council.
    2. Regular written reports will be presented to Full Council for transparency.

4. Links to Strategic Objectives and Interim Strategic Plan

1. This relates to ISP Actions TH1, TH2 and TH3 to redevelop the Town Hall as a modern community and civic hub.

5. Resource & Legal Implications

1. Decisions will be taken lawfully under officer delegation.
2. Officer time will be required to support the Advisory Board, but the administrative burden is significantly less than for a standing committee.
3. The Advisory Board has no decision-making power in its own right, but ensures member and stakeholder involvement.

6. Specific Implications

1. **Crime and Disorder** - N/A
2. **Biodiversity** - The Project Board will ensure compliance with the Environment (Wales) Act 2016 by incorporating ecological considerations into design and works, including energy efficiency, habitat features (e.g. swift/bat boxes), and green infrastructure where feasible. (Environment (Wales) Act 2016).
3. **Well-being** - The project contributes to the seven well-being goals (Well-being of Future Generations (Wales) Act 2015).
4. **Risk Management** - The Board strengthens governance and accountability for a major capital project, directly addressing risks in the Council's Risk Register around asset condition, finance, and delivery.

7. Recommendation

1. To approve the establishment of a Town Hall Transformation Project Board to oversee the project.
2. Delegate authority to the Town Clerk to make all decisions relating to the Restarting Welshpool Town's Heart project within the approved budget and scope.
3. Require the Town Clerk to exercise this delegation only following consultation with the Project Board.
4. Approve the composition of the Project Board as up to 4 councillors plus the Town Mayor ex officio, and up to 3 co-opted members from the Community Stakeholder Group.

8. Decision

1. To recommend accordingly to the Finance & Governance Committee and Full Council.