



Welshpool Town Council, The Vicarage Gardens, Welshpool, Powys, SY21 7DD
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DRAFT

**Minutes of the Annual Meeting held on 27/05/2026 6:30pm in Council Chamber,
Welshpool Town Hall.**

PRESENT:

Councillor Alison Davies
Councillor Dr Ben Gwalchmai
Councillor Carol Robinson
Councillor Chris Davies
Councillor David France
Councillor Jackson Quarrell
Councillor Kelly Meredith
Councillor Morag Bailey
Councillor Nick Howells
Councillor Phil Owen
Councillor Phil Pritchard
Councillor Richard Church
Councillor Revd William Rowell (Chair)

Apologies for absence:

Councillor Estelle Bleivas

Absent:

Councillor Sally Fitzgerald

Also in attendance:

Richard Williams - Town Clerk & Responsible Finance Officer
7 member(s) of the public / press

AM270526/1. ELECTION OF CHAIR / TOWN MAYOR

The outgoing Mayor opened the meeting and asked for nominations. One nomination was received from the floor for Cllr William Rowell, which was proposed, seconded and unanimously approved.

Cllr Phil Owen then passed the Chain of Office to the new Mayor and the declaration of office was made and signed.

RESOLVED

To elect Councillor William Rowell as Chair and Town Mayor for the 2026/27 municipal year.

WTCM684 - Proposed by Cllr Morag Bailey, seconded by Cllr Phil Pritchard

AM270526/2. ELECTION OF VICE CHAIR / DEPUTY TOWN MAYOR

One nomination was received from the floor for Cllr Morag Bailey which was proposed, seconded and unanimously approved.

Cllr Morag Bailey received the Chain of Office. The declaration of office was made and signed before returning to their seat.

RESOLVED

To elect Councillor Morag Bailey as Vice Chair and Deputy Town Mayor for the 2026/27 municipal year.

WTCM685 - Proposed by Cllr Nick Howells, seconded by Cllr Alison Davies

AM270526/3. WELCOME, CODE OF CONDUCT AND APOLOGIES FOR ABSENCE

The Mayor welcomed everyone to the meeting. Apologies were received from Cllr Estelle Bleivas.

AM270526/4. DECLARATIONS OF INTERESTS AND DISPENSATIONS

The following interests were declared:

Item	Councillor	Type	Reason
20	Richard Church	Personal	A member of Powys County Council's Cabinet.

AM270526/5. RETIRING TOWN MAYOR'S REPORT

Cllr Kelly Meredith joined the meeting.

The outgoing Mayor, Cllr Phil Owen reflected on his two years as Mayor including:

- The building surveys undertaken in January 2025
- Appointment of new Town Clerk in March 2025
- The transfer of Ann Holloway Centre to Welshpool Community Haven
- The essential works to the clock tower and Heritage Lottery Bid
- The refurbished offices
- An improved Motte and Bailey with overgrowth removed and a chance to make this a real benefit to the town
- Berriew St Toilets and their disposal
- Improved financial health of the Council with increased reserves
- New budgetary processes and Strategic Plan
- The fantastic Council services such as the Hub, events, green spaces, biodiversity, transfer of Meals on Wheels and the ability to control the town's development via a Place Plan in the future
- The staffing and HR review

Cllr Owen concluded with his thanks to everyone for helping make the town better.

AM270526/6. COUNTY COUNCIL AND COUNTY COUNCILLOR UPDATES

County Cllr Carol Robinson reported on a possible new bus shelter, timetable and pole on Gungrog Road. A query was raised regarding the cross and traffic lights and a discussion was had. It was agreed that the Town Clerk will write to the Trunk Road Agency to invite someone to a future meeting to answer questions.

AM270526/7. GOVERNANCE

AM270526/7.1 Standing Orders

RESOLVED

To adopt the revised Standing Orders for 2026-27 as set out in Appendix B.

WTCM686 - Proposed by Cllr Alison Davies, seconded by Cllr Phil Owen

AM270526/7.2 Financial Regulations

RESOLVED

To adopt the Financial Regulations for 2026-27 as set out in Appendix C.

WTCM687 - Proposed by Cllr Revd William Rowell, seconded by Cllr Alison Davies

AM270526/7.3 Scheme of Delegation

RESOLVED

To adopt the Scheme of Delegation for 2026-27 as set out in Appendix D.

WTCM688 - Proposed by Cllr Alison Davies, seconded by Cllr Morag Bailey

AM270526/7.4 Investments & Reserves Strategy

Cllr Ben Gwalchmai left the meeting.

RESOLVED

To adopt the Investments & Reserves Strategy for 2026-27 as set out in Appendix E.

WTCM689 - Proposed by Cllr Alison Davies, seconded by Cllr Morag Bailey

AM270526/7.5 Civility and Respect

RESOLVED

To adopt the Civility and Respect Pledge as set out in Appendix F.

WTCM690 - Proposed by Cllr Phil Pritchard, seconded by Cllr Morag Bailey

AM270526/9. COMMITTEES

AM270526/9.1 Committees

A query was raised regarding the Health and Safety Committee and the Town Clerk advised that the Terms of Reference had been changed to meet at least annually.

RESOLVED

To approve the continuation of committees and adopt the Terms of Reference for each one as set out in Appendix G.

WTCM691 - Proposed by Cllr Morag Bailey, seconded by Cllr Alison Davies

AM270526/9.2 Election to Committees

Nominations were received prior to the meeting and from the floor for the following committees:

Events & Planning Committee

- Morag Bailey
- Phil Owen
- Kelly Meredith
- Nick Howells
- Jackson Quarrell
- Ben Gwalchmai
- Chris Davies
- Estelle Bleivas

Operations & Development Committee

- Phil Owen
- Kelly Meredith
- Phil Pritchard
- David France
- Nick Howells
- Chris Davies
- Estelle Bleivas

Finance & Governance Committee

- Alison Davies
- Richard Church
- Morag Bailey
- Phil Pritchard
- David France
- Carol Robinson

Audit Committee

- Alison Davies
- Phil Pritchard
- Carol Robinson
- Richard Church

Health & Safety Committee

- William Rowell
- Morag Bailey
- Phil Pritchard
- Nick Howells
- Carol Robinson
- Jackson Quarrell

Tour de France Special Committee

- Alison Davies
- Richard Church
- Phil Owen
- Phil Pritchard
- Jackson Quarrell
- Ben Gwalchmai
- TBC External Member
- TBC External Member

RESOLVED

To elect the above members to the respective committees.

WTCM692 - Proposed by Cllr Phil Pritchard, seconded by Cllr Revd William Rowell

AM270526/10.1 Councillor Allowances

The Town Clerk summarised the report and explained that the Council was required by legislation to adopt the mandatory payments. The Town Clerk also explained that the Council was nearing the Group 2 inclusion level of 5,000 electors and if reached, more payments would become mandatory.

RESOLVED

To pay £52 to each member in respect of cost of office consumables;

To pay travel costs and reimbursement of subsistence expenses where an overnight stay has been approved;

To pay financial loss for attending approved duties up to the maximum levels as set by the DBCC;

To pay the mandatory £500 to the Town Mayor in respect of senior role payment; and

To not pay all remaining optional allowances, except for the Mayor or Chair payment of £1000 to the Town Mayor.

WTCM693 - Proposed by Cllr Morag Bailey, seconded by Cllr Phil Owen

AM270526/10.2 Bank Mandate

RESOLVED

To confirm the bank mandate as set out above.

WTCM694 - Proposed by Cllr Revd William Rowell, seconded by Cllr Morag Bailey

AM270526/10.3 Dates of Meetings

The Town Clerk explained that no meetings would take place in April or May except for Full Council due to the pre-election period for next year's local government elections. An error in the year was pointed out in the paper which is to be amended.

RESOLVED

To approve the schedule of meetings for the 2026-27 as amended.

WTCM695 - Proposed by Cllr Alison Davies, seconded by Cllr Phil Owen

AM270526/11. OUTSIDE BODIES

The Town Clerk summarised the paper and no amendments were made. A concern was raised regarding named positions sitting on trusts.

RESOLVED

To elect to the outside bodies as set out in Appendix K.

WTCM696 - Proposed by Cllr Phil Pritchard, seconded by Cllr Kelly Meredith

AM270526/12. MINUTES AND MATTERS ARISING

AM270526/12.1 Previous Minutes

RESOLVED

To approve the minutes from the meeting of the Full Council on 22/04/2026.

WTCM697 - Proposed by Cllr Alison Davies, seconded by Cllr Kelly Meredith

AM270526/12.2 Matters Arising

The Town Clerk summarised the remaining items.

AM270526/13. COMMITTEES - MINUTES & RECOMMENDATIONS

AM270526/13.1 Events & Planning Committee - May 2026

Cllr Richard Church left the meeting.

The Chair of the Committee, Cllr Chris Davies went through the minutes and answered any queries. There were two recommendations from the committee relating to Christmas Lights and 1940s weekend and a discussion took place regarding the 1940s weekend and the recommendation to allow free use of the Town Hall.

RESOLVED

To approve Option A - 1 year extension of existing scheme which would include hire, carriage and storage at £2840.27.

WTCM698 - Proposed by Cllr Morag Bailey, seconded by Cllr Phil Pritchard

RESOLVED

To support the 1940s Weekend by allowing free use of the Town Hall, subject to other bookings and terms of agreement.

WTCM699 - Proposed by Cllr Morag Bailey, seconded by Cllr Chris Davies

AM270526/13.2 Operations & Development Committee - May 2026

The Chair of the Committee, Cllr Phil Pritchard went through the minutes and answered any queries and proposed that the recommendations be adopted.

RESOLVED

To approve and adopt the Biodiversity Action Plan for 2026-2028.

WTCM700 - Proposed by Cllr Phil Pritchard, seconded by Cllr Alison Davies

RESOLVED

To ask officers to obtain quotations for a tree survey for all Council land and specific works at Vicarage Gardens.

WTCM701 - Proposed by Cllr Phil Pritchard, seconded by Cllr Kelly Meredith

RESOLVED

To note the report;

**To approve joining the National Allotments Association as members at £70 per annum; and
To approve additional promotional and improvement measures to improve occupancy.**

WTCM702 - Proposed by Cllr Phil Pritchard, seconded by Cllr Revd William Rowell

AM270526/13.3 Finance & Governance Committee - May 2026

The Chair of the Committee, Cllr Morag Bailey explained that the other recommendations from the committee are on other places in the agenda and asked Council to adopt the remaining item.

RESOLVED

To appoint the following members for scrutiny of payments:

- Cllr Morag Bailey for May in June
- Cllr Phil Owen for June in July (quarterly check)
- Cllr Richard Church for July in August

WTCM703 - Proposed by Cllr Revd William Rowell, seconded by Cllr Alison Davies

AM270526/14. BUSINESS PLANNING & FINANCE

AM270526/14.1 Council Accounts (April - Period 1)

Cllr Morag Bailey explained the financial position and the Town Clerk summarised the accounts.

RESOLVED

To note the bank balances and accounts for Period 1.

WTCM704 - Proposed by Cllr Alison Davies, seconded by Cllr Kelly Meredith

AM270526/14.2 Payment of Invoices - May

The Town Clerk summarised the payment list and answered queries.

RESOLVED

To approve payment of invoices for May 2026.

WTCM705 - Proposed by Cllr Morag Bailey, seconded by Cllr Alison Davies

AM270526/15. OTHER MATTERS

AM270526/15.1 Bull Dingle

Cllr William Rowell gave an update on the Bull Dingle and explained that the trees are growing well. Cllr Jackson Quarrell highlighted some land slippage which had occurred and it was agreed to write to PCC to highlight this issue.

RESOLVED

To ask the Town Clerk to write to Powys County Council regarding the land slippage at Bull Dingle.

WTCM706 - Proposed by Cllr David France, seconded by Cllr Phil Pritchard

AM270526/15.2 Town Hall Transformation Project

Cllr Ben Gwalchmai joined the meeting.

The Town Clerk gave an update on the project and explained that the Heritage Lottery Bid was due tomorrow at midday and an awful lot of work had gone on in the last two weeks with our Fundraising Consultants to write the 20,000 words plus 38 supporting documents. The Town Clerk paid tribute to the entire Project Board for getting involved and active in the project.

Members gave thanks to the Town Clerk and Cllr Alison Davies as Chair of the Project Board for their hard work in getting the application completed.

AM270526/16. OUTSIDE BODIES

AM270526/16.1 Other Outside Bodies

Cllr Phil Pritchard reported from the TJ Evans Trust that the administrator had resigned and recruitment for a new one was underway. He also reported that the Advisor to the BLT had suffered a recent health issue and councillors sent their best wishes to him on his recovery.

AM270526/17. MOTIONS FOR DEBATE

AM270526/17.1 Litter Champions

Cllr William Rowell explained this paper and proposed a trial area to test the project before being rolled out.

AM270526/18. ITEMS FOR FUTURE AGENDA & DATE OF NEXT MEETING

Members suggested that a review of traffic in the town centre following road closures should be discussed along with the state of public transport in the town.

The next meeting of Full Council will be held on 24th June 2026 at 6:30pm

AM270526/19. CONFIDENTIAL SESSION - EXCLUSION

Cllr Chris Davies left the meeting.

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.

WTCM707 - Proposed by Cllr Alison Davies, seconded by Cllr Kelly Meredith

AM270526/20. BERRIEW ST TOILETS [CONFIDENTIAL]

The Town Clerk summarised their paper and explained the options presented. A wide ranging discussion and debate took place with a way forward agreed.

RESOLVED

To suspend Standing Order 3(c)(u) to allow the meeting to continue past 9pm.

WTCM708 - Proposed by Cllr Alison Davies, seconded by Cllr Phil Owen

RESOLVED

**To continue negotiations regarding Berriew St Toilets;
To arrange a site meeting with the interested parties; and
To confirm the Council's preferred approach would be Option 2 with no conditions.**

WTCM709 - Proposed by Cllr Phil Owen, seconded by Cllr Alison Davies

AM270526/21. CARNIVAL [CONFIDENTIAL]

Cllr Ben Gwalchmai left the meeting.

Cllr Phil Pritchard left the meeting.

Cllr Nick Howells left the meeting.

The Town Clerk explained the parade situation and some suggestions and a way forward was agreed.

AM270526/22. COMMUNITY AWARDS [CONFIDENTIAL]

RESOLVED**To award community awards to those individuals and/or organisations as set out in Appendix U.***WTCM710 - Proposed by Cllr Morag Bailey, seconded by Cllr Alison Davies**The meeting finished at 21:31.*

Signed:

Dated:

Councillor Revd William Rowell (Chair)

Decision/Action Log

ID		Assigned
WTCM684	RESOLUTION AM270526/1 Election of Chair / Town Mayor To elect Councillor William Rowell as Chair and Town Mayor for the 2026/27 municipal year.	Town Clerk & Responsible Finance Officer
WTCM685	RESOLUTION AM270526/2 Election of Vice Chair / Deputy Town Mayor To elect Councillor Morag Bailey as Vice Chair and Deputy Town Mayor for the 2026/27 municipal year.	Town Clerk & Responsible Finance Officer
WTCM686	RESOLUTION AM270526/7.1 Standing Orders To adopt the revised Standing Orders for 2026-27 as set out in Appendix B.	Town Clerk & Responsible Finance Officer
WTCM687	RESOLUTION AM270526/7.2 Financial Regulations To adopt the Financial Regulations for 2026-27 as set out in Appendix C.	Town Clerk & Responsible Finance Officer
WTCM688	RESOLUTION AM270526/7.3 Scheme of Delegation To adopt the Scheme of Delegation for 2026-27 as set out in Appendix D.	Town Clerk & Responsible Finance Officer
WTCM689	RESOLUTION AM270526/7.4 Investments & Reserves Strategy To adopt the Investments & Reserves Strategy for 2026-27 as set out in Appendix E.	Town Clerk & Responsible Finance Officer
WTCM690	RESOLUTION AM270526/7.5 Civility and Respect To adopt the Civility and Respect Pledge as set out in Appendix F.	Town Clerk & Responsible Finance Officer
WTCM691	RESOLUTION AM270526/9.1 Committees To approve the continuation of committees and adopt the Terms of Reference for each one as set out in Appendix G.	Town Clerk & Responsible Finance Officer

ID		Assigned
WTCM692	RESOLUTION AM270526/9.2 Election to Committees To elect the above members to the respective committees.	Town Clerk & Responsible Finance Officer
WTCM693	RESOLUTION AM270526/10.1 Councillor Allowances To pay £52 to each member in respect of cost of office consumables; To pay travel costs and reimbursement of subsistence expenses where an overnight stay has been approved; To pay financial loss for attending approved duties up to the maximum levels as set by the DBCC; To pay the mandatory £500 to the Town Mayor in respect of senior role payment; and To not pay all remaining optional allowances, except for the Mayor or Chair payment of £1000 to the Town Mayor.	Town Clerk & Responsible Finance Officer
WTCM694	RESOLUTION AM270526/10.2 Bank Mandate To confirm the bank mandate as set out above.	Town Clerk & Responsible Finance Officer
WTCM695	RESOLUTION AM270526/10.3 Dates of Meetings To approve the schedule of meetings for the 2026-27 as amended.	Town Clerk & Responsible Finance Officer
WTCM696	RESOLUTION AM270526/11 Outside Bodies To elect to the outside bodies as set out in Appendix K.	Town Clerk & Responsible Finance Officer
WTCM697	RESOLUTION AM270526/12.1 Previous Minutes To approve the minutes from the meeting of the Full Council on 22/04/2026.	Town Clerk & Responsible Finance Officer
WTCM698	RESOLUTION AM270526/13.1 Events & Planning Committee - May 2026 To approve Option A - 1 year extension of existing scheme which would include hire, carriage and storage at £2840.27.	Town Clerk & Responsible Finance Officer
WTCM699	RESOLUTION AM270526/13.1 Events & Planning Committee - May 2026 To support the 1940s Weekend by allowing free use of the Town Hall, subject to other bookings and terms of agreement.	Events & Markets Manager
WTCM700	RESOLUTION AM270526/13.2 Operations & Development Committee - May 2026 To approve and adopt the Biodiversity Action Plan for 2026-2028.	Town Clerk & Responsible Finance Officer
WTCM701	RESOLUTION AM270526/13.2 Operations & Development Committee - May 2026 To ask officers to obtain quotations for a tree survey for all Council land and specific works at Vicarage Gardens.	Operations Manager

ID		Assigned
WTCM702	RESOLUTION AM270526/13.2 Operations & Development Committee - May 2026 To note the report; To approve joining the National Allotments Association as members at £70 per annum; and To approve additional promotional and improvement measures to improve occupancy.	Community Services Manager
WTCM703	RESOLUTION AM270526/13.3 Finance & Governance Committee - May 2026 To appoint the following members for scrutiny of payments: - Cllr Morag Bailey for May in June - Cllr Phil Owen for June in July (quarterly check) - Cllr Richard Church for July in August	Finance & Administration Assistant
WTCM704	RESOLUTION AM270526/14.1 Council Accounts (April - Period 1) To note the bank balances and accounts for Period 1.	Town Clerk & Responsible Finance Officer
WTCM705	RESOLUTION AM270526/14.2 Payment of Invoices - May To approve payment of invoices for May 2026.	Town Clerk & Responsible Finance Officer
WTCM706	RESOLUTION AM270526/15.1 Bull Dingle To ask the Town Clerk to write to Powys County Council regarding the land slippage at Bull Dingle.	Town Clerk & Responsible Finance Officer
WTCM707	RESOLUTION AM270526/19 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 & Responsible Finance Officer
WTCM708	RESOLUTION AM270526/20 Berriew St Toilets To suspend Standing Order 3(c)(u) to allow the meeting to continue past 9pm.	Town Clerk & Responsible Finance Officer
WTCM709	RESOLUTION AM270526/20 Berriew St Toilets To continue negotiations regarding Berriew St Toilets; To arrange a site meeting with the interested parties; and To confirm the Council's preferred approach would be Option 2 with no conditions.	Town Clerk & Responsible Finance Officer
WTCM710	RESOLUTION AM270526/22 Community Awards To award community awards to those individuals and/or organisations as set out in Appendix U.	Events & Markets Manager