Cyngor Tref y Trallwng | Welshpool Town Council

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DRAFT

Minutes of the Finance & Governance Committee held on 19/11/2025 6:30pm in Council Chamber, Welshpool Town Hall.

PRESENT:

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

Apologies for absence:

Absent:

Also in attendance:

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

FG191125/1. WELCOME AND APOLOGIES FOR ABSENCE

The Chair welcomed all to the meeting.

FG191125/2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None.

FG191125/3. PUBLIC PARTICIPATION

None.
Cllr Richard Church joined the meeting.

FG191125/4. MINUTES AND MATTERS ARISING

FG191125/4.1 Previous Minutes

An amendment was made under FG151025/10 to fix the typographical errors and to amend the closing time of the meeting.

RESOLVED
To approve the minutes from the meeting of the Finance & Governance Committee on 15/10/2025, subject to the above typographical changes.

WTCM400 - Proposed by Cllr Alison Davies, seconded by Cllr Estelle Bleivas

FG191125/4.2 Matters Arising

All decisions went to Council for approval and were approved.
Cllr Carol Robinson joined the meeting.

FG191125/5. FINANCIAL MATTERS

FG191125/5.1 Council Accounts (October - Period 7)

The Town Clerk summarised the paper and answered queries and questions.

FG191125/5.2 Payment of Invoices - November

The Town Clerk circulated an updated list of invoices for payment as a lot had been received after the agenda had been issued.

RECOMMENDED
To confirm and agree payment of invoices for November 2025.

WTCM401 - Proposed by Cllr Alison Davies, seconded by Cllr Revd William Rowell

FG191125/5.3 Scrutiny of Payments

Cllr Phil Owen reported on the scrutiny of payments exercise for September and explained that it was a satisfactory process and Cllr Estelle Bleivas reported on the October exercise and reported no issues.

Cllr Bleivas also reported that she had completed the quarterly bank reconciliation check as per Financial Regulation 2.6 and found no issues.

Cllr Morag Bailey is to complete the exercise for November, Cllr Pritchard for December and Cllr Blevias for January.

FG191125/5.4 ISP Action Plan

The Town Clerk summarised the ISP Action Plan to date and explained progress to date. A suggestion was made to change the status indicators and RAG rating to include an 'ongoing' category.

In relation to the newsletter (CO3) it was suggested that the Town Clerk email out to councillors and others to assertain who had recieved a copy through Royal Mail and perhaps to conduct an online poll. A suggestion was also made in relation to EN3 to contact WCVA or One Voice Wales in relation to their volunteer policies.

FG191125/5.5 Budget 2026/2027 - Draft 2

The Town Clerk summarised the report and explained that Draft 2 had evolved since Draft 1 and certain items had been revised such as staff pay awards, income generation and more. Committees had also been considering Draft 2 during the month however Events & Planning Committee did not and Operations & Development Committee made no changes.

Members went through the Draft 2 budget page by page and made alterations or asked queries, including:
- 210/4860 Professional Fees - what is contained within this? The Town Clerk explained that payroll and other third party fees are within this account code.
- 100/4200 Waste Collection - why the increase next year? The Town Clerk explained this is down to cost pressures plus changes to workplace recycling regulations.
- 100/4098 Community Fridge - why the reason for the addition when the project is grant funded? The Town Clerk explained that there will be some work to do on an annual basis such as testing etc.
- 135/4200 & 4400 Waste Collection & Vehicles - why does this cost so much? The Town Clerk explained that the Council entered into a 5 year contract in May for a new tipper and this is the annual cost of that lease.
- 136/4085 Allotment R&M - this probably should be increased if we want to attract new clients to Burgess Lands site.
- 230/5175 Bunting - this figure at the moment is over budget, quotes for bunting being obtained.
- 234/4001 Fireworks Staffing - why is this figure £1? The Town Clerk explained that he was waiting for the finalised staffing requirement and then would cost this out.
- 210/4011 Pension Shortfall - do we know the figure yet? The Town Clerk explained he had emailed back in October to ascertain an updated figure based on an actuarial review - will know more nearer January.
- 210/5115 Remembrance - the Town Clerk reported that a band quote had been received for next year's event and that E&P Committee would need to discuss this in January. Members felt that time was of the essence and asked that £1200 be added to the line.

FG191125/6. OTHER MATTERS

FG191125/6.1 Complaints Policy

The Chair explained that the policy had been produced by One Voice Wales but believed that a better version could be produced. It was suggested to defer the item until the Chair and the Town Clerk can work on a better policy which would also capture compliments.

RESOLVED
To defer consideration of the policy until January 2026.

WTCM402 - Proposed by Cllr Morag Bailey, seconded by Cllr Alison Davies

FG191125/6.2 FOI Publication Scheme

The Town Clerk explained the draft FOI Publication Scheme and explained that the Council is legally required to have one under Section 19 of the Freedom of Information Act 2000.

RECOMMENDED
To approve and adopt the FOI Publication Scheme.

WTCM403 - Proposed by Cllr Revd William Rowell, seconded by Cllr Alison Davies. A recorded vote was requested.

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

FG191125/6.3 Festive Closure Period

Members discussed the festive closure period and the Town Clerk explained that the two statutory days had been fixed at the 29th and 30th December. The Town Clerk will circulate the full closure details to

members via email.

A proposal was made to give staff additional paid leave on the 31st December 2025 and 2nd January 2026 and a recorded vote was requested.

RECOMMENDED
To approve two addition days of paid leave for staff on the 31st December 2025 and 2nd January 2026.

WTCM404 - Proposed by Cllr Phil Pritchard, seconded by Cllr Estelle Bleivas. A recorded vote was requested.

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

FG191125/7. DATE OF NEXT MEETING

The next meeting of Finance & Governance Committee will be held on 21st January 2026 at 6:30pm

FG191125/8. 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.

WTCM405 - Proposed by Cllr Revd William Rowell, seconded by Cllr Phil Owen

FG191125/9. STAFFING UPDATE [CONFIDENTIAL]

The Town Clerk gave an update on staffing matters including the recently held staff consultation on the new structure.

The meeting finished at 20:41.

Signed: Dated:

Councillor Morag Bailey (Chair)

Decision/Action Log

ID		Assigned
WTCM400	**RESOLUTION** **FG191125/4.1 Previous Minutes** To approve the minutes from the meeting of the Finance & Governance Committee on 15/10/2025, subject to the above typographical changes.	Town Clerk & Responsible Finance Officer
WTCM401	**RECOMMENDATION** **FG191125/5.2 Payment of Invoices - November** To confirm and agree payment of invoices for November 2025.	Town Clerk & Responsible Finance Officer
WTCM402	**RESOLUTION** **FG191125/6.1 Complaints Policy** To defer consideration of the policy until January 2026.	Town Clerk & Responsible Finance Officer

ID		Assigned
WTCM403	**RECOMMENDATION** **FG191125/6.2 FOI Publication Scheme** To approve and adopt the FOI Publication Scheme.	Town Clerk & Responsible Finance Officer
WTCM404	**RECOMMENDATION** **FG191125/6.3 Festive Closure Period** To approve two addition days of paid leave for staff on the 31st December 2025 and 2nd January 2026.	Town Clerk & Responsible Finance Officer
WTCM405	**RESOLUTION** **FG191125/8 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