



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 21/01/2026 6:30pm in Council Chamber, Welshpool Town Hall.

PRESENT:

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

Apologies for absence:

Councillor Alison Davies
Councillor Estelle Bleivas

Absent:

Also in attendance:

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

FG210126/1. WELCOME AND APOLOGIES FOR ABSENCE

The Chair welcomed all to the meeting and wished all a Happy New Year. Apologies were received from Cllr Alison Davies and Cllr Estelle Bleivas.

FG210126/2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None.

FG210126/3. PUBLIC PARTICIPATION

None.

FG210126/4. MINUTES AND MATTERS ARISING

FG210126/4.1 Previous Minutes

RESOLVED

To approve the minutes from the meeting of the Finance & Governance Committee on 19/11/2025.

FG210126/4.2 Matters Arising

All recommendations were considered by Council and were either approved or rejected.

FG210126/5. FINANCIAL MATTERS

FG210126/5.1 Council Accounts (December - Period 9)

The Town Clerk apologised that the usual Income and Expenditure report was missing from the pack but reported that it would go to Full Council as usual. The Town Clerk explained that the third and final instalment of the precept had now been received.

FG210126/5.2 Payment of Invoices - January

The Town Clerk answered queries, including:

- Why is there two JRB payments? This was a duplication error.
- Parking Penalty - this was caused by our Operations vehicles in Severn Stars Car Park.
- Water at Allotment Sites - a review of allotments needs to explore all avenues including tenants paying for their own water separately.
- Water at Toilets - the recent bill is very large due to the leak which was fixed in October.

RECOMMENDED

To approve payment of invoices for January 2026.

WTCM451 - Proposed by Cllr Revd William Rowell, seconded by Cllr Richard Church

FG210126/5.3 Scrutiny of Payments

Cllr Morag Bailey explained that she did scrutiny of payments for November and also did payroll checking and all was correct. Members for the next few months include:

- Cllr Phil Pritchard for December in January
- Cllr Estelle Bleivas for January in February
- Cllr Richard Church for February in March
- Cllr William Rowell for March in April

RECOMMENDED

To appoint the following members for scrutiny of payments:

- Cllr Phil Pritchard for December in January
- Cllr Estelle Bleivas for January in February
- Cllr Richard Church for February in March
- Cllr William Rowell for March in April

WTCM452 - Proposed by Cllr Morag Bailey, seconded by Cllr Phil Owen

FG210126/5.4. BUSINESS PLANNING & FINANCIAL MATTERS

FG210126/5.4.1 ISP Action Plan

The Town Clerk summarised the action plan and noted that some things had now moved further than when this was issued.

FG210126/6. BUDGET 2026/2027 - FINAL DRAFT

The Town Clerk summarised the paper and explained that the budget had been constructed with a line by line approach, with two staff workshops and committee meetings in October, November and January. The budget itself contains savings of around £86k and additional cost pressures of around £125k.

A discussion took place regarding if the risk items for Meals on Wheels should be removed however it was thought best to leave them where they are for now. A query was received on the presentation of the three year budget.

The Town Clerk also explained that a press release, promotional materials and an interactive graph had been prepared ahead of precept setting.

RECOMMENDED

To note the draft budgets for 2027/2028 and 2028/2029 and that Full Council adopt the draft budget for 2026/2027.

WTCM453 - Proposed by Cllr Phil Owen, seconded by Cllr Revd William Rowell

FG210126/7. STRATEGY & POLICY

FG210126/7.1 Complaints, Comments & Feedback Policy

Cllr Morag Bailey explained the draft policy as it was deferred from November and has been updated based on her professional background. A discussion was held regarding the phrasing of 'however made' in the definition of complaint. A route of appeal had also been included in the draft.

RESOLVED

To amend the draft policy to remove the words "however made" from the definition on Page 1.

WTCM454 - Proposed by Cllr Richard Church, seconded by Cllr Phil Owen

RECOMMENDED

To approve and adopt the amended Complaints, Comments & Compliments Policy.

WTCM455 - Proposed by Cllr Morag Bailey, seconded by Cllr Richard Church

FG210126/7.2 Gritting and Snow Removal Policy

The Town Clerk summarised the policy and answered any queries.

RECOMMENDED

To approve and adopt the Gritting and Snow Removal Policy.

WTCM456 - Proposed by Cllr Phil Pritchard, seconded by Cllr Revd William Rowell

FG210126/7.3 Financial Regulations 2025-2026

The Town Clerk summarised their report and explained that for audit purposes, it was prudent to adopt these new Financial Regulations to apply for the current financial year.

RECOMMENDED

To approve the revised Financial Regulations 2025-2026.

WTCM457 - Proposed by Cllr Revd William Rowell, seconded by Cllr Phil Pritchard

FG210126/8. OTHER MATTERS

FG210126/8.1 Petty Cash & Pre-Paid Cards

The Town Clerk summarised their report and answered queries. He explained that Lloyds Bank are currently offering charge cards for free if a certain spend limit is reached.

RECOMMENDED

**To approve the phasing out of petty cash to level set by Financial Regulations; and
To authorise the Town Clerk to implement pre-paid debit or spend cards to not exceed the values set by Financial Regulations for authorised purchasing officers.**

WTCM458 - Proposed by Cllr Phil Owen, seconded by Cllr Revd William Rowell

FG210126/8.2 Section 137 Expenditure Limit - 2026/27

Members noted the new Section 137 limit.

FG210126/8.3 Digital Engagement - Q3 2025

The Town Clerk summarised the report and answered queries, including if the Council has an X account. The Town Clerk confirmed that the Council does not.

FG210126/9. DATE OF NEXT MEETING

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

FG210126/10. 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.

WTCM459 - Proposed by Cllr Revd William Rowell, seconded by Cllr Phil Owen

FG210126/11. PENSION REVALUATION [CONFIDENTIAL]

The Town Clerk explained the revaluation figures.

FG210126/12. STAFFING

FG210126/12.1 Operations Team Review [CONFIDENTIAL]

The Town Clerk explained that during the earlier held staff consultation, it was decided to hold a review to properly benchmark the Operations Team to other Councils and areas and invited the committee to appoint members to assist with the review.

RECOMMENDED

To appoint Cllrs Phil Owen, Phil Pritchard and Morag Bailey to work with the Town Clerk on the review into the Operations Team and to report back by the end of February 2026.

WTCM460 - Proposed by Cllr David France, seconded by Cllr Richard Church

FG210126/12.2 Staffing Update [CONFIDENTIAL]

The Town Clerk gave an update on staffing matters and answered queries.

RECOMMENDED**To delegate to the Town Clerk the recruitment of the post.***WTCM461 - Proposed by Cllr Richard Church, seconded by Cllr Morag Bailey**The meeting finished at 19:58.*

Signed:

Dated:

Councillor Morag Bailey (Chair)

Decision/Action Log

ID		Assigned
WTCM450	RESOLUTION FG210126/4.1 Previous Minutes To approve the minutes from the meeting of the Finance & Governance Committee on 19/11/2025.	Town Clerk & Responsible Finance Officer
WTCM451	RECOMMENDATION FG210126/5.2 Payment of Invoices - January To approve payment of invoices for January 2026.	Town Clerk & Responsible Finance Officer
WTCM452	RECOMMENDATION FG210126/5.3 Scrutiny of Payments To appoint the following members for scrutiny of payments: - Cllr Phil Pritchard for December in January - Cllr Estelle Bleivas for January in February - Cllr Richard Church for February in March - Cllr William Rowell for March in April	Town Clerk & Responsible Finance Officer
WTCM453	RECOMMENDATION FG210126/6 Budget 2026/2027 - Final Draft To note the draft budgets for 2027/2028 and 2028/2029 and that Full Council adopt the draft budget for 2026/2027.	Town Clerk & Responsible Finance Officer
WTCM454	RESOLUTION FG210126/7.1 Complaints, Comments & Feedback Policy To amend the draft policy to remove the words "however made" from the definition on Page 1.	Town Clerk & Responsible Finance Officer
WTCM455	RECOMMENDATION FG210126/7.1 Complaints, Comments & Feedback Policy To approve and adopt the amended Complaints, Comments & Compliments Policy.	Town Clerk & Responsible Finance Officer
WTCM456	RECOMMENDATION FG210126/7.2 Gritting and Snow Removal Policy To approve and adopt the Gritting and Snow Removal Policy.	Town Clerk & Responsible Finance Officer
WTCM457	RECOMMENDATION FG210126/7.3 Financial Regulations 2025-2026 To approve the revised Financial Regulations 2025-2026.	Town Clerk & Responsible Finance Officer

ID		Assigned
WTCM458	RECOMMENDATION FG210126/8.1 Petty Cash & Pre-Paid Cards To approve the phasing out of petty cash to level set by Financial Regulations; and To authorise the Town Clerk to implement pre-paid debit or spend cards to not exceed the values set by Financial Regulations for authorised purchasing officers.	Town Clerk & Responsible Finance Officer
WTCM459	RESOLUTION FG210126/10 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
WTCM460	RECOMMENDATION FG210126/12.1 Operations Team Review To appoint Cllrs Phil Owen, Phil Pritchard and Morag Bailey to work with the Town Clerk on the review into the Operations Team and to report back by the end of February 2026.	Town Clerk & Responsible Finance Officer
WTCM461	RECOMMENDATION FG210126/12.2 Staffing Update To delegate to the Town Clerk the recruitment of the post.	Town Clerk & Responsible Finance Officer