



Cyngor Tref y Trallwng | Welshpool Town Council

Welshpool Town Council, The Vicarage Gardens, Welshpool, SY21 7DD
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DRAFT

Minutes of the Audit Committee held on 13/03/2026 2:00pm in Council Chamber, Welshpool Town Hall.

PRESENT:

Councillor Alison Davies
Councillor Carol Robinson
Councillor Phil Owen
Councillor Phil Pritchard
Councillor Richard Church

Apologies for absence:

Councillor Estelle Bleivas

Absent:

Councillor Dr Ben Gwalchmai

Also in attendance:

Richard Williams - Town Clerk & Responsible Finance Officer

AU130326/1. WELCOME, CODE OF CONDUCT AND APOLOGIES FOR ABSENCE

The Chair welcomed all to the meeting. Apologies were received from Cllr Estelle Bleivas.

AU130326/2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None.

AU130326/3. PUBLIC PARTICIPATION

None.

AU130326/4. MINUTES AND MATTERS ARISING

AU130326/4.1 Previous Minutes

RESOLVED

To approve the minutes from the meeting of the Audit Committee on 16/01/2026.

WTCM583 - Proposed by Cllr Phil Pritchard, seconded by Cllr Carol Robinson

AU130326/4.2 Matters Arising

The items relating to the Finance & Governance Toolkit are still outstanding.

AU130326/5. RISK REGISTER

Members discussed the Risk Register and recommended an amendment to Risk 5 relating to cashflow as our financial position had now improved.

RECOMMENDED
To amend Risk 5 (Management of cash flow) to reduce the probability to 1.

WTCM584 - Proposed by Cllr Alison Davies, seconded by Cllr Phil Owen

AU130326/6. EVALUATION OF SERVICES - TOURIST INFORMATION CENTRE

Cllr Richard Church joined the meeting.
Cllrs Alison Davies and Morag Bailey talked Members through their report on the Tourist Information Centre and invited queries and questions. An error was discovered in the financial aspects and Cllr Bailey will revisit this section.

RECOMMENDED
To note the Service Review Report;
To approve the following recommendations and changes:
- Carry out a review of TIC staffing roles/hours/rotas prior to replacing/appointing staff, to achieve greater integration into the WIC
- Following the above, consider extending opening during the summer season to include Sundays and/or not closing at lunch times
- Develop a simple competency checklist and training plan for all WIC staff relating to the TIC service and ensure that all staff are competent
- Include a feasibility study of relocating WIC in the Regeneration of Welshpool Town Hall development and delivery phases and report back
- Clearly define current roles in relation to maintenance, cleaning, health and safety and allocate them to the appropriate team
- Consider the creation of volunteering opportunities within the WIC team
- Consider succession planning; the roles are complex and it will take time to gather the knowledge and expertise needed
- Continue to improve communications within the WIC and the TIC team ensuring that everyone is kept up to date on strategy/policy/process changes that affect them or the WTC
- Address the tensions between the WIC team members and other teams; and
To ask the Town Clerk to implement the above and report back in a suitable timeframe.

WTCM585 - Proposed by Cllr Alison Davies, seconded by Cllr Richard Church

AU130326/7. ITEMS FOR FUTURE AGENDA & DATE OF NEXT MEETING

The next meeting will take place on the 15th May 2026 at 2pm and include a discussion on the Annual Return and other Annual Meeting items.

The meeting finished at 15:04.

Signed: Dated:

Councillor (Chair)

Decision/Action Log

ID		Assigned
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WTCM583	RESOLUTION AU130326/4.1 Previous Minutes To approve the minutes from the meeting of the Audit Committee on 16/01/2026.	Town Clerk & Responsible Finance Officer
WTCM584	RECOMMENDATION AU130326/5 Risk Register To amend Risk 5 (Management of cash flow) to reduce the probability to 1.	Town Clerk & Responsible Finance Officer
WTCM585	RECOMMENDATION AU130326/6 Evaluation of Services - Tourist Information Centre To note the Service Review Report; To approve the following recommendations and changes: - Carry out a review of TIC staffing roles/hours/rotas prior to replacing/appointing staff, to achieve greater integration into the WIC - Following the above, consider extending opening during the summer season to include Sundays and/or not closing at lunch times - Develop a simple competency checklist and training plan for all WIC staff relating to the TIC service and ensure that all staff are competent - Include a feasibility study of relocating WIC in the Regeneration of Welshpool Town Hall development and delivery phases and report back - Clearly define current roles in relation to maintenance, cleaning, health and safety and allocate them to the appropriate team - Consider the creation of volunteering opportunities within the WIC team - Consider succession planning; the roles are complex and it will take time to gather the knowledge and expertise needed - Continue to improve communications within the WIC and the TIC team ensuring that everyone is kept up to date on strategy/policy/process changes that affect them or the WTC - Address the tensions between the WIC team members and other teams; and To ask the Town Clerk to implement the above and report back in a suitable timeframe.	Town Clerk & Responsible Finance Officer