



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 Operations & Development Committee held on 11/02/2026 6:30pm in Council Chamber, Welshpool Town Hall.

PRESENT:

Councillor David France
Councillor Nick Howells
Councillor Phil Owen
Councillor Phil Pritchard (Chair)
Councillor Sally Fitzgerald

Apologies for absence:

Councillor Dr Ben Gwalchmai

Absent:

Councillor Estelle Bleivas

Also in attendance:

Councillor Chris Davies
Councillor Richard Church
Councillor Revd William Rowell
Richard Williams - Town Clerk & Responsible Finance Officer
Phil Rollinson - Deputy Operations Manager
2 member(s) of the public / press

OD110226/1. WELCOME AND APOLOGIES FOR ABSENCE

The Chair welcomed all to the meeting. Apologies for absence were received from Cllr Ben Gwalchami.

OD110226/2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None.

OD110226/3. PUBLIC PARTICIPATION

None.

OD110226/4. MINUTES AND MATTERS ARISING

OD110226/4.1 Previous Minutes

RECOMMENDED

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

Development Committee on 14/01/2026.

WTCM513 - Proposed by Cllr Sally Fitzgerald, seconded by Cllr Nick Howells

OD110226/4.2 Matters Arising

The Town Clerk explained that two recommendations from the Committee were rejected by Full Council - the rest of the items were discussed and approved/or amended in some form.

OD110226/5. LAND AND BUILDINGS

OD110226/5.1 General Update

The Deputy Operations Manager updated councillors on general activities, including:

- Playgrounds - new equipment installed and fencing will be removed early next week. Awaiting Wickstead for Burgess Lands works delayed due to weather.
- Maes y Dre - car park was cleared which resulted in 12.5 tonnes of waste being removed - the Council's tractor was invaluable in this work.
- Buildings - annual Health and Safety visit conducted with a H&S Committee meeting to be held soon.
- Town Hall - new equipment for Hub, busy with bookings and Oven serviced.
- Market - new lock on door installed for Community Fridge.
- Day Centre - floor repaired in kitchen and sliding doors serviced.
- Christmas Lights have been removed and will now go into storage.

OD110226/5.2 Tourist Information Centre Naming

The Town Clerk explained that during the Interim Strategic Plan consultation in August, 111 responses were received for Tourist Information Centre and 111 responses were received for Welshpool Information Centre and due to new signage & postal addressing being needed, a decision was required on the name of the building.

A discussion took place regarding the rejected recommendation from last month and it was suggested to call it the Welshpool Information Centre.

RECOMMENDED

To rename the Tourist Information Centre to the Welshpool Information Centre.

WTCM514 - Proposed by Cllr Sally Fitzgerald, seconded by Cllr Nick Howells

OD110226/5.3 Motte and Bailey (Domen Castell)

The Town Clerk explained that he was still awaiting the decision on the grant.

OD110226/5.4 Maes y Dre: Permissions for Works

The Town Clerk explained the correspondence from Waterloo Rovers and showed an image of the proposed mobile stand. Councillors were supportive of the proposals. The Town Clerk also explained that the club needed 10 years security of tenure which a licence does not give them and a formal lease may be required.

RECOMMENDED

To grant permission to approve with the plans and to authorise the Town Clerk to work with the club to draft a lease and to bring this back to Council for approval.

WTCM515 - Proposed by Cllr Sally Fitzgerald, seconded by Cllr Nick Howells

OD110226/5.5 Flower Bed Transfers

The Town Clerk summarised his report and answered queries from members. It was noted that a reversion clause should be included in any transfer from PCC.

RECOMMENDED

To approve the request to Powys County Council to transfer ownership of the two flower beds outside the NFU building on Mill Lane / Church Street;
The principle of licensing town centre beds and planters to voluntary groups for maintenance is adopted; and
That the Town Clerk is authorised to draft a standard flower bed maintenance licence agreement for use with interested groups and seek expressions of interest.

WTCM516 - Proposed by Cllr Sally Fitzgerald, seconded by Cllr Nick Howells

OD110226/5.6 Town Hall WiFi - Quote

The Town Clerk and the Deputy Operations Manager explained the quotation and answered questions.

RECOMMENDED

To approve the quote for £864 for enhanced WiFi provision in the Town Hall.

WTCM517 - Proposed by Cllr Phil Pritchard, seconded by Cllr Phil Owen

OD110226/6. SERVICES

OD110226/6.1 Meals on Wheels

The Town Clerk summarised the report and answered any queries.

OD110226/6.2 Markets

The Town Clerk gave an update and explained that only one indoor stall is available and that the push to obtain more stalls for the outdoor market was successful with one more starting this week.

OD110226/6.3 The Hub

The Town Clerk summarised the report and answered any queries.

OD110226/7. BUSINESS PLANNING & FINANCIAL MATTERS

OD110226/7.1 Interim Strategic Plan Action Plan

The Town Clerk summarised the report and highlighted that most actions were in progress or in future years. One action MA2 needs some work this year but obtaining consents was providing difficult.

OD110226/7.2 Budget and Committee Finance (Month 10)

The Town Clerk summarised the report and no queries were received.

OD110226/8. PROJECTS & NEW DEVELOPMENTS

OD110226/8.1 Community Fridge

The Town Clerk explained that the Community Fridge has now officially launched and was opened on Monday by Deputy Mayor, Cllr William Rowell. Members gave thanks to the Council's Communications & Community Engagement Officer for her work in establishing the fridge. It was noted that already 5.4kg of food waste had been saved from going into the bin (by its second full day of operation).

OD110226/8.2 Town Hall Transformation

The Town Clerk gave an update on the progress to the project including the community meeting held on the 23rd January.

OD110226/8.3 Oldford Estate

The Town Clerk explained that he and the Chair of the Committee would be meeting ClwydAlyn on Monday at 11:30am to discuss further.

OD110226/9. BYELAWS - CONSULTATION

The Town Clerk summarised the consultation findings and report and answered queries.

RECOMMENDED

To note the outcome of the public consultation and the report; and

To authorise the Town Clerk to prepare and publish the Second Written Statements for open spaces, markets and public toilets; and

To ask the Town Clerk to prepare draft byelaws taking into account the consultation feedback for presentation at a future meeting.

WTCM518 - Proposed by Cllr Nick Howells, seconded by Cllr Sally Fitzgerald

OD110226/10. DATE OF NEXT MEETING

The next meeting of Operations & Development Committee will be held on 11th March 2026 at 6:30pm

OD110226/11. CONFIDENTIAL SESSION - EXCLUSION

RECOMMENDED

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

WTCM519 - Proposed by Cllr Sally Fitzgerald, seconded by Cllr Nick Howells

OD110226/12. ALTERNATIVE PREMISES [CONFIDENTIAL]

The Town Clerk summarised the report and a discussion was held, including alternative land proposals. It was suggested that members continue to think of ideas and discuss at Full Council.

OD110226/13. STATION & LEASES [CONFIDENTIAL]

The Town Clerk summarised the report and a discussion was held.

RECOMMENDED

That the Town Council pursues adopting Welshpool Railway Station under the adopt a station scheme; and

To authorise officers to explore potential lease terms for a rear railway station car park and report back to Full Council with a draft lease if deemed appropriate.

WTCM520 - Proposed by Cllr Sally Fitzgerald, seconded by Cllr Phil Pritchard

OD110226/14. CONTRACT MANAGEMENT [CONFIDENTIAL]

A discussion took place regarding previous contracts management and an initial way forward was recommended.

RECOMMENDED

That officers prepare a list of issues identified and that the Town Clerk writes to the contractor setting out our position.

WTCM521 - Proposed by Cllr Phil Pritchard, seconded by Cllr Richard Church

The meeting finished at 20:53.

Signed:

Dated:

Councillor Phil Pritchard (Chair)

Decision/Action Log

ID		Assigned
WTCM513	RECOMMENDATION OD110226/4.1 Previous Minutes To approve as a correct record, the minutes from the meeting of the Operations & Development Committee on 14/01/2026.	Town Clerk & Responsible Finance Officer
WTCM514	RECOMMENDATION OD110226/5.2 Tourist Information Centre Naming To rename the Tourist Information Centre to the Welshpool Information Centre.	Town Clerk & Responsible Finance Officer
WTCM515	RECOMMENDATION OD110226/5.4 Maes y Dre: Permissions for Works To grant permission to approve with the plans and to authorise the Town Clerk to work with the club to draft a lease and to bring this back to Council for approval.	Town Clerk & Responsible Finance Officer
WTCM516	RECOMMENDATION OD110226/5.5 Flower Bed Transfers To approve the request to Powys County Council to transfer ownership of the two flower beds outside the NFU building on Mill Lane / Church Street; The principle of licensing town centre beds and planters to voluntary groups for maintenance is adopted; and That the Town Clerk is authorised to draft a standard flower bed maintenance licence agreement for use with interested groups and seek expressions of interest.	Town Clerk & Responsible Finance Officer
WTCM517	RECOMMENDATION OD110226/5.6 Town Hall WiFi - Quote To approve the quote for £864 for enhanced WiFi provision in the Town Hall.	Town Clerk & Responsible Finance Officer

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WTCM518	RECOMMENDATION OD110226/9 Byelaws - Consultation To note the outcome of the public consultation and the report; and To authorise the Town Clerk to prepare and publish the Second Written Statements for open spaces, markets and public toilets; and To ask the Town Clerk to prepare draft byelaws taking into account the consultation feedback for presentation at a future meeting.	Town Clerk & Responsible Finance Officer
WTCM519	RECOMMENDATION OD110226/11 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
WTCM520	RECOMMENDATION OD110226/13 Station & Leases That the Town Council pursues adopting Welshpool Railway Station under the adopt a station scheme; and To authorise officers to explore potential lease terms for a rear railway station car park and report back to Full Council with a draft lease if deemed appropriate.	Town Clerk & Responsible Finance Officer
WTCM521	RECOMMENDATION OD110226/14 Contract Management That officers prepare a list of issues identified and that the Town Clerk writes to the contractor setting out our position.	Town Clerk & Responsible Finance Officer