



Cyngor Tref y Trallwng | Welshpool Town Council

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

DRAFT

Minutes of the Finance & Governance Committee held on 18/03/2026 6:30pm in Council Chamber, Welshpool Town Hall.

PRESENT:

Councillor Alison Davies
Councillor David France
Councillor Morag Bailey (Chair)
Councillor Phil Owen
Councillor Phil Pritchard
Councillor Richard Church
Councillor Revd William Rowell

Apologies for absence:

Councillor Estelle Bleivas

Absent:

Councillor Carol Robinson

Also in attendance:

Kimberly Wright - Events & Markets Manager

FG180326/1. WELCOME, CODE OF CONDUCT AND APOLOGIES FOR ABSENCE

The Chair welcomed all to the meeting and reminded attendees to show respect for all throughout the meeting. Apologies were received by Cllr Estelle Bleivas.

FG180326/2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None.

FG180326/3. PUBLIC PARTICIPATION

None.

FG180326/4. MINUTES AND MATTERS ARISING

FG180326/4.1 Previous Minutes

RESOLVED

To approve as a correct record the minutes from the meeting of the Finance & Governance Committee on 18/02/2026

WTCM569 - Proposed by Cllr Alison Davies, seconded by Cllr Revd William Rowell

FG180326/4.2 Matters Arising

Nothing raised.

FG180326/5. BUSINESS PLANNING & FINANCIAL MATTERS

FG180326/5.1 Council Accounts (February - Period 11)

The Chair highlighted that the accounts are in a better position this year than 2025 and 2024. Members asked queries and asked questions, including:

- HMRC overbudget - is this due to a budgeting error?
- 0% on vehicles, is this also a budgeting error?

RECOMMENDED

To accept the accounts for February 2026.

WTCM570 - Proposed by Cllr Alison Davies, seconded by Cllr Revd William Rowell

FG180326/5.2 Payment of Invoices - March

RECOMMENDED

To agree payment of invoices for March 2026.

WTCM571 - Proposed by Cllr Alison Davies, seconded by Cllr Revd William Rowell

FG180326/5.3 Scrutiny of Payments

Cllr Richard Church to arrange to meet with the Town Clerk and report back to the next Finance meeting in April.

The Clerk to check previous minutes and remind the delegated councillors to arrange a time to discuss.

FG180326/5.4 Interim Strategic Plan Action Plan

The Chair summarised the report.

No questions raised.

FG180326/6. CARRY FORWARDS 2025-26

Councillors considered the recommendations in the report - Unspent Carry Forwards to 2026-27 and agreed the recommendations.

RECOMMENDED

To approve the carry forward of the following unspent budget allocations into the next financial year as set out in Section 3 of the report

WTCM572 - Proposed by Cllr Revd William Rowell, seconded by Cllr Alison Davies

FG180326/7. STRATEGY AND POLICY

FG180326/7.1 Civil and Ceremonial Protocol & Flag Flying Policies

A discussion took place on both the Civic and Ceremonial Protocol and the Flag Flying & Lighting Policy and amendments were proposed:

- Page 3 of the Civic and Ceremonial Protocol - add 'full' next to Council.

- Page 3 of the Civic and Ceremonial Protocol - change sentence to read 'will normally only be worn'.
- Page 1 of the Flag Flying & Community Lighting Policy - change to left position regardless of position or size.

RECOMMENDED

To approve and adopt the amended Civic & Ceremonial Protocol and Flag Flying & Lighting Policy.

WTCM573 - Proposed by Cllr Alison Davies, seconded by Cllr Richard Church

FG180326/7.2 One Voice Wales Membership - 2026-27

Councillors discussed membership of One Voice Wales for 2026-27.

RECOMMENDED

To renew membership of One Voice Wales for 2026-27.

WTCM574 - Proposed by Cllr Richard Church, seconded by Cllr Revd William Rowell

FG180326/8. OTHER MATTERS

FG180326/8.1 Our Welshpool Newsletter

Councillors noted that the next edition of Our Welshpool will be delayed until May due to the pre-election period.

FG180326/9. ITEMS FOR FUTURE AGENDA & DATE OF NEXT MEETING

No items suggested and that the next meeting of Finance & Governance Committee will be held on 15th April 2026 at 6:30pm.

FG180326/10. 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.

WTCM575 - Proposed by Cllr Revd William Rowell, seconded by Cllr Alison Davies

FG180326/11. DEBTORS [CONFIDENTIAL]

A discussion took place regarding further write offs.

RECOMMENDED

To approve the write off of 17 invoices totalling £1,590 listed at the end of this report, and to note that officers will continue to pursue the remaining £7,698.76.

WTCM576 - Proposed by Cllr Alison Davies, seconded by Cllr Richard Church

FG180326/12. GRANTS

FG180326/12.1 Grant for Hire [CONFIDENTIAL]

Councillors reconsidered the establishment of a targeted grant scheme to offset the increase in hire costs charges for two long-standing community user groups of the Corn Exchange, following the revised Town Hall fees introduced on 1 January 2026. Councillors commented that there is currently no

grant scheme in place.

RESOLVED

To agree to not recommend a targeted grant scheme for the organisations mentioned in the report.

WTCM586 - Proposed by Cllr Alison Davies, seconded by Cllr Phil Owen. A recorded vote was requested.

For: Alison Davies, David France, Morag Bailey, Phil Owen
Against: Phil Pritchard, Richard Church, Revd William Rowell
Abstain:

FG180326/12.2 Grant Correspondence [CONFIDENTIAL]

A discussion took place on the request and declined due to no grant scheme or budget being in place.

FG180326/13. STAFFING

FG180326/13.1 Pay Scales [CONFIDENTIAL]

RECOMMENDED

To agree the revised pay scales for the cleaning posts from 1st April 2026 from SCP 2 to SCP 3

WTCM578 - Proposed by Cllr Phil Owen, seconded by Cllr Richard Church

FG180326/13.2 TIC Review - Staffing Implications [CONFIDENTIAL]

The Chair read out the recommendations and notes and the Committee asked for their thanks to all staff in the Information Centre for all their hard work to be passed on to them.

RECOMMENDED

To authorise the Town Clerk to review the staffing structure of the Welshpool Information Centre before filling any vacancy and report back to Members where appropriate.

WTCM580 - Proposed by Cllr Phil Owen, seconded by Cllr Richard Church

FG180326/13.3 Staffing [CONFIDENTIAL]

Councillors reviewed the report.

RECOMMENDED

To appoint a shortlisting and interview panel comprising of Cllr Bill Rowell, Cllr Morag Bailey, Cllr Phil Owen and the Events and Markets Manager and to give delegated powers to the Town Clerk to appoint to the position following a recommendation from the panel.

WTCM581 - Proposed by Cllr Morag Bailey, seconded by Cllr Alison Davies

RECOMMENDED

To authorise the Town Clerk to purchase appropriate items to celebrate the employment milestone.

WTCM587 - Proposed by Cllr Morag Bailey, seconded by Cllr Alison Davies

The meeting finished at 20:00.

Signed:

Dated:

Councillor Morag Bailey (Chair)

Decision/Action Log

ID		Assigned
WTCM569	RESOLUTION FG180326/4.1 Previous Minutes To approve as a correct record the minutes from the meeting of the Finance & Governance Committee on 18/02/2026	Town Clerk & Responsible Finance Officer
WTCM570	RECOMMENDATION FG180326/5.1 Council Accounts (February - Period 11) To accept the accounts for February 2026.	Town Clerk & Responsible Finance Officer
WTCM571	RECOMMENDATION FG180326/5.2 Payment of Invoices - March To agree payment of invoices for March 2026.	Town Clerk & Responsible Finance Officer
WTCM572	RECOMMENDATION FG180326/6 Carry Forwards 2025-26 To approve the carry forward of the following unspent budget allocations into the next financial year as set out in Section 3 of the report	Town Clerk & Responsible Finance Officer
WTCM573	RECOMMENDATION FG180326/7.1 Civil and Ceremonial Protocol & Flag Flying Policies To approve and adopt the amended Civic & Ceremonial Protocol and Flag Flying & Lighting Policy.	Town Clerk & Responsible Finance Officer
WTCM574	RECOMMENDATION FG180326/7.2 One Voice Wales Membership - 2026-27 To renew membership of One Voice Wales for 2026-27.	Town Clerk & Responsible Finance Officer
WTCM575	RESOLUTION FG180326/10 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 & Responsible Finance Officer
WTCM576	RECOMMENDATION FG180326/11 Debtors To approve the write off of 17 invoices totalling £1,590 listed at the end of this report, and to note that officers will continue to pursue the remaining £7,698.76.	Town Clerk & Responsible Finance Officer
WTCM578	RECOMMENDATION FG180326/13.1 Pay Scales To agree the revised pay scales for the cleaning posts from 1st April 2026 from SCP 2 to SCP 3	Town Clerk & Responsible Finance Officer

ID		Assigned
WTCM580	RECOMMENDATION FG180326/13.2 TIC Review - Staffing Implications To authorise the Town Clerk to review the staffing structure of the Welshpool Information Centre before filling any vacancy and report back to Members where appropriate.	Town Clerk & Responsible Finance Officer
WTCM581	RECOMMENDATION FG180326/13.3 Staffing To appoint a shortlisting and interview panel comprising of Cllr Bill Rowell, Cllr Morag Bailey, Cllr Phil Owen and the Events and Markets Manager and to give delegated powers to the Town Clerk to appoint to the position following a recommendation from the panel.	Town Clerk & Responsible Finance Officer
WTCM586	RESOLUTION FG180326/12.1 Grant for Hire To agree to not recommend a targeted grant scheme for the organisations mentioned in the report.	Town Clerk & Responsible Finance Officer
WTCM587	RECOMMENDATION FG180326/13.3 Staffing To authorise the Town Clerk to purchase appropriate items to celebrate the employment milestone.	Town Clerk & Responsible Finance Officer