



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 18/02/2026 6:30pm in Council Chamber, Welshpool Town Hall.

PRESENT:

Councillor Alison Davies
Councillor Carol Robinson
Councillor David France
Councillor Morag Bailey
Councillor Phil Owen
Councillor Phil Pritchard
Councillor Richard Church
Councillor Revd William Rowell

Apologies for absence:

Councillor Estelle Bleivas

Absent:

Also in attendance:

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

FG180226/1. 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.

FG180226/2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None.

FG180226/3. PUBLIC PARTICIPATION

Cllr Carol Robinson joined the meeting.
None.

FG180226/4. MINUTES AND MATTERS ARISING

FG180226/4.1 Previous Minutes

RESOLVED

To approve as a correct record, the minutes from the meeting of the Finance & Governance

Committee on 21/01/2026.

WTCM522 - Proposed by Cllr Alison Davies, seconded by Cllr Revd William Rowell

FG180226/4.2 Matters Arising

The Town Clerk reported that all the recommendations were agreed at Full Council.

FG180226/5. BUSINESS PLANNING & FINANCIAL MATTERS

FG180226/5.1 Council Accounts (January - Period 10)

Councillors scrutinised the accounts and asked questions including:

- 210/4900 Misc Costs - Town Clerk to circulate list of what has been coded here
- 130/1340 Income Rec - Town Clerk to check what has been invoiced
- 100/1100 and 1105 - councillors commented that we are overachieving on one and underachieving on the other
- 100/4098 Comm Fridge - Town Clerk to have discussion about other equipment purchases

FG180226/5.2 Payment of Invoices - February

The Town Clerk summarised the payments list.

RECOMMENDED

To agree payment of invoices for February 2026.

WTCM523 - Proposed by Cllr Revd William Rowell, seconded by Cllr Alison Davies

FG180226/5.3 Scrutiny of Payments

Cllr Phil Pritchard reported that he had examined 3 payments and all was in order.

FG180226/5.4 Virements

The Town Clerk summarised the virements and answered queries.

RECOMMENDED

To recommend the virements to Full Council.

WTCM524 - Proposed by Cllr Revd William Rowell, seconded by Cllr Richard Church

FG180226/5.5 Interim Strategic Plan Action Plan

The Town Clerk summarised the report and commented that EN1 could now be changed to ongoing due to the held Community Workshop for the Town Hall Transformation. A query was received regarding the pre-election period and our newsletter - Town Clerk to check.

FG180226/6. STRATEGY & POLICY

FG180226/6.1 Procurement Policy

The Town Clerk summarised the policy and members made amendments, including:

- Move Section 9 paragraph 1 to Section 7 in all items over £100
- Strengthen Section 5

- Strengthen Section 12
- Add 'globally responsible way' in Section 10 paragraph 1

RECOMMENDED

To approve and adopt the amended Procurement Policy.

WTCM525 - Proposed by Cllr Alison Davies, seconded by Cllr Carol Robinson

FG180226/6.2 Volunteer Policy

The Town Clerk summarised the policy and members made amendments, including:

- In Section 9 insert that the Council is not obliged to accept an application volunteer and may decline an application
- In Section 9 change informal meeting to meeting with organisers and/or Responsible Person
- In Section 18 change termination to both parties
- In Section 17 replace supervisor with Responsible Person
- Add in clarification regarding a councillors role in terms of a volunteer
- Add in a section regarding diversity and cost benefit analysis
- Add in a section regarding risk assessments

RECOMMENDED

To approve and adopt the amended Volunteer Policy.

WTCM526 - Proposed by Cllr Alison Davies, seconded by Cllr Revd William Rowell

FG180226/7. MOTIONS FOR DEBATE

FG180226/7.1 Motion for Debate - Restoration of Investigation Procedure

The motion was withdrawn.

FG180226/8. GOVERNANCE

FG180226/8.1 Review of Standing Orders & Committee Structure

The Town Clerk explained that it would be beneficial to setup a working group to examine Standing Orders ready for adoption at the Annual Meeting. The Town Clerk also explained that it would be beneficial to also review the committee structure as it was brand new last year.

Cllrs Morag Bailey, Alison Davies and Phil Owen volunteered to assist the Town Clerk.

RECOMMENDED

That a working group of Cllrs Alison Davies, Morag Bailey and the Mayor be established to work with the officers on a review of Standing Orders and the committee structure.

WTCM527 - Proposed by Cllr Morag Bailey, seconded by Cllr Richard Church

FG180226/8.2 Appointment of Internal Auditor

The Town Clerk explained that this item could not wait for the next Audit Committee and that Full Council was required to reaffirm yearly the internal auditor appointment.

RECOMMENDED

To approve the appointment of TIAA Ltd as the internal auditor for 2025/26.

WTCM528 - Proposed by Cllr Phil Pritchard, seconded by Cllr Revd William Rowell

FG180226/9. DATE OF NEXT MEETING

The next meeting of Finance & Governance Committee will be held on 18th March 2026 at 6:30pm.

FG180226/10. 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.

WTCM529 - Proposed by Cllr Revd William Rowell, seconded by Cllr Alison Davies

FG180226/11. DEBTORS [CONFIDENTIAL]

The Town Clerk summarised the report and a discussion was had. The Town Clerk was thanked for the format of the report.

RECOMMENDED

To approve the confidential recommendation 1 that access is restricted until payment is received in full or a repayment plan agreed.

WTCM530 - Proposed by Cllr Morag Bailey, seconded by Cllr Alison Davies

RECOMMENDED

To amend the Debt Management Policy to alter Stage 1 to read 7 days instead of 30 days and Stage 2 to read 21 days instead of 60 days.

WTCM531 - Proposed by Cllr Revd William Rowell, seconded by Cllr Morag Bailey

RECOMMENDED

To recommend to Full Council to approve the write-off of historic debts as outlined in Section 4 and the list at the end of the report.

WTCM532 - Proposed by Cllr Revd William Rowell, seconded by Cllr Richard Church

FG180226/12. STAFFING [CONFIDENTIAL]

The Town Clerk gave an update on staffing. It was agreed that the Mayor will write to the outgoing employee.

The meeting finished at 20:13.

Signed:

Dated:

Councillor (Chair)

Decision/Action Log

ID		Assigned
WTCM522	RESOLUTION FG180226/4.1 Previous Minutes To approve as a correct record, the minutes from the meeting of the Finance & Governance Committee on 21/01/2026.	Town Clerk & Responsible Finance Officer

ID		Assigned
WTCM523	RECOMMENDATION FG180226/5.2 Payment of Invoices - February To agree payment of invoices for February 2026.	Town Clerk & Responsible Finance Officer
WTCM524	RECOMMENDATION FG180226/5.4 Virements To recommend the virements to Full Council.	Town Clerk & Responsible Finance Officer
WTCM525	RECOMMENDATION FG180226/6.1 Procurement Policy To approve and adopt the amended Procurement Policy.	Town Clerk & Responsible Finance Officer
WTCM526	RECOMMENDATION FG180226/6.2 Volunteer Policy To approve and adopt the amended Volunteer Policy.	Town Clerk & Responsible Finance Officer
WTCM527	RECOMMENDATION FG180226/8.1 Review of Standing Orders & Committee Structure That a working group of Cllrs Alison Davies, Morag Bailey and the Mayor be established to work with the officers on a review of Standing Orders and the committee structure.	Town Clerk & Responsible Finance Officer
WTCM528	RECOMMENDATION FG180226/8.2 Appointment of Internal Auditor To approve the appointment of TIAA Ltd as the internal auditor for 2025/26.	Town Clerk & Responsible Finance Officer
WTCM529	RESOLUTION FG180226/10 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
WTCM530	RECOMMENDATION FG180226/11 Debtors To approve the confidential recommendation 1 that access is restricted until payment is received in full or a repayment plan agreed.	Town Clerk & Responsible Finance Officer
WTCM531	RECOMMENDATION FG180226/11 Debtors To amend the Debt Management Policy to alter Stage 1 to read 7 days instead of 30 days and Stage 2 to read 21 days instead of 60 days.	Town Clerk & Responsible Finance Officer
WTCM532	RECOMMENDATION FG180226/11 Debtors To recommend to Full Council to approve the write-off of historic debts as outlined in Section 4 and the list at the end of the report.	Town Clerk & Responsible Finance Officer