



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 Events & Planning Committee held on 04/02/2026 6:30pm in Council Chamber, Welshpool Town Hall.

PRESENT:

Councillor Chris Davies (Chair)
Councillor Jackson Quarrell
Councillor Morag Bailey
Councillor Nick Howells
Councillor Phil Owen
Councillor Sally Fitzgerald
Councillor Revd William Rowell

Apologies for absence:

Absent:

Also in attendance:

Councillor Phil Pritchard
Kimberly Wright - Events & Markets Manager
Wendy Lewis - Community Services Manager
1 member(s) of the public / press

EP040226/1. WELCOME AND APOLOGIES FOR ABSENCE

The Chairman welcomed Councillors and residents to the meeting.

EP040226/2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

The following interests were declared:

Item	Councillor	Type	Reason
9.3	Revd William Rowell	Personal	Cllr Bill Rowell is a member of the Christ Church Committee.

EP040226/3. PUBLIC PARTICIPATION

No questions were received.

EP040226/3.1 Guest - Borderland Theatre

Danielle was unable to attend the meeting, but an email was received prior to the meeting explaining how well the pantomime production went, and that Borderland Theatre will arrange discussions for the future relationship between Borderland Theatre and the local community.

EP040226/4. MINUTES AND MATTERS ARISING

EP040226/4.1 Previous Minutes

RESOLVED

To approve the minutes from the meeting of the Events & Planning Committee on 07/01/2026.

WTCM497 - Proposed by Cllr Morag Bailey, seconded by Cllr Revd William Rowell

EP040226/4.2 Matters Arising

Nothing to report

EP040226/5. TOURISM & ECONOMIC DEVELOPMENT

EP040226/5.1 Tourist Information Centre

The Community Services Manager updated Councillors and explained that footfall is starting to pick up, and customers have been purchasing handbags and train tickets. The Community Services Manager also informed everyone that a train from Machynlleth to Pwllheli is free for anyone with a valid bus pass.

A query was raised that this be posted onto our social media platforms to encourage people to visit the Tourist Information Centre and more detailed reports be available at the next meeting.

EP040226/5.2 Food Trail Update

Councillors discussed the written report from the Town Clerk.

RESOLVED

**To note the progress made on the Welshpool Food Trail, including the identification of participating businesses and development of a provisional map;
To approve the installation of a 27-inch high brightness external touchscreen at the Tourist Information Centre to support the Food Trail and wider tourism and information function;
To approve the funding arrangements and the use of the underspent Train Ticket Costs budget to fund the Council's contribution; and
To delegate authority to the Town Clerk to finalise procurement, installation and associated agreements to ensure completion by the end of February 2026**

WTCM498 - Proposed by Cllr Jackson Quarrell, seconded by Cllr Morag Bailey

EP040226/5.3 Bunting or Flags

Councillors discussed the bunting in 2025, and how it had split in places, making the Town look very untidy, and that flags would look much better.

RESOLVED

To agree to purchase 50 Welsh Flags and suitable flagpoles for the existing bases instead of bunting and Council to review this in 2027.

WTCM499 - Proposed by Cllr Sally Fitzgerald, seconded by Cllr Morag Bailey

EP040226/5.4 Welcome to Welshpool Signs

The Events & Markets Manager explained that four Welcome to Welshpool signs are already in situ and some may need cleaning. It was suggested that the islands at each main entrance to the town would be suitable place to display signs. A discussion took place regarding 'Gateway to Wales' which was suggested be changed to encourage visitors to stay. Suggestions were also received regarding signs at the Railway Station.

RESOLVED

To agree that Cllr Phil Owen should discuss the signs with Powys County Council as part of any Tour de France discussions and revisit this item at each meeting.

WTCM500 - Proposed by Cllr Morag Bailey, seconded by Cllr Sally Fitzgerald

EP040226/6. BUSINESS PLANNING & FINANCIAL MATTERS

EP040226/6.1 ISP Action Plan

The ISP Action Plan was discussed by members and it was noted that the Place Plan work needs to start in Year 2 and a date for the Carnival Working Group needs agreeing.

RESOLVED

To agree that the first Carnival Working Group meeting should take place on 16th February 2026 at 6pm in the Corn Exchange.

WTCM501 - Proposed by Cllr Revd William Rowell, seconded by Cllr Morag Bailey

EP040226/6.2 Budget and Committee Finance (Month 10)

No comments were received and members were informed that the final approved budget for 2026/27 has been circulated.

EP040226/7. EVENTS

EP040226/7.1 Welshpool Fair Trade

Cllr Bill Rowell explained that he has a £200 budget to restart the Fair Trade market stall in the Indoor Market. It was explained that volunteers would run the stall and be self-sufficient and include lots of useful information and he sought the support of the Town Council for the project.

RECOMMENDED

That Council support the Welshpool Fair Trade initiative and allocate a market stall accordingly.

WTCM502 - Proposed by Cllr Morag Bailey, seconded by Cllr Jackson Quarrell

EP040226/7.2 Local Produce Market

Cllr Sally Fitzgerald explained that she has had several discussions with her clients regarding a local produce or farmers' market. A discussion took place where the old Sainsburys building was raised as an option to hold the market.

RESOLVED

To carry out a feasibility investigation into restarting the Farmers Market with information to be brought back at the next meeting.

WTCM503 - Proposed by Cllr Morag Bailey, seconded by Cllr Revd William Rowell

EP040226/7.3 Flicks in the Sticks

The Events & Markets Manager explained that 'A Bunch of Amateurs' was screened on 2nd February and 33 attended with £63.25 in tea/coffee/cake sales and £29.50 in donations. The next screening for 'One Chance' will take place on 2nd March 2026.

EP040226/7.4 Tidy Welshpool / Spring Clean Cymru

Councillors discussed and agreed to the Spring Clean Cymru project between 13th March and 29th March, having a focused week, concentrating on a different area of the Town each day.

RESOLVED

To approve Welshpool Town Council's participation in Spring Clean Cymru 2026;
To support the development of a local "Tidy Welshpool" week within the campaign period.
To appoint Cllr Bill Rowell as the liaison councillor for the project who can act as a source of advice for officers; and
To authorise officers to work with Powys County Council and Keep Wales Tidy to develop and deliver the programme.

WTCM504 - Proposed by Cllr Morag Bailey, seconded by Cllr Revd William Rowell

EP040226/7.5 Winter Festival & Santa

Councillors agreed that the Santa suit is in need of replacement and discussed the Santa visits, and agreed to invite all Welshpool schools and pre-schools to book a time for Santa to visit them. If Santa has time, he can also visit the surrounding Schools/preschools, if asked.

The Events & Markets Manager explained that 192 letters to Santa were received - unfortunately, a large number of letters were received very close to office closure, and some of the resources have run out. The Events & Markets Manager asked the committee to consider starting the letter to Santa scheme 1 week earlier, and bringing the deadline for responses 1 week earlier.

RESOLVED

To authorise the Events & Markets Manager to obtain three quotes for a new Santa costume;
To alter the deadlines for Santa letters by one week earlier; and
To ask Santa to visit all local schools and pre-schools in Welshpool and the surrounding areas, if his schedule allows.

WTCM505 - Proposed by Cllr Revd William Rowell, seconded by Cllr Sally Fitzgerald

EP040226/7.6 Easter Egg Hunt 2026

Councillors agreed that this year's Easter Egg hunt will be held on Saturday, 4th April 2026, from the Tourist Information Centre. Cllrs Bill Rowell and Morag Bailey agreed to volunteer to hand out sheets.

RESOLVED

To agree that the Easter Egg Hunt event will be held on Saturday 4th April 2026.

WTCM506 - Proposed by Cllr Morag Bailey, seconded by Cllr Revd William Rowell

EP040226/7.7 Continental Market

The Events & Markets Manager explained that four organisations were asked to quote for the road closure but only one quotation was received. A discussion took place and it was suggested that an investigation take place for the Operations Team to undertake the necessary training and obtain the appropriate licences to hold road closures internally.

RESOLVED

**To agree the quotation of £550 from Core Highways for the road closure and
To investigate obtaining our own relevant licences and permissions.**

WTCM507 - Proposed by Cllr Revd William Rowell, seconded by Cllr Morag Bailey

EP040226/7.8 Walking Festival

Cllr Bill Rowell gave an update and explained that he aims for walks to be in place by Summer which are identified, mapped out and signposted. He has created a walk starting and finishing at the Town Hall which is around 7-8miles long and two shorter walks created also. One of the walks uses Lower Park, and discussions will need to take place with Powys Estate prior to these commencing.

EP040226/7.9 Dance Festival

Cllr Phil Owen gave an update and explained that he had given an talk about Ballet at Belan W.I. and that he will follow up with a conversation with the Events & Markets Manager about firmer logistics and plans.

EP040226/8. TRAINING - JOINT OVW & PLANNING AID WALES EVENT

The Events & Markets Manager explained that Joint OVW and Planning Aid Wales training is taking place on 19th March between 10am and 1:30pm online and asked if any members would like to attend. Cllrs Morag Bailey, Bill Rowell and Phil Owen asked to be booked on.

Cllr Jackson Quarrell asked if a recording of the event will be available and the Events Manager will ask organisers and feedback.

RESOLVED

To approve the councillors to attend the training session.

WTCM508 - Proposed by Cllr Phil Owen, seconded by Cllr Morag Bailey

EP040226/9. PLANNING - NEW APPLICATIONS

EP040226/9.1 26/0024/TPO

Members considered the planning application and provided the following response:

Response: Note

Comments:

No comment

RESOLVED

To respond to the planning authority in respect of 26/0024/TPO with the above response and comments.

WTCM509 - Proposed by Cllr Phil Owen, seconded by Cllr Morag Bailey

EP040226/9.2 26/0007/HH

Members considered the planning application and provided the following response:

Response: Note

Comments:

No comment

RESOLVED

To respond to the planning authority in respect of 26/0007/HH with the above response and comments.

WTCM510 - Proposed by Cllr Morag Bailey, seconded by Cllr Revd William Rowell

EP040226/9.3 26/0046/LBC

Members considered the planning application and provided the following response:

Response: Support

Comments:

No comment

RESOLVED

To respond to the planning authority in respect of 26/0046/LBC with the above response and comments.

WTCM511 - Proposed by Cllr Sally Fitzgerald, seconded by Cllr Morag Bailey

EP040226/9.4 26/0058/TPO

Members considered the planning application and provided the following response:

Response: Note

Comments:

No comment

RESOLVED

To respond to the planning authority in respect of 26/0058/TPO with the above response and comments.

WTCM512 - Proposed by Cllr Morag Bailey, seconded by Cllr Sally Fitzgerald

EP040226/10. PLANNING DECISIONS

Councillors noted the attached planning decisions report.

EP040226/11. DATE OF NEXT MEETING

The next meeting of the Events & Planning Committee will be held on Wednesday 4th March 2026 at 6:30pm.

The meeting finished at 20:05.

Signed:

Dated:

Councillor Chris Davies (Chair)

Decision/Action Log

ID		Assigned
WTCM497	RESOLUTION EP040226/4.1 Previous Minutes To approve the minutes from the meeting of the Events & Planning Committee on 07/01/2026.	Events & Markets Manager
WTCM498	RESOLUTION EP040226/5.2 Food Trail Update To note the progress made on the Welshpool Food Trail, including the identification of participating businesses and development of a provisional map; To approve the installation of a 27-inch high brightness external touchscreen at the Tourist Information Centre to support the Food Trail and wider tourism and information function; To approve the funding arrangements and the use of the underspent Train Ticket Costs budget to fund the Council's contribution; and To delegate authority to the Town Clerk to finalise procurement, installation and associated agreements to ensure completion by the end of February 2026	Town Clerk & Responsible Finance Officer
WTCM499	RESOLUTION EP040226/5.3 Bunting or Flags To agree to purchase 50 Welsh Flags and suitable flagpoles for the existing bases instead of bunting and Council to review this in 2027.	Town Clerk & Responsible Finance Officer
WTCM500	RESOLUTION EP040226/5.4 Welcome to Welshpool Signs To agree that Cllr Phil Owen should discuss the signs with Powys County Council as part of any Tour de France discussions and revisit this item at each meeting.	Events & Markets Manager
WTCM501	RESOLUTION EP040226/6.1 ISP Action Plan To agree that the first Carnival Working Group meeting should take place on 16th February 2026 at 6pm in the Corn Exchange.	Events & Markets Manager
WTCM502	RECOMMENDATION EP040226/7.1 Welshpool Fair Trade That Council support the Welshpool Fair Trade initiative and allocate a market stall accordingly.	Town Clerk & Responsible Finance Officer
WTCM503	RESOLUTION EP040226/7.2 Local Produce Market To carry out a feasibility investigation into restarting the Farmers Market with information to be brought back at the next meeting.	Events & Markets Manager
WTCM504	RESOLUTION EP040226/7.4 Tidy Welshpool / Spring Clean Cymru To approve Welshpool Town Council's participation in Spring Clean Cymru 2026; To support the development of a local "Tidy Welshpool" week within the campaign period. To appoint Cllr Bill Rowell as the liaison councillor for the project who can act as a source of advice for officers; and To authorise officers to work with Powys County Council and Keep Wales Tidy to develop and deliver the programme.	Town Clerk & Responsible Finance Officer

ID		Assigned
WTCM505	RESOLUTION EP040226/7.5 Winter Festival & Santa To authorise the Events & Markets Manager to obtain three quotes for a new Santa costume; To alter the deadlines for Santa letters by one week earlier; and To ask Santa to visit all local schools and pre-schools in Welshpool and the surrounding areas, if his schedule allows.	Events & Markets Manager
WTCM506	RESOLUTION EP040226/7.6 Easter Egg Hunt 2026 To agree that the Easter Egg Hunt event will be held on Saturday 4th April 2026.	Events & Markets Manager
WTCM507	RESOLUTION EP040226/7.7 Continental Market To agree the quotation of £550 from Core Highways for the road closure and To investigate obtaining our own relevant licences and permissions.	Events & Markets Manager
WTCM508	RESOLUTION EP040226/8 Training - Joint OVW & Planning Aid Wales Event To approve the councillors to attend the training session.	Events & Markets Manager
WTCM509	RESOLUTION EP040226/9.1 26/0024/TPO To respond to the planning authority in respect of 26/0024/TPO with the above response and comments.	Events & Markets Manager
WTCM510	RESOLUTION EP040226/9.2 26/0007/HH To respond to the planning authority in respect of 26/0007/HH with the above response and comments.	Events & Markets Manager
WTCM511	RESOLUTION EP040226/9.3 26/0046/LBC To respond to the planning authority in respect of 26/0046/LBC with the above response and comments.	Events & Markets Manager
WTCM512	RESOLUTION EP040226/9.4 26/0058/TPO To respond to the planning authority in respect of 26/0058/TPO with the above response and comments.	Events & Markets Manager