



Welshpool Town Council, The Vicarage Gardens, Welshpool, Powys, SY21 7DD
Tel: 01938 553142 Email: office@welshpooltowncouncil.gov.uk

Agenda & Summons

Annual Meeting - 27/05/2026 6:30pm

21st May 2026

Dear Councillor,

You are hereby summoned to attend a meeting of the Annual Meeting of Welshpool Town Council which will be held on Wednesday 27th May 2026 in the Council Chamber, Welshpool Town Hall at 6:30pm to transact the business outlined below.

Yours sincerely,

Richard T Williams LLB (Hons)
Town Clerk, RFO & Proper Officer

In accordance with the [Local Government and Elections \(Wales\) Act 2021](#), this meeting is available by remote means. Please visit <https://us02web.zoom.us/j/86889994632?pwd=WaCTYcFHprpa9qF8ukhAvSnoj1nebA.1> to join online or use Zoom Meeting ID 868 8999 4632 and passcode 105159.

Agenda

1. ELECTION OF CHAIR / TOWN MAYOR

To receive nominations and to elect the Chair of Council and Town Mayor for the 2026-27 municipal year. The new Mayor to read and sign the declaration of office, take the chair and address the meeting.

Note: all present to stand while the chain of office is transferred and declaration of acceptance of office read out loud with those present applauding at the end to welcome the new Mayor (Section 4, Civic and Ceremonial Protocol) [Section 34(1), Local Government Act 1972]

2. ELECTION OF VICE CHAIR / DEPUTY TOWN MAYOR

To receive nominations and to elect the Vice Chair of Council and Deputy Town Mayor for the 2026-27 municipal year. The new Deputy Mayor to read and sign the declaration of office and address the meeting.

Note: all present to stand while the chain of office is transferred and declaration of acceptance of office read out loud with those present applauding at the end to welcome the new Deputy Mayor (Section 4, Civic and Ceremonial Protocol) [Section 34(6), Local Government Act 1972]

3. WELCOME, CODE OF CONDUCT AND APOLOGIES FOR ABSENCE

To welcome Councillors and members of the public, to remind attendees to show respect for all throughout the meeting in line with the obligations of the Code of Conduct, and to receive and, if appropriate, approve apologies for absence. [Section 4(b), Code of Conduct; Section 85(1), Local Government Act 1972]

4. DECLARATIONS OF INTERESTS AND DISPENSATIONS

To receive declarations of interest and, if appropriate, consider any relevant dispensations. [Part III, Local Government Act 2000]

5. RETIRING TOWN MAYOR'S REPORT

To receive a verbal report from the retiring Town Mayor, Cllr Phil Owen.

6. COUNTY COUNCIL AND COUNTY COUNCILLOR UPDATES

To welcome County Councillors and to receive a verbal update and exchange information on matters affecting Welshpool.

7. GOVERNANCE

7.1. Standing Orders

To consider adoption of the revised Standing Orders for 2026-27 as recommended by the Finance & Governance Committee. [Section 135(2) & Para. 42, Sch 12, Local Government Act 1972]

[Appendix A]

[Appendix B]

7.2. Financial Regulations

To consider adoption of Financial Regulations for 2026-27 as recommended by the Finance & Governance Committee.

[Appendix C]

7.3. Scheme of Delegation

To consider adoption of the Scheme of Delegation for 2026-27 as recommended by the Finance & Governance Committee. [Section 101(1), Local Government Act 1972]

[Appendix D]

7.4. Investments & Reserves Strategy

To consider adoption of the Investments & Reserves Strategy for 2026-27 as recommended by the Finance & Governance Committee. [Section 12, Local Government Act 2003]

[Appendix E]

7.5. Civility and Respect

To consider adoption of the Welsh Civility and Respect pledge, as recommended by the Finance & Governance Committee.

[Appendix F]

9. COMMITTEES

9.1. Committees

To resolve the continuation of the following Committees and to approve the revised Terms of References as amended by the Finance & Governance Committee:

- Events & Planning Committee
- Operations & Development Committee
- Finance & Governance Committee
- Audit Committee
- Health & Safety Committee
- Tour de France Special Committee [Section 101(1), Local Government Act 1972]

9.2. Election to Committees

To elect the following councillors to the committees as approved above. Additional nominations taken from the floor.

Events & Planning Committee

- William Rowell
- Morag Bailey
- Phil Owen
- Kelly Meredith
- Nick Howells
- Jackson Quarrell
- Ben Gwalchmai
- Vacancy x1

Operations & Development Committee

- Phil Owen
- Kelly Meredith
- Phil Pritchard
- David France
- Nick Howells
- Vacancy x3

Finance & Governance Committee

- Alison Davies
- Richard Church
- William Rowell
- Morag Bailey
- Phil Pritchard
- David France
- Vacancy x2

Audit Committee

- Alison Davies
- Phil Pritchard
- Vacancy x6

Health & Safety Committee

- William Rowell
- Morag Bailey
- Phil Pritchard
- Nick Howells
- Vacancy x4

Tour de France Special Committee

- Alison Davies
 - Richard Church
 - Phil Owen
 - William Rowell
 - Phil Pritchard
 - Jackson Quarrell
 - Ben Gwalchmai
 - TBC External Member
 - TBC External Member
- (Oversubscribed by 1)

10. OTHER GOVERNANCE

10.1. Councillor Allowances

To consider the report from the Town Clerk in respect of councillor allowances for 2026-27. [Section 153, Local Government (Wales) Measure 2011]

[Appendix H]

10.2. Bank Mandate

To consider the bank mandate and authorised signatories on the Council's bank accounts as:

- Benjamin Gwalchmai
- Christopher Davies
- David France
- Morag Bailey
- Nicholas Howells
- Phillip Pritchard
- Richard Church
- Richard Williams
- Sally Fitzgerald
- Alison Davies
- William Rowell

[Appendix I]

10.3. Dates of Meetings

To consider the recommended schedule of meetings for the 2026-27 municipal year.

[Appendix J]

11. OUTSIDE BODIES

To elect nominees to the outside bodies listed in the attached report.

[Appendix K]

12. MINUTES AND MATTERS ARISING

12.1. Previous Minutes

To approve and sign as a correct record, the minutes from the meeting of the Full Council on 22/04/2026.

[Para. 35(1), Sch 12, Local Government Act 1972]

[Appendix L]

12.2. Matters Arising

To report for information purposes only matters arising from the Full Council on 22/04/2026.

13. COMMITTEES - MINUTES & RECOMMENDATIONS

13.1. Events & Planning Committee - May 2026

To consider the recommendations from the meeting of the Events & Planning Committee on the 06/05/2026.

Item 7.7 - Christmas Lights

RECOMMENDED

To approve Option A - 1 year extension of existing scheme which would include hire, carriage and storage at £2840.27.

Item 7.8 - 1940's Weekend**RECOMMENDED**

To support the 1940s Weekend by allowing free use of the Town Hall, subject to other bookings and terms of agreement.

[Appendix M]

13.2. Operations & Development Committee - May 2026

To consider the recommendations from the meeting of the Operations & Development Committee on the 13/05/2026.

Item 5.3 - Biodiversity Action Plan**RECOMMENDED**

To approve and adopt the Biodiversity Action Plan for 2026-2028.

Item 5.4 - Trees**RECOMMENDED**

To ask officers to obtain quotations for a tree survey for all Council land and specific works at Vicarage Gardens

Item 6.4 - Allotments**RECOMMENDED**

To note the report;

To approve joining the National Allotments Association as members at £70 per annum; and

To approve additional promotional and improvement measures to improve occupancy.

[Appendix N]

13.3. Finance & Governance Committee - May 2026

To consider the recommendations from the meeting of the Finance & Governance Committee on the 20/05/2026.

Item 5.3 - Scrutiny of Payments**RECOMMENDED**

To appoint the following members for scrutiny of payments:

- Cllr Morag Bailey for May in June
- Cllr Phil Owen for June in July (quarterly check)
- Cllr Richard Church for July in August

[Appendix O]

14. BUSINESS PLANNING & FINANCE**14.1. Council Accounts (April - Period 1)**

To consider the Income and Expenditure Reports and Cash and Bank Totals for April 2026 and note the bank balances as of 30th April 2026:

- General Fund - £29,382.65
- 30 Day Account - £290,246.93
- Petty Cash - £35.03
- Hub Community Account - £4,072.74

[Appendix P]

[Appendix Q]

14.2. Payment of Invoices - May

To consider payment of invoices for May, including any additional payments tabled on the night.

[Appendix R]

15. OTHER MATTERS

15.1. Bull Dingle

To receive an update on the Bull Dingle.

15.2. Town Hall Transformation Project

To receive an update on the Town Hall Transformation Project from the Town Clerk.

16. OUTSIDE BODIES

16.1. Other Outside Bodies

To receive reports from the Council's representatives on other outside bodies, as available.

17. MOTIONS FOR DEBATE

17.1. Litter Champions

To consider the proposal as set out in the paper from Cllr William Rowell regarding litter champions, following the in principle approval at the last meeting.

[Appendix S]

18. ITEMS FOR FUTURE AGENDA & DATE OF NEXT MEETING

To receive items for consideration by the Town Clerk for future agendas and to note that the next meeting of Full Council will be held on 24th June 2026 at 6:30pm.

19. CONFIDENTIAL SESSION - EXCLUSION

To resolve, if required, 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. [Section 1(2), Public Bodies (Admission to Meetings) Act 1960]

20. BERRIEW ST TOILETS [CONFIDENTIAL]

To consider the report from the Town Clerk in respect of Berriew St Toilets. [Confidential - information related to the financial or business affairs of a person and/or the authority.]

Confidential Document [Appendix T]

21. CARNIVAL [CONFIDENTIAL]

To consider an update on the Carnival from the Town Clerk and to decide a way forward. [Confidential - information related to the financial or business affairs of a person and/or the authority.]

22. COMMUNITY AWARDS [CONFIDENTIAL]

To consider the paper from the Events & Markets Manager in respect of Community Awards. [Confidential - information which is likely to reveal the identity of an individual.]

Confidential Document [Appendix U]

Appendix A

Welshpool Town Council, The Vicarage Gardens, Welshpool, Powys, SY21 7DD
Tel: 01938 553142 Email: office@welshpooltowncouncil.gov.uk

Document / Report #691

Author	Richard Williams Town Clerk & Responsible Finance Officer
Title	Review of Standing Orders 2026-27
Date	8th May 2026

The Council established a working group to review Standing Orders and the committee structure in February 2026. The group met twice and worked through each standing order in turn and suggested changes. Where agreement could not be reached, a vote was carried out.

The group recommend no changes to committee structure.

Changes

The changes to the document can be seen in red highlighting. The changes are outlined below, with reasons for the changes:

SO	Pg	Reason for Change
1(g)	3	No longer required
3(a)(b)	6	Change from Clerk to Proper Officer to align with other terminology in Standing Orders
3(b)(c)	6	Recommended best practice surrounding hybrid meetings urging members to keep their camera on
3(c)(e)	7	Change from 9pm to 15 minutes for public participation session
3(c)(p)	8	Change to require a recorded vote request prior to voting as a vote could be held via show of hands and then a recorded vote requested and members could change their vote
3(c)(q)	8	Change to require a recorded vote for voting on all decisions under the Local Government Finance Act 1992 e.g precept or budget setting
4(e)	10	Change in terminology from Town Mayor to just Mayor
4(g)	10	Change to reflect the changes in SO approved in September 2025
5(k)(xii)	12	Spelling error fix

13(b)	17	New requirement for Chair of Council and committees to undertake training in chairing skills within three months
14(d)	18	New requirement for the Proper Officer to place any concluded Ombudsman complaint on the agenda for Council to take any action they consider appropriate
17(e)	21	New requirement for Audit Committee to review the annual governance return
18(c)	21	Removal of repealed legislation
18(d)	22	New requirement to consider value for money/best value in tendering
19	23	Change in terminology
23	24	Change to reflect Council sealing of documents
27	25	Spelling error fix

Appendix B



WELSHPOOL TOWN COUNCIL

STANDING ORDERS ~~2025-26~~2026-2027

**CHANGES PROPOSED BY STANDING ORDERS WORKING GROUP
MARCH 2026**

BASED ON MODEL STANDING ORDERS 2025 (WALES)

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Introduction	3
Rules for debate at meetings	4
Disorderly conduct at meetings	6
Meetings generally	6
Committees and sub-committees	10
Ordinary council meetings	11
Extraordinary meetings of the council, committees and sub-committees	14
Previous resolutions	14
Voting on appointments	14
Motions for a meeting that requires written notice to be given to the proper officer	15
Motions at a meeting that do not require written notice	15
Management of information	16
Draft minutes	17
Code of conduct and dispensations	18
Code of conduct complaints	18
Proper officer	19
Responsible financial Officer	21
Accounts and accounting statements	21
Financial controls and procurement	22
Handling staff matters	23
Responsibilities to provide information	24
Responsibilities under data protection legislation	25
Relations with the press/media	25
Execution and sealing of legal deeds	25
Communicating with county council councillors	26
Restrictions on councillor activities	26
Councillor champions	27
Community Youth Representatives	27
Standing orders generally	28

1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless ~~early~~ verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the

mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since they last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- q A point of order shall be decided by the chair of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of

the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.

- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed three minutes without the consent of the chair of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings ●
Committee meetings ●
Sub-committee meetings ●

- a Notices of meetings

- a. **The notice (including how the meeting may be accessed virtually, if applicable) must be published electronically and in a conspicuous place in the community at least three clear days before the meeting, or if the meeting is convened at shorter notice, at the time it is convened.**
- b. **If a member wants to receive the summons in writing rather than electronically to the address allocated to them**

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or notified as their address to the ~~Proper Officer~~^{clerk}, they must give notice in writing to the ~~Proper Officer~~^{clerk} and specify the postal address to which the summons should be sent.

- c. The notice must provide details about how to access the meeting remotely, and the time and place of the meeting. The place may be omitted if the meeting is held by remote means only.
- d. In exceptional circumstances, a meeting of a committee or sub-committee of the council may be called at shorter notice. In which case, notices should be published with at least 24 hours' notice.

These notice requirements also apply where a formal meeting is taking place which is not open to the public.

b Multi-location meetings

- a. **All community councils must make and publish arrangements for its meetings to enable people who are not in the same place to meet. Under the arrangements, councils will need to take reasonable steps to allow meetings to be held from multiple locations. If the arrangements are revised or replaced the new arrangements must also be published.**

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- b. The minimum requirement is that members are able to hear and be heard by others.**

b.c. It is best practice that members will attend in person, however if attending virtually, members will try and keep their camera on especially during votes and business transacted with the press and public excluded to ensure that no other persons are present and members are not under undue influence.

c. Meetings Generally – Other.

- a The minimum three clear days for notice of a meeting does not include the day on which the notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.
- b The minimum three clear days' public notice for a meeting does

not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice

- c **Meetings shall be open to the public unless their presence is**
- **prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public and the press's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public and the press to be excluded.**
- d **The person presiding over the meeting must give members of the public in attendance a reasonable opportunity to make representations about any business to be discussed at the meeting, unless doing so is likely to prejudice the effective conduct of the meeting.** This does not mean that members of the public can take part in debate, but they must be given a reasonable opportunity to make representations about business to be discussed.
- e The period of time designated for public participation at a meeting in accordance with standing order 3(d) shall not continue past 15 minutes ~~9pm~~ except with the agreement of the meeting
- f Subject to standing order 3(e), a member of the public shall not speak for more than three minutes.
- g In accordance with standing order 3(d), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- h A person who speaks at a meeting shall direct their comments to the chair of the meeting.
- i Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- j **Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's consent.**
- k **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- l **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-**

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Chair of the Council (if there is one).

- m **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one), if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- n **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- o **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

- p **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before ~~moving on to the next item of business on the agenda~~ moving on to a vote.

~~pg~~ The voting on any question relating to setting the budget, issuing a precept or exercising any duty or function under the Local Government Finance Act 1992 or successor legislation shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.

~~qr~~ The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who have sent their apologies, or are absent.
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-

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councillors with voting rights;

- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

- **fs** **A councillor or a non-councillor with voting rights who has a personal or prejudicial interest in a matter being considered at a meeting which limits or restricts their right to participate in a discussion or vote on that matter is subject to obligations in the code of conduct adopted by the Council.**

- **st** **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4(d)(viii) for the quorum of a committee or sub-committee meeting.

- **tu** **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

- **uv** **A meeting shall not exceed 9pm except with the agreement of the meeting.**

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.** Terms of Reference shall designate the committee as either a standing committee or advisory committee.
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees and other committees as may be necessary, and:

- i. shall determine their terms of reference;
- ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
- iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
- iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
- v. shall permit a committee, to appoint its own chair at the first meeting of the committee;
- vi. shall permit a committee, to approve and sign as a correct record, the minutes of its previous meeting;
- vii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
- viii. shall determine if the public may participate at a meeting of a committee;
- ix. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- x. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xi. may dissolve a committee or a sub-committee.

- e. Every committee shall be made up of a maximum of eight councillors, plus the ~~Town~~ Mayor, or in their absence, the Deputy Mayor.
- f. Councillors shall serve on a minimum of one and a maximum of two standing committees and a councillor may only chair one committee.
- g. In the event of more than ~~eight~~seven councillors wishing to join a particular committee, a vote will be held in accordance with Standing Order 8.

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5. ORDINARY COUNCIL MEETINGS

- a. In an election year, the annual meeting of the Council shall be held

on or within 14 days following the day on which the councillors elected take office.

- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.
- c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.
- d In addition to the annual meeting of the Council, any number of other ordinary meetings may be held in each year on such dates and times as the Council decides.
- e The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.
- f The council may elect any member to be ~~Town~~ Mayor and Deputy ~~Town~~ Mayor of the Council. The Office of ~~Town~~ Mayor may be held for no more than two years in any Council term, or any two consecutive years.
- g The Chair of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.
- h The Vice-Chair of the Council if there is one, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.
- i In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.
- j In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.
- k Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:

- i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
- ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
- iii. Receipt of the minutes of the last meeting of a committee;
- iv. Consideration of the recommendations made by a committee;
- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of the eligibility criteria for the use of the general power of competence;
- xi. Review of arrangements for managing risk, investments and reserves;
- xii. Review of arrangements for the banking ~~signatories~~[signatories](#) and mandate on Council controlled accounts;
- xiii. Review of allowances awarded to councillors in accordance with statute;
- xiv. Review of representation on or work with external bodies and arrangements for reporting back;
- xv. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a The Chair of the Council may convene an extraordinary meeting of the Council at any time.
- b If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.
- c The chair of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the chair of a committee or a sub-committee does not call an extraordinary meeting within five days of having been requested to do so by two members of the committee or the sub-committee, any three members of the committee or the sub-committee may convene an extraordinary meeting of the committee or the sub-committee.

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least five councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRES WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least five working days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda, received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion re-submits it, so that it can be understood, in writing, to the Proper Officer at least five working days before the meeting.
- e If the wording or subject of a proposed item for the motion is considered improper, breaks code of conduct, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:

- i. to correct an inaccuracy in the draft minutes of a meeting;
- ii. to move to a vote;
- iii. to defer consideration of a motion;
- iv. to refer a motion to a particular committee or sub-committee;
- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public, due to disorderly conduct.
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data. Such date will include recordings of meetings held by the Council.**

- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper, recorded and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g., the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."
- e Subject to standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

- f) no later than seven working days following a council meeting, the council must publish electronically a note setting out the names of members who attended the meeting any ~~any~~ apologies for absence; declarations of interest and any decision taking at the meeting including the outcomes of any vote.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(s).

- a **Councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.**
- b All councillors shall undertake training in the code of conduct within six months of the delivery of their acceptance of office form. [The Chair of the Council and chairs of committees shall undertake training in chairing skills within three months of election to those offices.](#)
- c **Dispensation requests shall be in writing and submitted to the standards committee of the** County Council as soon as possible before the meeting that the dispensation is required for.

14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the Public Services Ombudsman for Wales that it is dealing with a complaint that a councillor ~~o~~ has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 13, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined.
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
 - ~~iii.~~ indemnify the councillor in respect of their related legal costs and

any such indemnity is subject to approval by a meeting of the Council.

d Upon notification from the Public Services Ombudsman for Wales or the Standards Committee of Powys County Council that a complaint has been concluded, the Proper Officer shall place the report from the Ombudsman or the Committee on the next Council agenda and Council shall, subject to the advice of the Proper Officer, take such actions as they consider appropriate.

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15. PROPER OFFICER

- a The Proper Officer shall be either (i) the Town Clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- i. The Proper Officer shall **at least three clear days before a meeting of the council, a committee** or a sub-committee:
 - a) Arrange for the serving of the notice (including how the meeting may be accessed virtually, (if applicable) which must be published electronically and in a conspicuous place in the community at least three clear days before the meeting, or if the meeting is convened at shorter notice, at the time it is convened.
 - b) If a member wants to receive the summons in writing rather than electronically, they must give notice in writing to the Proper Officer~~clerk~~ and specify the postal address to which the summons should be sent.
 - c) The notice must provide details about how to access the meeting remotely, and the time and place of the meeting. The place may be omitted if the meeting is held by remote means only.
 - d) The notice must be available in a conspicuous place giving notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them) and published electronically with notice of the time and place and, as far as reasonably practicable, any documents relating to the business to be transacted at the meeting unless they relate to business which is likely to be considered in private or if their disclosure would be contrary to any enactment.

See standing order 3 (a) and (b) (Meetings Generally – Other) for the meaning of clear days for a meeting of a full council and for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least five days before the meeting confirming their withdrawal of it;
- iii. **convene a meeting of Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests where the Council has resolved to require councillors to declare interests upfront;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. act as the Council's Data Protection Officer;
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of freedom of information and data protection legislation and other legitimate requirements (e.g., the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
See also standing order 23;
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book or file for such purpose;
- xv. refer a planning application received by the Council to the Chair or in their absence Vice-Chair (if there is one) of committee with

responsibility for planning within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the committee;

- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council, which is only to be used by the ~~Town~~ Mayor with agreement by the Proper Officer, or, where necessary, agreement of the Full Council.
See also standing order 23

16. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils in Wales – A Practitioners' Guide."
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the

Responsible Financial Officer shall provide:

- i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to ~~all councillors at least 14~~ a committee with responsibility for audit days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
- i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£30,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- ~~c A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the~~

~~relevant thresholds referred to in standing order 18(f) is subject to the “light touch” arrangements under Regulations 109–114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).~~

- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope, or electronically, addressed to the Proper Officer;
 - v. ~~r~~Refer to Councils Financial Regulations for Tender procedures.
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender and should consider value for money/best value.-

d.

~~fe~~ **Where the value of a contract is likely to exceed the threshold specified by Parliament from time to time, the Council must consider whether the Procurement Act 2023 and the Procurement (Wales) Regulations 2024 apply to the contract and, if either of those instruments apply, the Council must comply with procurement rules. OVW can supply Council's with further information in this regard.**

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19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by the committee with responsibility for staffing is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the ~~Proper Officer~~Mayor, if they are not available, the ~~Mayor~~Chair of the committee with responsibility for staffing.-
- c The Proper Officer and ~~Town Mayor~~Mayor shall upon a resolution conduct a review of the performance and annual appraisal of the work of staff. The Mayor conducts the Proper Officer's appraisal. The reviews and appraisal shall be recorded in writing.
- d Subject to the Council's policy regarding the handling of grievance matters, the Proper Officer or the Town Mayor, -or in their absence, the Deputy Mayor or the ~~Finance Chairman~~Chair of the committee with responsibility for staffing- in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by ~~resolution recommendation~~ of the committee with responsibility for staffing.
- e Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- f In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- a The Proper Officer shall act as the Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(a)(xii) and 15(a)(xvii)

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

Subject to standing order 23(a), any two councillors may sign on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures or the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.

24. COMMUNICATING WITH COUNTY COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the County Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the County Council shall be sent to the ward councillor(s) [of the County Council](#) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised by the Proper Officer, no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26. COUNCILLOR CHAMPIONS

- a A councillor champion is a councillor who either has an interest or specialist knowledge in a particular area. This role is to be a contact point, facilitator, advisor and communicator. It does not issue instructions, direct policy or officers and cannot make decisions.
- b Council may elect a councillor to the position of champion for a particular area of focus or issue on terms that Council specify. The terms must include a re-election to the position at the annual meeting each year.
- c A councillor champion may resign in writing to the Town Mayor from their position as councillor champion and Council can replace any councillor champion via a resolution.
- d A councillor champion will be required to report frequently to Council or the appropriate committee depending on it's area of focus or issue.

27. COMMUNITY YOUTH [REPRESENTATIVES](#)

- a **The Council may appoint up to two community youth representatives, who shall be between the ages of 16 and 25 and who the Council considers to be suitable to act as a community representative to represent the interests of those individuals who**

live, work or receive education or training in community area who have not attained the age of 26.

- b Any community youth representative is not a member of the Council and shall not count towards any quorum, or be entitled to vote or participate in meetings where a resolution has been made to exclude the public and press.**
- c Any community youth representative shall hold and vacate office in accordance with terms of their appointment and shall cease if they attain the age of 26.**
- d Prior to appointment of any community youth representatives, the Council must give public notice of its intention to appoint a community youth representative and notice must be given to the head teacher or proprietor of any school and the governing body of any further or higher education institution within its community area.**
- e The Council must have regard for any statutory guidance issued by the Welsh Ministers in accordance with Section 120 of the Local Government Measure 2009 before exercising any power under this Standing Order.**

28. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.**
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least three councillors to be given to the Proper Officer in accordance with standing order 9.**
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.**
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.**

Appendix C



WELSHPOOL TOWN COUNCIL

FINANCIAL REGULATIONS 2025-26 (AS AMENDED)

Contents

1. General.....	2
2. Risk management and internal control	3
3. Accounts and audit.....	4
4. Budget and precept.....	5
5. Procurement.....	6
6. Banking and payments.....	8
7. Electronic payments	9
8. Cheque payments	10
9. Payment cards	11
10. Petty Cash.....	11
11. Payment of salaries and allowances	11
12. Loans and investments	12
13. Income	12
14. Payments under contracts for building or other construction works	13
15. Stores and equipment	13
16. Assets, properties and estates	13
17. Insurance	14
18. Charities.....	14
19. Suspension and revision of Financial Regulations.....	15
Appendix 1 - Tender process	16

These Financial Regulations were adopted by the council at its meeting held on 28th May 2025. These regulations were amended on 28th January 2026.

1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Section 39 of the Public Audit (Wales) Act 2004, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* the Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - "Purchasing Officer" means an officer authorised by the Town Clerk.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**
 - **setting the final budget or the precept (council tax requirement);**

- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors.**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £5,000, and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

2. Risk management and internal control

- 2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The Clerk with the RFO shall prepare, for approval by the Council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 2.3. When considering any new activity, the Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration by the council.
- 2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. **The accounting control systems determined by the RFO must include measures to:**
 - **ensure that risk is appropriately managed;**
 - **ensure the prompt, accurate recording of financial transactions;**
 - **prevent and detect inaccuracy or fraud; and**
 - **allow the reconstitution of any lost records;**
 - **identify the duties of officers dealing with transactions and**
 - **ensure division of responsibilities.**
- 2.6. At least once in each quarter, and at each financial year end, a member other than the Chair or a bank signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence

of this. This activity, including any exceptions, shall be reported to and noted by the Council's Finance Committee.

- 2.7. Each month a member will be appointed by the Finance Committee to verify at least three purchases and transactions made within the accounts produced by the RFO. The member shall sign and date a statement confirming that this activity has taken place and shall be reported to, and noted by the Council's Finance Committee.
- 2.8. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**
 - **day-to-day entries of all sums of money received and expended by the council (documented in the cash book) and the matters to which they relate;**
 - **a record of the assets and liabilities of the council.**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:

- is competent and independent of the financial operations of the council;
- reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the council.

3.9. The Internal auditor may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by Accounts and Audit (Wales) Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its budget requirement for each financial year by preparing and approving a budget, in accordance with the Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in December for the following financial year and the final version shall be evidenced by a statement signed by the Clerk and the Chair of the Finance Committee. The RFO will inform committees of any salary implications before they consider their draft budgets.

4.3. No later than October each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.

- 4.5. In appropriate cases, each committee (if any) shall review its draft budget and submit any proposed amendments to the Finance Committee not later than the end of November each year.
- 4.6. The draft budget with any committee proposals and forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the Finance Committee in January and a recommendation made to the council.
- 4.7. Having considered the proposed budget and forecast, the council shall determine its budget requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the date specified by the billing authority** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the Council.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The Clerk with the RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and the Procurement (Wales) Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £30,000 including VAT, the Clerk or RFO shall seek to advertise an open invitation for tenders in compliance with any relevant

provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.

- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the publication of invitations and notices about the award of contracts.**
- 5.8. For contracts greater than £1,000 but below £30,000 excluding VAT the Clerk, RFO or purchasing officer shall try to obtain at least 3 fixed-price quotes.
- 5.9. Where the value is between £100 and £1,000 excluding VAT, the Clerk, RFO or purchasing officer shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the Clerk, RFO, or purchasing officer shall seek to achieve value for money.
- 5.11. **Contracts must not be split to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive the above financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the Council. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- a purchasing officer, under delegated authority, for any items below the limits set by the Clerk (but must be under £1,000 excluding VAT).
 - the Clerk, under delegated authority, for any items below £1,000 excluding VAT.
 - the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £2,000 excluding VAT.
 - a duly delegated committee of the council for any items between £1,000 to £5,000 excluding VAT.
 - in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.

¹ The Regulations require councils to use the Sell2 Wales website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

- the council for all items over £5,000;

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

- 5.16. No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Welsh Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services where a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Lloyds. The arrangements shall be reviewed from time to time for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO. Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO.

- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking, in accordance with a resolution of the council, or duly delegated committee, or a delegated decision by an officer, unless the council resolves to use a different payment method.
- 6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year.
- 6.7. The Clerk and RFO shall have delegated authority to authorise payments in the following circumstances:
 - i. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - ii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee.
 - iii. Fund transfers within the councils banking arrangements up to the sum of £20,000.
- 6.8. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the finance committee who shall recommend to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the RFO or other officer appointed by the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.

- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices if appropriate, shall be sent by email to authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.6. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.
- 7.8. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every year.
- 7.9. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at the annual meeting.
- 7.10. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk and the RFO. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every three years.
- 7.11. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.12. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Cheque payments

- 8.1. Cheques or orders for payment in accordance in accordance with a resolution or delegated decision shall be signed by two members and countersigned by the Clerk.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

- 8.4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council or committee meeting. Any signatures obtained away from council meetings shall be reported to the council at the next convenient meeting.

9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk, and will also be restricted to a single transaction maximum value of £1000 unless authorised by council or finance committee in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to authorised purchasing officers with varying limits. These limits will be set by the Clerk and must not exceed £1000. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and RFO and any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members or staff shall not be used under any circumstances.

10. Petty Cash

- 10.1. The RFO shall maintain a petty cash float of no more than £100 and may provide petty cash to officers for the purpose of defraying operational and other expenses.
- a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
 - b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.

11. Payment of salaries and allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Guidance issued by the Independent Remuneration Panel for Wales in relation to the taxation of councillor allowances must be fully adhered to.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account

or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the finance committee to ensure that the correct payments have been made.

11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

11.8. Before employing interim staff, the council must consider a full business case.

11.9. Any notification to the Councils payroll provider to alter or change staff gross pay, emoluments or terms and conditions shall be certified by the Chair of the Finance & Governance Committee that those changes are authorised by Council, prior to submission to the payroll provider

12. Loans and investments

12.1. Any application for Welsh Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

12.2. Any financial arrangement which does not require formal borrowing approval from the Welsh Government (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report of the proposed transaction.

12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

12.4. All investment of money under the control of the council shall be in the name of the council.

12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO and will be banked weekly by the RFO, and authorised purchasing officers.

13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.

- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records and minutes.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and any repayment claim under section 33 of the VAT Act 1994 shall be made quarterly and at least annually at the end of the financial year.
- 13.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.
- 13.8. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.

14. Payments under contracts for building or other construction works

- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

- 15.1. The officer in charge of each department shall be responsible for the care and custody of stores and equipment in that department.
- 15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 15.4. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

16. Assets, properties and estates

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. The Clerk shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit (Wales) Regulations.
- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).
- No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £250. In each case a written report shall be provided to council.

17. Insurance

- 17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers in consultation with the Clerk.
- 17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

18. Charities

- 18.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

19. Suspension and revision of Financial Regulations

- 19.1. The council shall review these Financial Regulations annually and following any change of clerk or RFO.
- 19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order 18 and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

Appendix D

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Document / Report #690

Author	Richard Williams Town Clerk & Responsible Finance Officer
Title	Scheme of Delegation 2026-27
Date	8th May 2026

1. Introduction

1. This paper sets out the delegated powers to officers from the Council and should be read alongside the following:
 1. Standing Orders - Sections 15-16 and 19.
 2. Financial Regulations
2. The Scheme of Delegation authorises the Proper Officer, Town Clerk and Council Committees to act with delegated authority in specific circumstances.
3. In the absence of the Proper Officer, the delegated authority is passed to the Community Services Manager after consultation, if necessary, with the Mayor.

2. Council

1. The following matters are reserved to Council for decision, notwithstanding that the appropriate Committee(s) or officers may make recommendations for the Council's consideration:
 1. Setting the precept and Budget.
 2. Variations to the Council Budget.
 3. The power of incurring capital or reserves expenditure not specifically included in the Council's annual budget.
 4. Approval of local lottery schemes.
 5. Borrowing money.
 6. Consideration of the auditor's report.
 7. Approval of the corporate risk assessment.
 8. Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation.
 9. Making, amending or revising the statutory Training Plan.

10. Making, amending or revoking bylaws or making of orders under any statutory powers.
11. Matters of corporate principle or strategic or plan or policy.
12. Nomination and appointment of representatives of the Council to any other authority, organisation or body (excepting approved conferences or meetings).
13. Any proposed new undertakings.
14. Prosecution or defence in a court of law.
15. Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Town.
16. Determining the Council's' Committee structure.
17. Election to Committees.
18. Election of Mayor, Deputy Mayor.
19. Co-option to the Council.
20. Dates of pre-scheduled meetings of the Council and Committees.
21. Adoption of the Code of Conduct.
22. Any other matters which must, by law, be reserved to the Council.

3. Committees

1. Delegated powers and decisions made by the Committees and sub-committees are determined by the Terms of Reference for each Committee or sub-committee.
2. Any recommendation made by a Committee will be referred to the Council. Any recommendation made by a sub-committee, project/working/task group will be referred to its appointing body.
3. Other standing sub-committees of a Committee may be formed by resolution of the Council or parent Committee at any time and delegated powers may be decided upon at the time the sub-committee is formed by means of a minute detailing the terms of reference.
4. Working/task groups/parties may be formed by resolution of the Council or a Committee or sub-committee at any time. The work of such a working/task group/party will be decided upon at the time it is formed by means of a minute detailing the terms of reference. Each working/task group/party will report back with recommendations to the Council or the committee or subcommittee that formed it.

4. Proper Officer and other officers

1. The Town Clerk shall be the Proper Officer of the Council for any purpose in respect of which a proper officer is mentioned in any statute or in Standing Orders and specifically authorised to:
 1. To receive and retain declarations of acceptance of office.
 2. To receive and record notices disclosing personal and prejudicial interests.
 3. To receive and retain plans and documents.
 4. To sign notices or other documents on behalf of the Council (this includes declarations and notices required by law), except those requiring prior authorisation by Council which must first receive prior authorisation.
 5. To receive and retain copies of bylaws made by the principal authority.

6. To certify copies of bylaws made by the Council.
 7. To sign and issue summonses to attend meetings of the Council.
 8. Give public notice of the time, place and agenda at least three clear days before a meeting of the Council (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them).
 9. Convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in that office.
 10. To keep proper records for all Council meetings.
2. In addition, the Town Clerk as the Head of Paid Service has the delegated authority to undertake or to delegate to other staff the following matters on behalf of Council for the purpose of fulfilling approved business:
1. To oversee and manage the day to day management and administration of services, facilities, land, property and assets together with routine inspection and control.
 2. To take responsibility as the competent person for development and day to day implementation of the Council's approved Health and Safety Policy and to require that all councillors, employees and others obey all lawful and reasonable safety directions and rules.
 3. To employ or commission the services of a person/persons with sufficient training and experience or knowledge and other qualities to allow them to assist with the preparation, implementation and monitoring of the Council's approved Health and Safety Policy/Policies.
 4. Recruitment arrangements and day to day supervision and control including suspension/dismissal of all staff employed by the Council.
 5. To make appointments to vacant posts below SCP 17 and to consider the end of staff probation periods. To appoint temporary/casual staff within approved budgets.
 6. To authorise staff training, annual leave, overtime, TOIL and flexible working arrangements.
 7. Manage the staff professional development, appraisal and training activities including the budget line for these items.
 8. Authorise routine expenditure within the agreed Council budget.
 9. Emergency expenditure outside the agreed budget to the value specified in Financial Regulations.
 10. To institute, defend and appear in any legal proceedings authorised by the Council. To seek legal advice and instruct solicitors/counsel.
 11. To recover monies owed to the Council.
 12. To appear or make representations to any tribunal or public inquiry into any matter in which the Council has an interest.
 13. To affix the Council seal in accordance with Standing Orders.
 14. To sign the terms of any lease, licence, conveyance or transfer (the agreement is reserved to Council).

15. To sign the granting of easements, wayleaves and licences over Council land (the agreement is reserved to Council).
 16. Variations of restrictive covenants of a routine nature.
 17. To determine the Council's accounting system and the form of the accounts and supporting accounting records.
 18. The proper administration of the Council's Financial Regulations and submitting revisions to the Council for approval.
 19. To issue press and media statements and deal with enquiries by members of the press or media.
 20. To make applications for project and grants funding.
 21. To appoint contractors and professional consultants within approved budgets.
 22. To make applications for statutory consents connected with approved Council projects.
 23. To enter the Council into Awards Schemes where in the opinion of the Proper Officer they will promote the work of the Council.
 24. To incur emergency expenditure in accordance with Financial Regulations.
3. The Proper Officer shall act as the Council's designated officer for the purposes of the Freedom of Information Act 2000, Data Protection Act 2018 and act as the Council's Data Protection Officer.
 4. The Events and Markets Manager shall act as the Council's Markets Officer for the purposes of the Food Act 1984 and as the Council's designated officer for the purposes of the Terrorism (Protection of Premises) Act 2025.

5. Urgent Matters

1. In the event of any matter arising which requires an urgent decision the Town Clerk shall consult the Mayor and Deputy Mayor (and may consult Committee Chairs) and with the concurrence of those member(s) shall have the delegated power to act on behalf of Council in respect of the particular matter then under consideration.
2. Before exercising the delegated powers granted by paragraph above, the Town Clerk and those members consulted shall consider whether the matter is of sufficient interest to justify the summoning of a special meeting of the Council or appropriate committee.
3. Before exercising the delegated powers granted by paragraph above, the Committee concerned shall consider whether the matter is of sufficient import to justify recommending to the Mayor that a special meeting of the Council should be called in accordance with Standing Orders.
4. Any action is taken under this section must be reported with full details of the circumstances justifying the urgency and of the action taken to the next available meetings of the Committee concerned and of the Council.

6. Limitations

1. Committees and sub-committees and Proper Officer shall, at all times, act in accordance with statute, the Council's standing orders, financial regulations and this scheme of delegation and, where applicable, any other rules, regulations, schemes, statutes, bylaws or orders made and with any directions given by the Council from time to time.

Appendix E

Welshpool Town Council, The Vicarage Gardens, Welshpool, Powys, SY21 7DD
Tel: 01938 553142 Email: office@welshpooltowncouncil.gov.uk

Document / Report #696

Author	Richard Williams Town Clerk & Responsible Finance Officer
Title	Investments & Reserves Strategy 2026-27
Date	19th May 2026

Investments and Reserves Strategy 2026-27

The Council is authorised by Section 12 of the Local Government Act 2003 to invest for any purpose relevant to its functions under any enactment, or for the purposes of the prudent financial management of its financial affairs.

Investments

All cash, bank balances, financial assets, borrowings and credit arrangements are included within the scope of this strategy. The strategy focusses on the Council's temporary surplus resources and the investment of these resources, and not with capital, land or trust holdings.

The Council undertakes to ensure that for all its investments, priority will be given to security and liquidity rather than yield.

The strategy also interfaces with the Council's approved Risk Register and the Council will have regard to prudent cash, cash flow management, budgeting and estimated expenditure for the next financial year.

The Council will undertake investments in one or more of the following organisations for the 2026-27 financial year:

- Lloyds Current Account & 30 Day Account
- CCLA Public Sector Deposit Fund

The following temporary sums may be invested during the 2025-26 financial year:

- Annual Precept - £807,924
- Grants expected to be received - amount received
- All other budgeted income to be received - £110,782
- Monies b/f as at the 1st April 2025 - £112,069
- Unbudgeted income received - amount received
- Loan monies between receipt and expenditure - amount received

Reserves

The Council recognises the impact of its long term financial security and in order to improve this security, will commit to the following principles:

- To keep 3 to 6 months of expenditure in general reserves. This is to cover unexpected or unplanned items and timing between income and expenditure to ensure that the Council is able to meet it's liabilities when arising.
- As part of the budget setting process, have due regard to the remaining bank balances including general reserves and consider including a budgeted amount to increase reserves to a level which would meet the aim above.
- That any underspends in budget lines at year end are automatically transferred to general reserves, unless a request is made by an appropriate committee or the RFO to earmark the monies, or carry forward for spend in the upcoming financial year.
- To setup ear-marked reserves (EMRs) for projects as appropriate and to review them to ensure they are still relevant. Any EMRs no longer relevant will be transferred to general reserves.

Appendix F

Civility and Respect Pledge

Civility means politeness and courtesy in behaviour, speech, and in the written word. Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind. The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW) believe now is the time to prioritise civility and respect and start a culture change in the local council sector. By signing the Civility and Respect Pledge, our council demonstrates its commitment to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers with civility and respect in their roles. Signing up is a straightforward and uncomplicated process, which only requires councils to register with One Voice Wales and agree to the following statements:

Date of Council Meeting

Signature

Statement	Tick
Our council has agreed that it will treat all councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers with civility and respect in their role.	
Our council has put in place a training programme for councillors and staff.	
Our council has provided councillors with the Code of Conduct.	
Our council has good governance arrangements in place including staff contracts and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment if and when it happens.	
Our council will continue to learn from best practice in the sector and aspire to being a role model.	
Our council supports One Voice Wales in relation to its work with the Welsh Government to improve the effectiveness of the ethical framework in Wales.	

Appendix G

FINANCE AND GOVERNANCE COMMITTEE

(Standing Committee)

Purpose

The purpose of this Committee is to carry out the functions relating to financial management and the oversight functions of staffing in conjunction with the Town Clerk. The committee is not responsible for day to day management of the staff, but to receive assurance from the Town Clerk and other line managers that appropriate policies and procedures are being followed.

The matters referred to this Committee are:

- Financial Management
- Staffing including capability, discipline and grievances
- Information Management
- Grants and Fundraising
- Engagement and Communications
- Strategy
- Policy
- Transfer of Services

Delegated Powers and Responsibilities

To make recommendations to Full Council following professional advice where needed from either the Town Clerk, relevant officers or a suitably qualified person and following the Council's approval for the Town Clerk to implement such decisions.

To approve the previous minutes of the committee.

Membership

Membership will be appointed by the Council and to be at least three and no more than eight councillors plus the Town Mayor as ex-officio. The quorum for the committee will be three or a third whichever is the greater. The committee will elect its own Chair and Vice Chair, but Council may resolve to replace the Chair or Vice Chair at any time.

All councillors may attend and contribute to the meeting of the committee but only those members appointed to the committee by the Council may vote on resolutions.

Frequency

Monthly, as determined by the Council and the Town Clerk.

EVENTS AND PLANNING COMMITTEE

(Standing Committee)

Purpose

The purpose of this Committee is to carry out the operational functions relating to events, tourism and planning.

The matters referred to this Committee are:

- Events and Festivals
- Marketing and Branding
- Planning and Enforcement
- Economy and Regeneration (town wide)
- Tourism and Tourist Information
- Heritage, Arts & Culture

Delegated Powers and Responsibilities

To have delegated authority to spend within agreed budget on Events and Festivals and Planning and Enforcement. To make recommendations to Full Council on the other matters following professional advice where needed from either the Town Clerk, relevant officers or a suitably qualified person to deal with all matters as referred to the Committee.

To approve the previous minutes of the committee.

Membership

Membership will be appointed by the Council and to be at least three and no more than eight councillors plus the Town Mayor as ex-officio. The quorum for the committee will be three or a third whichever is the greater. The committee will elect its own Chair and Vice Chair, but Council may resolve to replace the Chair or Vice Chair at any time.

All councillors may attend and contribute to the meeting of the committee but only those members appointed to the committee by the Council may vote on resolutions.

Frequency

Monthly, as determined by the Council and the Town Clerk.

OPERATIONS AND DEVELOPMENT COMMITTEE

(Standing Committee)

Purpose

The purpose of this Committee is to carry out the functions relating to Council owned assets, buildings, land, services. Oversee new development opportunities for the Council.

The matters referred to this Committee are:

- Recreation and Playgrounds
- Toilets
- Playing Fields and Open Spaces
- Street Furniture
- Street Scene
- Gardens and Flower Beds
- Market
- Equipment / Plant and Vehicles
- Buildings and Property
- Development of New Projects

Delegated Powers and Responsibilities

To make recommendations to Full Council following professional advice where needed from either the Town Clerk, relevant officers or a suitably qualified person and following the Council's approval for the Town Clerk to implement such decisions.

To approve the previous minutes of the committee.

Membership

Membership will be appointed by the Council and to be at least three and no more than eight councillors plus the Town Mayor as ex-officio. The quorum for the committee will be three or a third whichever is the greater. The committee will elect its own Chair and Vice Chair, but Council may resolve to replace the Chair or Vice Chair at any time.

All councillors may attend and contribute to the meeting of the committee but only those members appointed to the committee by the Council may vote on resolutions.

Frequency

Monthly, as determined by the Council and the Town Clerk.

HEALTH AND SAFETY COMMITTEE

(Advisory)

Purpose

The purpose of this Committee is to carry out the functions relating to health and safety across the Council.

Delegated Powers and Responsibilities

To make recommendations to Full Council and other committees following professional advice where needed from either the Town Clerk, relevant officers or a suitably qualified person and following the Council's approval for the Town Clerk to implement such decisions.

Membership

Membership will be appointed by the Council and to be at least three and no more than eight councillors plus the Town Mayor as ex-officio. The quorum for the committee will be three or a third whichever is the greater. The committee will elect its own Chair and Vice Chair, but Council may resolve to replace the Chair or Vice Chair at any time.

All councillors may attend and contribute to the meeting of the committee but only those members appointed to the committee by the Council may vote on resolutions.

Frequency

At least once per annum with the date fixed by the Town Clerk, on demand as required.

AUDIT COMMITTEE

(Advisory)

Purpose

The purpose of this Committee is to carry out the functions relating to audit and risk management across the Council.

Delegated Powers and Responsibilities

To make recommendations to Full Council and other committees following professional advice where needed from either the Town Clerk, relevant officers or a suitably qualified person and following the Council's approval for the Town Clerk to implement such decisions.

Membership

Membership will be appointed by the Council and to be at least three and no more than eight councillors plus the Town Mayor as ex-officio. The quorum for the committee will be three or a third whichever is the greater. The committee will elect its own Chair and Vice Chair, but Council may resolve to replace the Chair or Vice Chair at any time.

All councillors may attend and contribute to the meeting of the committee but only those members appointed to the committee by the Council may vote on resolutions.

Frequency

At least once per annum with the date fixed by the Town Clerk, on demand as required.

TOUR DE FRANCE SPECIAL COMMITTEE

(Advisory)

Purpose

The purpose of this Committee is to co-ordinate with partners and advise the Council on projects, plans and the successful delivery of the Tour de France in Welshpool in 2027.

Delegated Powers and Responsibilities

To make recommendations to Full Council and other committees following professional advice where needed from either the Town Clerk, relevant officers or a suitably qualified person and following the Council's approval for the Town Clerk to implement such decisions.

Membership

Membership will be appointed by the Council and to be at least three and no more than eight plus the Town Mayor as ex-officio. The membership may contain non-councillors as co-opted by the Town Clerk with reference to the Mayor and Chair of the Committee. The quorum for the committee will be three or a third whichever is the greater.

The committee will elect its own Chair and Vice Chair, but Council may resolve to replace the Chair or Vice Chair at any time.

All councillors may attend and contribute to the meeting of the committee but only those members appointed to the committee by the Council may vote on resolutions.

Frequency

On demand as required.

Appendix H

Welshpool Town Council, The Vicarage Gardens, Welshpool, Powys, SY21 7DD
 Tel: 01938 553142 Email: office@welshpooltowncouncil.gov.uk

Document / Report #729

Author	Richard Williams Town Clerk & Responsible Finance Officer
Title	Councillor Allowances - 2026-27
Date	20th May 2026

OFFICERS RECOMMENDATION

- 1. To pay £52 to each member in respect of cost of office consumables;**
- 2. To pay travel costs and reimbursment of subsistence expenses where an overnight stay has been approved; and**
- 3. To pay financial loss for attending approved duties up to the maximum levels as set by the DBCC;**
- 4. To pay the mandatory £500 to the Town mayor in respect of senior role payment;**
- 5. To not pay all remaining optional allowances, except for the Mayor or Chair payment of £1000 to the Town Mayor.**

1. Purpose

1. To set out the background, legal position and duties imposed on the Council by the Democracy and Boundary Commission Cymru (DBCC) in respect of councillor allowances and expenses for 2025/2026.

2. Background

1. The current regime for councillor and member allowances arises from the Local Government (Wales) Measure 2011 ("2011 Measure"). The DBCC is responsible for setting mandatory payments to members of local authorities across Wales.
2. The Town Council is required by Section 142 of the 2011 Measure to make payments to councillors in line with the determinations from the Panel.
3. The Panel makes annual determinations through the publication of it's annual report. The annual report for the 2026/2027 financial year was published on the 19th February 2026. A copy of the report is available on the dbcc.gov.wales website.

4. Councillor allowances may be regarded as a political choice, however the Council is required to ensure that it does *"not create a climate which prevents persons accessing any monies in which they are entitled that may support them to participate in local democracy"*.
5. The Council is required to publish by the 30th September the payments which each member received during the preceeding financial year.
6. More information about the 'grouping' to which the Council is in can be found at the end of the report.

3. Advice

1. Determinations are copied below for reference and the Council is required to make a formal decision on the Determinations not mandated in addition to agree the number of positions to receive the payment of senior role payment in recognition of specific responsibilities (Determination 4).
 1. **Members of Community and Town Councils will be paid £156 a year (equivalent to £3 per week) towards the extra household expenses (including heating, lighting, power and broadband) of working from home. [Mandatory] (Determination 7 of 2024)**
 2. **Councils must either pay their members £52 a year for the cost of office consumables required to carry out their role, or alternatively must enable members to claim full reimbursement of the cost of their office consumables [Mandatory] (Determination 7 of 2024)**
3. The payment for up to 3 members undertaking a senior role is an annual amount of £500. This is in addition to the £156 payment for costs and expenses. (Determination 4 of 2023)
4. Community and town councils can decide to make payments to each of their members in respect of travel costs for attending approved duties. Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances. (Determination 46 of 2022)
5. If a community or town council resolves that a particular duty requires an overnight stay, it can authorise reimbursement of subsistence expenses to its members at the maximum rates set out below on the basis of receipted claims. (Determination 47 of 2022)
6. Community and town councils can pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties (Determination 7 of 2023)
7. Each council can decide to introduce an attendance allowance for members. The amount of each payment must not exceed £30. A member in receipt of financial loss compensation will not be entitled to claim attendance allowance for the same event. (Determination 49 of 2022)
8. Community and town councils can provide a payment to the mayor or chair of the council up to a maximum of £1,500. This is in addition to the £156 contribution to the cost of working from home and the fixed sum of £52 for office consumables. (Determination 50 of 2022 as uprated by the 2023 report)
9. Community and town councils can provide a payment to the deputy mayor or deputy chair of the council up to a maximum of £500. This is in addition to the £156 contribution to the cost of working from home and the fixed sum of £52 for office consumables. (Determination 51 of 2022 as uprated by 2023 report)
10. **The Council must contribute towards costs of Care and Personal Assistance to enable personal support needs and or caring responsibilities to carry out their**

duties effectively as a member of an authority. The Panel's determinations on Contribution towards costs of Care and Personal Assistance apply to Community and Town Councils. [Mandatory] (Determination 51 of 2018)

2. The payments are considered taxable income and thus are subject to income tax. Each member is responsible for their own tax affairs and is not the responsibility of the Council.

4. Resource & Legal Implications

1. There is no a budget for councillor allowances and the Mayor & Senior allowance.
2. The Council is required by Section 142 of the 2011 Measure to comply with the requirements of the Panel's determinations set out in their annual report. Failure to do so would leave the Council open to a legal challenge. Members are reminded that they can withdraw from some, or all, payments which they are entitled to by writing to the Proper Officer in writing to signify this withdrawal. This withdrawal should be re-confirmed each financial year.

5. Recommendation

1. To pay £52 to each member in respect of cost of office consumables;
2. To pay travel costs and reimbursement of subsistence expenses where an overnight stay has been approved; and
3. To pay financial loss for attending approved duties up to the maximum levels as set by the DBCC;
4. To pay the mandatory £500 to the Town mayor in respect of senior role payment;
5. To not pay all remaining optional allowances, except for the Mayor or Chair payment of £1000 to the Town Mayor.

6. Decision

1. To resolve to adopt the recommendations as above.

Annual Report - Council Grouping

Welshpool Town Council has 4970 electors as of January 2026. This would place the Council in Group 4 (1,000 to 4,999). However, as the Council has expenditure over £200,000 a year, it is moved up a group to Group 3.

If the number of electors grow to above 4,999 then the Council would find itself in Group 2 which requires mandatory payment of certain senior allowances.

Type of payment	Group	Requirement
Extra costs payment	3	Mandatory for all members
Senior role	3	Mandatory £500 for 1 member; optional up to 3 members
Mayor of chair	3	Optional - up to a maximum of £1,500
Deputy mayor or deputy chair	3	Optional - up to a maximum of £500
Attendance allowance	3	Optional
Financial loss	3	Optional
Travel and subsistence	3	Optional
Costs of care or personal assistance	3	Mandatory

Appendix I

Bank Mandates and Signatories – as of 7th April 2026

Current Mandate

- Benjamin Gwalchmai
- Christopher Davies
- David France
- Morag Bailey
- Nicholas Howells
- Phillip Pritchard
- Richard Church
- Richard Williams
- Sally Fitzgerald
- Alison Davies
- William Rowell

Mandate approved by Council

Annual Meeting – 28th May 2025 / Resolution WTCM113

RESOLVED

To authorise the bank mandate and signatories on the council's bank accounts as:

- *The Mayor*
- *The Deputy Mayor*
- *The Chairmen of Committees*
- *The Vice Chairmen of Committees*

Changes in the 2025/26 Year

- Removal of VV (former employee, left July 2025)
- Removal of RC (former employee, left 2023)
- Addition of William Rowell (February 2026)
- Addition of RW (added as acting RFO, July 2025)

Appendix J

Welshpool Town Council
Dates of Meetings – 2026/2027

Month	Events & Planning	Operations & Development	Finance & Governance	Full Council	Audit	Health & Safety
May 2025				27 th		
June 2025	3 rd	10 th	17 th	24 th		
July 2025	1 st	8 th	15 th	22 nd		TBC
August 2025	TBC					
September 2025	2 nd	9 th	16 th	23 rd	TBC	
October 2025	7 th	14 th	21 st	28 th		
November 2025	4 th	11 th	18 th	25 th		
December 2025				16 th		
January 2026	6 th	13 th	20 th	27 th	TBC	
February 2026	3 rd	10 th	17 th	24 th		TBC
March 2026	3 rd	10 th	17 th	24 th	TBC	
April 2026				28 th		
May 2026				19 th		

Appendix K

Welshpool Town Council, The Vicarage Gardens, Welshpool, Powys, SY21 7DD
Tel: 01938 553142 Email: office@welshpooltowncouncil.gov.uk

Document / Report #728

Author	Richard Williams Town Clerk & Responsible Finance Officer
Title	Outside Bodies - 2026-27
Date	20th May 2026

1. Purpose

1. The Town Council currently nominates to a range of statutory and non-statutory positions across the Town.
2. This paper seeks to outline those bodies and provide an opportunity for councillors to nominate members at the annual meeting.

2. Outside Bodies

Body	Type	Current Nominee
Burgess Land Trust	Burgess Land	All
R U Sayce Trust	R U Sayce Trust	All
Burgess Land Trust Objective 2 Committee - Castle Ward	Burgess Land	Cllr Richard Church Cllr Phil Prichard
Burgess Land Trust Objective 2 Committee - Gungrog Ward	Burgess Land	Cllr Estelle Blevias Cllr Carol Robinson
Burgess Land Trust Objective 2 Committee - Llanerchtyddol Ward	Burgess Land	Cllr Alison Davies Cllr Morag Bailey
Welshpool Church in Wales Primary School	Primary School - English-medium	Cllr Morag Bailey
Ysgol Gymraeg y Trallwng	Primary School - Welsh-medium	Cllr William Rowell
TJ Evans Trust	Outside Body	Mayor of Welshpool Cllr Phil Pritchard Cllr Estelle Blevias <i>Appointed for the entire Council term.</i>

Powysland Museum	Outside Body	Mayor of Welshpool
Powysland Club	Outside Body	None
Welshpool and Llanfair Light Railway	Outside Body	Cllr Dr Ben Gwalchmai
Shrewsbury to Aberystwyth Rail Liaison Committee	Outside Body	Cllr Dr Ben Gwalchmai Wendy Lewis
North & Mid Wales Association of Local Councils Cambrian Lines Transport Liaison Committee	Outside Body	Cllr Dr Ben Gwalchmai
One Voice Wales Montgomeryshire Area Committee	Outside Body	Cllr Alison Davies Cllr Morag Bailey
One Voice Wales Larger Councils Committee	Outside Body	Cllr Alison Davies

Appendix L



Welshpool Town Council, The Vicarage Gardens, Welshpool, Powys, SY21 7DD
Tel: 01938 553142 Email: office@welshpooltowncouncil.gov.uk

DRAFT

**Minutes of the Full Council held on 22/04/2026 6:30pm in Council Chamber,
Welshpool Town Hall.**

PRESENT:

Councillor Alison Davies
Councillor Carol Robinson
Councillor Chris Davies
Councillor Estelle Bleivas
Councillor Jackson Quarrell
Councillor Kelly Meredith
Councillor Morag Bailey
Councillor Nick Howells
Councillor Phil Owen (Chair)
Councillor Phil Pritchard
Councillor Richard Church
Councillor Sally Fitzgerald
Councillor Revd William Rowell

Apologies for absence:

Councillor Dr Ben Gwalchmai
Councillor David France

Absent:

Also in attendance:

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

FC220426/1. WELCOME, CODE OF CONDUCT AND APOLOGIES FOR ABSENCE

His Worship the Mayor, Cllr Phil Owen welcomed all to the meeting. Apologies for absence were received from Cllrs Ben Gwalchmai and David France.

FC220426/2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

The following interests were declared:

Item	Councillor	Type	Reason
15	Richard Church	Personal	Personal not prejudicial as a member of Powys County Council's Cabinet.

FC220426/3. PUBLIC PARTICIPATION

None.

FC220426/4. TOWN MAYOR'S REPORT - APRIL 2026

The Mayor gave an update on his recent activities including the opening of the new play equipment at Maes y Dre and attending the WLLR Chairman's Train. The Mayor also gave thanks to all throughout his tenure as this will be his last meeting as Mayor.

FC220426/5. COUNTY COUNCIL AND COUNTY COUNCILLOR UPDATES

County Cllr Richard Church explained that the road closure of Union/Brook Street is expected to start shortly and that he and County Cllr Graham Breeze explained it was running behind schedule.

A query was raised regarding the temporary traffic lights at Church Street/Broad Street/Severn Street/Berriew Street and members asked the Town Clerk to write to the relevant authorities on both the Brook Street closure and the temporary traffic lights to give our concerns over impact on the town centre and traffic.

Cllr Kelly Meredith joined the meeting.

RESOLVED

To ask the Town Clerk to write to the relevant authorities highlighting the issues raised regarding the closure of Berriew/Union Street and the temporary traffic lights in the town centre.

WTCM635 - Proposed by Cllr Phil Owen, seconded by Cllr Phil Pritchard

FC220426/6. MINUTES AND MATTERS ARISING

FC220426/6.1 Previous Minutes

RESOLVED

To approve the minutes from the meeting of the Full Council on 25/03/2026.

WTCM634 - Proposed by Cllr Alison Davies, seconded by Cllr Morag Bailey

FC220426/6.2 Matters Arising

The Town Clerk explained that there are some outstanding actions relating to the TIC Service Review and the Tour de France but these are in hand.

FC220426/7. COMMITTEES - MINUTES & RECOMMENDATIONS

FC220426/7.1 Events & Planning Committee - April 2026

The Chair of the Committee, Cllr Chris Davies explained the minutes and no questions were raised. Cllr William Rowell stated that Fairtrade Welshpool will be meeting on the 18th June in the Corn Exchange to progress matters further.

FC220426/7.2 Operations & Development Committee - April 2026

The Chair of the Committee, Cllr Phil Pritchard introduced and proposed that the recommendations were accepted. A query was raised regarding the new proposed dog poo dispenser at the bottom of Lower Park and explained that the adjacent house provides bags and the Town Clerk confirmed that arrangement will continue.

A query was raised regarding the Community Fridge and changes put in place that day to which the Town Clerk responded.

RESOLVED

To approve the proposed changes to bin provision, resulting in a revised total of 54 bins, together with the installation of additional dog waste bins and bag dispensers at the locations outlined in the Report No. 584.

WTCM636 - Proposed by Cllr Phil Pritchard, seconded by Cllr Alison Davies

RESOLVED

That a Project Board of Cllrs Phil Pritchard, Phil Owen, Nick Howells, Estelle Bleivas and William Rowell be established to oversee the implementation of the Welshpool Town Centre Improvement Project and give recommendations to Council as required.

WTCM637 - Proposed by Cllr Phil Pritchard, seconded by Cllr Alison Davies

RESOLVED

To organise an official opening of the Changing Places facility once completed and to invite Cllr Nick Howells and a representative of the Diocese of St Asaph as guests of honour.

WTCM638 - Proposed by Cllr Phil Pritchard, seconded by Cllr Alison Davies

FC220426/7.3 Finance & Governance Committee - April 2026

The Chair of the Committee, Cllr Morag Bailey introduced and proposed that the recommendations were accepted. A discussion took place regarding the proposed renewal of Health and Safety provision and a proposal that each consideration of each recommendation individually was made.

An amendment was proposed to the recommendation relating to HR / Employment law support which was considered by Council.

A heated debate took place between Cllr William Rowell and Cllr Sally Fitzgerald to which Cllr William Rowell apologised for.

The recommendation relating to Community Angels was withdrawn as the situation was clarified.

Cllr Carol Robinson left the meeting.

RESOLVED

To approve the continuation of BACS/CHAPS for the 2026/27 financial year.

WTCM639 - Proposed by Cllr Alison Davies, seconded by Cllr Phil Pritchard

RESOLVED

To retrospectively approve the insurance quotes for the next three years as set out in the agenda.

WTCM640 - Proposed by Cllr Phil Pritchard, seconded by Cllr Alison Davies

RESOLVED

To approve the list of direct debits for for the 2026/27 financial year (as set out in Appendix L considered by the Committee on the 15th April 2026).

WTCM641 - Proposed by Cllr Alison Davies, seconded by Cllr Morag Bailey

RESOLVED

To approve the renewal contract with WorkNest for Health and Safety, Fire Safety support

and optional Health & Safety prosecution insurance for 5 years at £5546.48 per annum.

WTCM642 - Proposed by Cllr Alison Davies, seconded by Cllr Morag Bailey

RESOLVED

To amend the recommendation relating to the employment / HR support from 'WorkNest' to 'Council HR and Governance Support'.

WTCM643 - Proposed by Cllr Revd William Rowell, seconded by Cllr Morag Bailey

RESOLVED

To approve the contract with Council HR and Governance Support for Employment / HR support for 5 years at a cost of £1700 per annum.

WTCM644 - Proposed by Cllr Revd William Rowell, seconded by Cllr Morag Bailey

RESOLVED

To approve the payment of salaries in accordance with the approved Staffing Structure prior to monthly approval for the 2026/27 financial year.

WTCM645 - Proposed by Cllr Alison Davies, seconded by Cllr Phil Pritchard

FC220426/8. FINANCE

FC220426/8.1 Council Accounts (February - Period 12)

The Chair of the Finance & Governance Committee, Cllr Morag Bailey explained that whilst the healthier position was much welcomed, we cannot rest on our laurels and must continue to work hard to improve the financial position of the authority.

The Town Clerk and his team were thanked, along with Committee Chairs for their monitoring this year.

RESOLVED

To note the bank balances and accounts for Period 12 and to give thanks to the Town Clerk and their team.

WTCM646 - Proposed by Cllr Phil Pritchard, seconded by Cllr Revd William Rowell

FC220426/8.2 Payment of Invoices - April

The Town Clerk summarised the list of payments for approval and explained that one more payment had been added for the Meals on Wheels van.

RESOLVED

To approve payment of invoices for April 2026.

WTCM647 - Proposed by Cllr Alison Davies, seconded by Cllr Phil Pritchard

FC220426/8.3 End of Year 2025/26

RESOLVED

To note the end of year documents relating to the 2025/26 financial year.

WTCM648 - Proposed by Cllr Phil Pritchard, seconded by Cllr Alison Davies

FC220426/9. OTHER MATTERS

FC220426/9.1 Bull Dingle

Cllr William Rowell gave an update and explained that no further action had been taken to clear the debris, a large bed had been dumped and that a fence had fallen down. A litter bin had also been vandalised but since repaired.

FC220426/10. OUTSIDE BODIES

FC220426/10.1 One Voice Wales - National Conference

The Town Clerk explained that the National Conference is taking place on 1st July and asked members who would like to attend on our behalf.

RESOLVED

To authorise Cllr Alison Davies, Cllr Phil Pritchard and the Town Clerk to attend the One Voice Wales National Conference on the 1st July 2026.

WTCM649 - Proposed by Cllr Revd William Rowell, seconded by Cllr Morag Bailey

FC220426/10.2 Other Outside Bodies

Cllr Alison Davies reported back from the recently held One Voice Wales Larger Councils Committee which had a report from an IT company regarding training on AI and cyber security. It also heard from the Town Clerk at Mumbles Community Council regarding apprenticeships and Martyn's law.

An update was also given regarding the One Voice Wales Montgomeryshire Area Committee which heard that Mid Wales Tourism had given a presentation regarding all things tourism including the new Tourism Levy and AI improvements. The committee also heard about changes to the Section 7 biodiversity lists. It is also understood that Powys County Council is not looking to implement the Tourism Levy until at least 2027, which will then become a decision for the newly elected Council.

FC220426/11. MOTIONS FOR DEBATE

FC220426/11.1 Litter Champions

Cllr William Rowell explained the history of litter champions and explained that he will prepare a more detailed paper for the Annual Meeting, which would establish a network of volunteers in different areas of the town.

RESOLVED

To approve the establishment of Litter Champions scheme in principle.

WTCM650 - Proposed by Cllr Revd William Rowell, seconded by Cllr Richard Church

FC220426/11.2 Town/Community Status

Cllr Sally Fitzgerald explained that the Council should better reflect the needs of the community and should re-brand as a community council. The Town Clerk explained the legal position and a discussion was had. The proposal was not moved.

FC220426/12. ITEMS FOR FUTURE AGENDA & DATE OF NEXT MEETING

A query was raised regarding reporting of the Town Hall Transformation Project and the Town Clerk explained that a report is given to the Operations & Development Committee however members felt that a report should also be given at Full Council.

The next meeting of Full Council will be held on 27th May 2026 at 6:30pm which shall be the Annual Meeting of the Council.

FC220426/13. CONFIDENTIAL SESSION - EXCLUSION

After the resolution was held to exclude the public and press, a personal statement under Standing Order 1(o)(iv) was made by Cllr Sally Fitzgerald concerning community and council cohesion.

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.

WTCM651 - Proposed by Cllr Revd William Rowell, seconded by Cllr Morag Bailey

FC220426/14. FINANCE & GOVERNANCE COMMITTEE - APRIL 2026 [CONFIDENTIAL]

The Chair of the Committee, Cllr Morag Bailey explained the recommendation and the Town Clerk also summarised the current position.

RESOLVED
To authorise the Town Clerk to pursue temporary agency cover for the cleaning position at best value which is to be reviewed in three months time to consider continuation or direct employment of the role.

WTCM652 - Proposed by Cllr Phil Pritchard, seconded by Cllr Morag Bailey

FC220426/15. BERRIEW ST TOILETS [CONFIDENTIAL]

The Town Clerk gave an update in respect of Berriew St Toilets to which Cllr Richard Church declared an interest and left during the voting. A discussion took place including a further discussion on support for the Day Centre to which the Town Clerk took a steer in use of their delegated powers.

RESOLVED
To instruct the Town Clerk to give Powys County Council 3 days to agree to the asset swap as explained by the Town Clerk.

WTCM653 - Proposed by Cllr Phil Pritchard, seconded by Cllr Alison Davies

RESOLVED
Further to Resolution No. WTCM653, if no correspondence is forthcoming to place an overage provision on the property prior to sale.

WTCM654 - Proposed by Cllr Alison Davies, seconded by Cllr Sally Fitzgerald

The meeting finished at 20:50.

Signed:

Dated:

Councillor Phil Owen (Chair)

Decision/Action Log

ID		Assigned
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WTCM634	RESOLUTION FC220426/6.1 Previous Minutes To approve the minutes from the meeting of the Full Council on 25/03/2026.	Town Clerk & Responsible Finance Officer
WTCM635	RESOLUTION FC220426/5 County Council and County Councillor Updates To ask the Town Clerk to write to the relevant authorities highlighting the issues raised regarding the closure of Berriew/Union Street and the temporary traffic lights in the town centre.	Town Clerk & Responsible Finance Officer
WTCM636	RESOLUTION FC220426/7.2 Operations & Development Committee - April 2026 To approve the proposed changes to bin provision, resulting in a revised total of 54 bins, together with the installation of additional dog waste bins and bag dispensers at the locations outlined in the Report No. 584.	Operations Manager
WTCM637	RESOLUTION FC220426/7.2 Operations & Development Committee - April 2026 That a Project Board of Cllrs Phil Pritchard, Phil Owen, Nick Howells, Estelle Bleivas and William Rowell be established to oversee the implementation of the Welshpool Town Centre Improvement Project and give recommendations to Council as required.	Town Clerk & Responsible Finance Officer
WTCM638	RESOLUTION FC220426/7.2 Operations & Development Committee - April 2026 To organise an official opening of the Changing Places facility once completed and to invite Cllr Nick Howells and a representative of the Diocese of St Asaph as guests of honour.	Town Clerk & Responsible Finance Officer
WTCM639	RESOLUTION FC220426/7.3 Finance & Governance Committee - April 2026 To approve the continuation of BACS/CHAPS for the 2026/27 financial year.	Town Clerk & Responsible Finance Officer
WTCM640	RESOLUTION FC220426/7.3 Finance & Governance Committee - April 2026 To retrospectively approve the insurance quotes for the next three years as set out in the agenda.	Town Clerk & Responsible Finance Officer
WTCM641	RESOLUTION FC220426/7.3 Finance & Governance Committee - April 2026 To approve the list of direct debits for for the 2026/27 financial year (as set out in Appendix L considered by the Committee on the 15th April 2026).	Town Clerk & Responsible Finance Officer
WTCM642	RESOLUTION FC220426/7.3 Finance & Governance Committee - April 2026 To approve the renewal contract with WorkNest for Health and Safety, Fire Safety support and optional Health & Safety prosecution insurance for 5 years at £5546.48 per annum.	Town Clerk & Responsible Finance Officer
WTCM643	RESOLUTION FC220426/7.3 Finance & Governance Committee - April 2026 To amend the recommendation relating to the employment / HR support from 'WorkNest' to 'Council HR and Governance Support'.	Town Clerk & Responsible Finance Officer

WTCM644	RESOLUTION FC220426/7.3 Finance & Governance Committee - April 2026 To approve the contract with Council HR and Governance Support for Employment / HR support for 5 years at a cost of £1700 per annum.	Town Clerk & Responsible Finance Officer
WTCM645	RESOLUTION FC220426/7.3 Finance & Governance Committee - April 2026 To approve the payment of salaries in accordance with the approved Staffing Structure prior to monthly approval for the 2026/27 financial year.	Town Clerk & Responsible Finance Officer
WTCM646	RESOLUTION FC220426/8.1 Council Accounts (February - Period 12) To note the bank balances and accounts for Period 12 and to give thanks to the Town Clerk and their team.	Town Clerk & Responsible Finance Officer
WTCM647	RESOLUTION FC220426/8.2 Payment of Invoices - April To approve payment of invoices for April 2026.	Town Clerk & Responsible Finance Officer
WTCM648	RESOLUTION FC220426/8.3 End of Year 2025/26 To note the end of year documents relating to the 2025/26 financial year.	Town Clerk & Responsible Finance Officer
WTCM649	RESOLUTION FC220426/10.1 One Voice Wales - National Conference To authorise Cllr Alison Davies, Cllr Phil Pritchard and the Town Clerk to attend the One Voice Wales National Conference on the 1st July 2026.	Town Clerk & Responsible Finance Officer
WTCM650	RESOLUTION FC220426/11.1 Litter Champions To approve the establishment of Litter Champions scheme in principle.	Town Clerk & Responsible Finance Officer
WTCM651	RESOLUTION FC220426/13 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
WTCM652	RESOLUTION FC220426/14 Finance & Governance Committee - April 2026 To authorise the Town Clerk to pursue temporary agency cover for the cleaning position at best value which is to be reviewed in three months time to consider continuation or direct employment of the role.	Town Clerk & Responsible Finance Officer
WTCM653	RESOLUTION FC220426/15 Berriew St Toilets To instruct the Town Clerk to give Powys County Council 3 days to agree to the asset swap as explained by the Town Clerk.	Town Clerk & Responsible Finance Officer
WTCM654	RESOLUTION FC220426/15 Berriew St Toilets Further to Resolution No. WTCM653, if no correspondence is forthcoming to place an overage provision on the property prior to sale.	Town Clerk & Responsible Finance Officer

List of Payments Approved by Council

As required by Financial Reg 6.8

Date	Invoice No.	Ref No.	Detail	Total
Arts Alive [ARTS]				
18/12/2025	FP-435	6519	Christmas Screening	£96.00
18/12/2025	FP-436	6520	Christmas Screening	£96.00
18/12/2025	FP-438	6521	Christmas Screening	£96.00
Autorama Vanarama [AUTORAMA] - paid by Direct Debit				
16/03/2026	EMACMAR26	6487	EmAC Service Plan Marc 26	£53.82
British Gas Trading Limited [BGAS] - paid by Direct Debit				
02/04/2026	804061268	6541	Last bill M&B bef ac change	£10.50
Ellisa Motors Ltd T/A Budgen Motors [BUDGEN]				
21/04/2026	20898	6588	Renault Kangoo repair APR26	£1,124.38
Charlies Stores Ltd [CHARLIES]				
01/04/2026	R601163432	6533	2nd Stihl Mower	£1,059.99
Charlies AG &Turf Limited [CHARLIESAG]				
27/03/2026	133707	6506	Bolts for tractor	£10.08
03/02/2026	131042	6540	Strimmer service 24/11/2025	£54.96
Chris Roberts [CRBO]				
03/04/2026	00010	6553	annual rent M&B 26/27	£3,000.00
Dan Johnston Plumbing & Heating [DJ PLUMB]				
10/04/2026	10042026	6562	Toilet Repair Works APR26	£890.00
David Whyman Maps [DWHY]				
06/03/2026	156511	6490	Maps TIC MAR26	£388.84
24/03/2026	156584	6501	Maps Mar26	£10.78
Emma Ball Ltd [EBALL]				
18/03/2026	133732	6502	Souvenirs Mar26	£41.98
10/02/2026	132838	6565	Souvenirs	£164.65
11/02/2026	133055	6566	Souvenirs	£18.00
Enconvo UK Ltd [ENREACH] - paid by Direct Debit				
31/03/2026	450657	6539	Broadband & Phone APR26	£603.82
Arthur J. Gallagher Ins. Brokers Ltd [GALLAGHER]				
30/03/2026	165728511	6535	Main Insurance	£22,656.94

Date	Invoice No.	Ref No.	Detail	Total
30/03/2026	168921764	6536	Motor Insurance	£4,411.15
01/04/2026	554748041	6537	Engineering and Construction	£1,282.44
01/04/2026	554747110	6538	Cyber package insurance	£367.36
13/04/2026	554744301	6560	M&B Insurance 26/27	£2,463.10
31/03/2026	554701021	6561	M&B Insurance 26/27	£3,360.00
Grenke Leasing Ltd [GRENKE] - paid by Direct Debit				
22/03/2026	170348/2026	6526	QUARTERLY FEE 04-06/2026	£1,680.01
22/03/2026	209533/2026	6527	rental phone equip APR26	£81.60
Hardings Shed and Garden Supplis [HARDINGS]				
31/03/2026	202600000484	6528		£236.38
HM Land Registry [HMLR] - paid by Direct Debit				
17/03/2026	2008753183	6505	M&B Land Reg	£14.00
27/03/2026	2008806023	6516	Reg docs for CYM310156	£14.00
HMRC - PAYE [HMRC]				
09/04/2026	HMRCAPR26	6543	PAYE & NI April 26	£7,278.48
House of Milano Trading Ltd [HOMILANO]				
17/03/2026	17592	6489	Handbags for TIC MAR26	£225.60
Rentokil Initial [INITIAL] - paid by Direct Debit				
31/03/2026	35793060	6525	Hygiene Contract APR/MAY26	£916.55
Joe Davies (Manchester) Ltd. [JDAVIES]				
17/03/2026	SI260307575	6549	TIC STOCK MAR26	£209.36
John Deere Financial [JOHNDEERE] - paid by Direct Debit				
02/03/2026	JDFEB26	6480	Tractor Finance Feb 26	£677.76
30/03/2026	JDMAR26	6514	Tractor Finance March 26	£677.76
Legal & General (Pensions) [LEGALGEN] - paid by Direct Debit				
09/04/2026	LGAPR26	6544	L&G Pension Apr 26	£2,100.68
LLoyds Bank Cardnet [LLOYDS1] - paid by Direct Debit				
13/03/2026	CNMAR26	6504	CardNet March Charges	£93.53
LLoyds Bank Charges [LLOYDS3] - paid by Direct Debit				
27/03/2026	SVGMAR26	6510	Bank Charges March 26	£75.41
Lloyds Bank Debit Card [LLOYDS4]				
12/03/2026	04012794283	6483	Bin bags and liners	£66.34

Date	Invoice No.	Ref No.	Detail	Total
02/03/2026	J8AYPSSY-0003	6484	Signage Subscription Upgrade	£623.43
27/02/2026	J8AYPSSY-0002	6485	Screen Subscription Upgrade To	£186.03
07/03/2026	FBADS-479-105580127	6486	FB Advertising TH	£10.60
10/03/2026	GB628XX6ABEI	6507	Celotape	£4.99
10/03/2026	GB628XUFABEI	6508	Lamintating Pouches	£16.88
26/02/2026	GB621HGSCAEUD	6509	Microphone for Chamber	£14.76
Lloyds Bank Charge Card [LLOYDS5]				
25/03/2026	5127511	6493	Various new signs	£180.47
26/03/2026	34770	6524	Desk and chair	£519.60
02/04/2026	DW-184513	6542	New defib case for MyD	£594.00
30/03/2026	GB62WUFPABEI	6543	Food Caddies	£23.96
31/03/2026	GB6000BA01VZJI	6544	Bags for food caddies	£13.98
31/03/2026	GB62YSIPABAI	6545	Flag for TIC	£5.99
26/03/2026	GB62SSXGABEI	6546	Tripod	£12.74
15/04/2026	3915596	6568	DBS FOR KW	£37.20
National Ass of British Markets Authorit [NAMBA]				
01/04/2026	M443	6547	NAMBA INV 26/27	£509.00
National Express Ltd [NATEXP]				
31/03/2026	AREXT/00248606	6522	National Express March 2026	£171.90
Octopus Electric Vehicles Limited [OCTOPUS]				
31/03/2026	INV_K00254663	6517	Salary Sacrifice 53733	£953.77
01/04/2026	INV_K00257369	6518	Salary Sacrifice 53733	£953.77
One Voice Wales [ONEVOICE]				
24/03/2026	10627	6491	The Councillor Training JQ	£42.00
24/03/2026	10654	6498	Community Plan Training WR	£42.00
Otis Ltd [OTIS]				
24/03/2026	26014983/U1	6492	Service of Lift-Maint 04-06/26	£927.83
24/03/2026	26015296/U1	6494	Rear Lift Maintenance 04-06/26	£287.82
Owen???s of Oswestry Coaches Ltd. [OWENC]				
11/04/2026	MAR2026	6564	OwensCommissionMAR26	£3,401.20
Geosphere Ltd [PARISH ON]				
11/04/2026	00NN1060003	6555	Mapping Software APR26/27	£108.00

Date	Invoice No.	Ref No.	Detail	Total
Powys County Council [PCC1]				
23/03/2026	6000555352	6529	Pavillion Rates 26/27	£1,480.90
23/03/2026	4020701689/26_27	6530	TownHall RATES 26/27	£31,877.00
23/03/2026	6000637077/26_27	6531	WIC RATES 26/27	£5,647.50
05/02/2026	20262048	6532	ButtingtonCem 25/26	£1,358.21
Powys Pension Fund [PCC2]				
01/04/2026	SHORTFALL2627	6548	Pension Shortfall 2627	£6,100.00
20/04/2026	PFSAPR26	6550	PCC Pension Apr 26 Revised	£394.99
POS Terminal Rent [POS] - paid by Direct Debit				
02/03/2026	POSFEB26	6481	POS Rent Feb 26	£29.40
30/03/2026	POSMAR26	6515	POS Rental March 26	£29.40
G F Potter [POTTERS]				
31/03/2026	62557	6554	Potters GenWaste MAR26	£276.20
RCI Financial Services Ltd [RCI] - paid by Direct Debit				
03/04/2026	83466136	6563	VanLease May26	£252.85
Resources for Change [RESCHANGE]				
25/03/2026	INV-3078	6499	R4C Payment 3	£6,000.00
Rialtas Business Solutions Ltd [RIALTAS]				
01/04/2026	SM33206	6534	RIALTAS Maint Contract 26/27	£4,698.00
Roche Systems Limited [ROCHE]				
07/04/2026	21805	6548	Shutter Service APR26	£360.00
Sefe Energy [SEFE] - paid by Direct Debit				
10/03/2026	INV04154968	6495	Gas Feb26 Ann Holloway Centre	£1,296.86
10/03/2026	INV04154969	6496	Gas 1-2Mar26 Ann Holloway Cent	£78.95
13/03/2026	INV04160165	6497	Gas FEB26 Town Hall	£3,882.23
Staff Salaries [STAFF]				
09/04/2026	STAFFAPR26	6542	Staff Salaries Apr 26	£20,837.94
Hutchison 3G UK Limited [THREEBUS] - paid by Direct Debit				
01/04/2026	987745022043	6567	MOBILE PHONES APR26	£58.93
Linked Technology Limited [UMICRO] - paid by Direct Debit				
13/04/2026	006595	6559	Market Wifi Install APR26	£1,036.80
Universal Fire Protection Ltd [UNIVFIRE]				

Date	Invoice No.	Ref No.	Detail	Total
31/03/2026	10288	6550	emergency light and pack MAR26	£171.60
09/04/2026	10286	6551	fire ext and log TH APR26	£98.21
09/04/2026	10285	6552	fire ext replacement TIC APR26	£60.00
WPG Ltd [WPG]				
06/03/2026	INV-13842	6523	Advertising Mats	£58.82
Welshpool Hardware & DIY [WPLDIY]				
03/03/2026	3158	6482	Various bits	£177.47

Appendix M



Welshpool Town Council, The Vicarage Gardens, Welshpool, Powys, SY21 7DD
Tel: 01938 553142 Email: office@welshpooltowncouncil.gov.uk

DRAFT

Minutes of the Events & Planning Committee held on 06/05/2026 6:30pm in Council Chamber, Welshpool Town Hall.

PRESENT:

Councillor Chris Davies (Chair)
Councillor Jackson Quarrell
Councillor Morag Bailey
Councillor Phil Owen
Councillor Revd William Rowell

Apologies for absence:

Councillor Nick Howells

Absent:

Councillor Sally Fitzgerald

Also in attendance:

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

EP060526/1. WELCOME, CODE OF CONDUCT AND APOLOGIES FOR ABSENCE

The Chairman welcomed Councillors and residents to the meeting. Apologies for absence were received from Cllr Nick Howells.

EP060526/2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None.

EP060526/3. PUBLIC PARTICIPATION

Four members of the public addressed the council on agenda item 8.1 P/26/0012/FUL - construction of a slurry store and all associated works - Pool Quay, Welshpool, SY21 9JS.

The members of the public strongly objected to the planning application on the following grounds;

1) Access, visibility and highway safety - Road rises towards the North, from northern access, it is not possible to see an average car about half of the required distance and the largest HGV beyond about three quarters. The tracks are at the bottom of a 'hidden dip', on the A483 trunk road, a well-known accident black spot. Speed limit of 50mph is often exceeded.

2) size, location and use - Huge structure, around 39m /128ft in diameter and 6m/20ft to eaves level. A flat roof is not available for a tank of this size. Spreading by ambilocal drip across the river bridge on the applicants 100+ acres of land on the East side of the river. 7000 tonnes - no evidence provided that the ground conditions could support the weight.

3) Flooding & pollution - Flood water increasingly spreads onto the A483 from the southern access. The 1,194m² (0.3 acres) footprint of the slurry store is likely to increase flood water spreading onto the trunk road. Inadequate or no mitigation measures are suggested to minimise contamination by slurry run-off from spills or leaks either directly into the river or into flood water; or pollution by ariel emissions, especially from an open topped tank, potentially affecting residents, wildlife, plants and buildings.

EP060526/4. MINUTES AND MATTERS ARISING

EP060526/4.1 Previous Minutes

Councillors approved the minutes from the previous meeting.

EP060526/4.2 Matters Arising

No comments received.

EP060526/5. TOURISM & ECONOMIC DEVELOPMENT

EP060526/5.1 Tourist Information Centre

The Community Services Manager produced a report for Councillors, regarding the footfall, train tickets, holidays and other matters related to the Tourist Information Centre and explained that whilst April was not the busiest, but May is off to a good start and more stock has been ordered.

EP060526/5.2 Tourism Branding Project - Welshpool Voucher

Councillors received the report from the Town Clerk and agreed it is a good idea and a great opportunity for Welshpool. Lots of schemes are currently around the country however businesses must be on board before launching.

RESOLVED

To agree the voucher scheme in principle and to ask officers to determine demand and other specifics prior to launch.

WTCM656 - Proposed by Cllr Morag Bailey, seconded by Cllr Jackson Quarrell

EP060526/5.3 Pay What You Can Parking - May

The Community Services Manager explained that free car parking has been received extremely well, raising £21 in donations in April. Signs around the car park and next to the ticket machine are on display to inform visitors of the free parking with more signage planned.

EP060526/6. BUSINESS PLANNING & FINANCIAL MATTERS

EP060526/6.1 Interim Strategic Plan Action Plan

Cllr Phil Owen reminded councillors that what Welshpool Town Council do with our Local Place Plan depends on what Powys County Council's Local Development Plan is, which is yet to be confirmed.

EP060526/6.2 Budget and Committee Finance (Month 1)

Need to consider a budget for the Tour De France 2027.

EP060526/7. EVENTS

EP060526/7.1 Welshpool Fair Trade

Cllr Bill Rowell explained that he has attended meetings with other towns such as Ludlow and a public meeting has been scheduled for Thursday, 18th June in the the Town Hall. A market stall is still a possibility - working towards Welshpool becoming a Fair Trade Town.

EP060526/7.2 Farmers market update

The Events and Market Manager updated Councillors on the possibility of holding a Farmers' Market in the Town Hall and explained that we are struggling to get any response from farming organisations.

Cllr Phil Owen suggested a more direct approach, and he has contacts who are already involved in farmers' markets. Cllr Bill Rowell suggested contacting businesses already selling directly, such as dairy farms, etc.

The Events and Market Manager let the Committee know that the organisers of the Continental Market were happy to allow a farmers' market to be organised alongside the Continental Market.

EP060526/7.3 Flicks in the Sticks

The next showing will take place on Monday, 11th May 2026, and then Flicks will break for the Summer. The next showing after the Summer break will take place on Monday, 7th September 2026.

EP060526/7.4 Walking Festival

Cllr Bill Rowell has walked most of the main route and taken pictures of areas needing improvements and will be working on it for the next month or so.

EP060526/7.5 Dance Festival

A talk on the History of Ballet took place in the Town Hall on Tuesday, 5th May 2026. The event was well attended and the audience was enthusiastic about the idea of organising a dance festival, but venue options need to be considered.

EP060526/7.6 Carnival update

Councillors discussed the Carnival report and agreed with the recommendations from the Carnival Working Group.

RESOLVED

To approve the booking of Barmouth Drummers at a cost of £700.

WTCM657 - Proposed by Cllr Revd William Rowell, seconded by Cllr Phil Owen

RESOLVED

To adopt the recommendations from the Carnival Working Group as follows:

- **To book the headline act as Vintage Strongmen for £950 + VAT.**
- **to book a PA/Sound contractor as Ian Tulloch for £300.**
- **To charge £5 for all-day use of the inflatables. Adults to be charges separately, with officers determining the appropriate charge.**
- **To determine the participant best dressed categories as Mobility Scooter/Wheelchair, Vehicle, Lottery, Tractor, Walker, Adult and Child.**
- **To approve holding a coffee morning or bingo afternoon to help raise funds for Carnival**

and to display old memorabilia/photographs.

WTCM658 - Proposed by Cllr Revd William Rowell, seconded by Cllr Morag Bailey

EP060526/7.7 Christmas Lights

Councillors discussed the Christmas lights options as set out in the report and recommended to Council that Option A be approved.

RECOMMENDED

To approve Option A - 1 year extension of existing scheme which would include hire, carriage and storage at £2840.27.

WTCM659 - Proposed by Cllr Morag Bailey, seconded by Cllr Revd William Rowell

EP060526/7.8 1940's Weekend

Councillors agreed that giving direct financial support is not possible, due to there being no budget for it but that a reduced room rate could be considered.

RECOMMENDED

To support the 1940s Weekend by allowing free use of the Town Hall, subject to other bookings and terms of agreement.

WTCM660 - Proposed by Cllr Phil Owen, seconded by Cllr Revd William Rowell

EP060526/7.9 Upcoming Events

To add - Halloween parade and party, White Ribbon Day, and to confirm the Memorial garden service.

EP060526/8. PLANNING - NEW APPLICATIONS

EP060526/8.1 P/26/0012/FUL

Members considered the planning application and provided the following response:

Response: Object

Comments:

1. Access, visibility, and highway safety.

The proposal raises significant highway safety concerns due to constrained access arrangements onto the A483 within a known collision hotspot, where slow-moving agricultural vehicles would enter and cross a high-speed trunk road with limited forward visibility, contrary to Policy T1.

The application is unsupported by any detailed transport assessment, speed survey, collision analysis, or swept-path modelling despite the acknowledged use of large agricultural machinery and slurry transport operations associated with a 2,500-acre farming enterprise.

2. Size, location, and use.

The proposed slurry store constitutes a substantial industrial-scale structure measuring approximately 39m in diameter and 11.354m in height with a fixed GRP roof, resulting in significant visual prominence within the open River Severn landscape, contrary to Policies DM4 and DM13.

The Planning Statement materially understates the visual scale of the development by initially describing the structure as 6.06m high whilst the submitted ammonia report confirms a total roof height of 11.354m.

The applicant's assertion that the development "will not stand out in the surrounding landscape" is unsupported by any formal Landscape and Visual Impact Assessment despite the scale, height, and

exposed rural location adjacent to the A483 and River Severn corridor.

3. Flooding & Pollution.

The site lies within Flood Zone 3 adjacent to the River Severn, and the applicant expressly acknowledges the flood risk, yet insufficient evidence has been provided to demonstrate that the development would remain structurally resilient and environmentally secure during flood events, contrary to Policies DM5 and DM6.

The proposal is located approximately 145m from the Montgomery Canal SAC and SSSI, yet insufficient evidence has been provided to conclusively demonstrate no adverse impacts from ammonia emissions, nutrient pollution, accidental release, or wider ecological disturbance, contrary to Policy DM2.

The ammonia assessment acknowledges that ammonia-sensitive receptors exist in close proximity to the site and relies upon future mitigation measures and planning conditions rather than demonstrating that impacts can be fully avoided at application stage.

The statement that mitigation measures “can reduce emissions by up to 100%” is generic and theoretical and does not constitute evidence that emissions from this specific development would have no adverse environmental impact.

The Council remains concerned that inadequate evidence has been submitted regarding slurry containment, overflow protection, groundwater protection, and pollution control measures in the event of flood inundation, structural failure, or operational malfunction, contrary to Policies DM2, DM5 and DM13.

RESOLVED

To respond to the planning authority in respect of P/26/0012/FUL with the above response and comments.

WTCM661 - Proposed by Cllr Phil Owen, seconded by Cllr Revd William Rowell

EP060526/8.2 P/26/0050/FUL

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 P/26/0050/FUL with the above response and comments.

WTCM662 - Proposed by Cllr Revd William Rowell, seconded by Cllr Phil Owen

EP060526/8.3 Planning decisions

To find out why applications 26/0144/FUL & 26/0145/ADV were refused. Circulate response to Councillors.

EP060526/9. ANNUAL COMMITTEE REPORT

Councillors noted the Annual report.

EP060526/10. ITEMS FOR FUTURE AGENDA & DATE OF NEXT MEETING

Councillors noted that the next meeting of the Events & Planning Committee will be held on Wednesday, 3rd June 2026 at 6:30 pm

The meeting finished at 20:30.

Signed:

Dated:

Councillor Chris Davies (Chair)

Decision/Action Log

ID		Assigned
WTCM655	RESOLUTION EP060526/4 MINUTES AND MATTERS ARISING To approve the minutes from the meeting of the Events & Planning Committee on 01/04/2026.	Events & Markets Manager
WTCM656	RESOLUTION EP060526/5.2 Tourism Branding Project - Welshpool Voucher To agree the voucher scheme in principle and to ask officers to determine demand and other specifics prior to launch.	Town Clerk & Responsible Finance Officer
WTCM657	RESOLUTION EP060526/7.6 Carnival update To approve the booking of Barmouth Drummers at a cost of £700.	Events & Markets Manager
WTCM658	RESOLUTION EP060526/7.6 Carnival update To adopt the recommendations from the Carnival Working Group as follows: - To book the headline act as Vintage Strongmen for £950 + VAT. - to book a PA/Sound contractor as Ian Tulloch for £300. - To charge £5 for all-day use of the inflatables. Adults to be charges separately, with officers determining the appropriate charge. - To determine the participant best dressed categories as Mobility Scooter/Wheelchair, Vehicle, Lottery, Tractor, Walker, Adult and Child. - To approve holding a coffee morning or bingo afternoon to help raise funds for Carnival and to display old memorabilia/photographs.	Events & Markets Manager
WTCM659	RECOMMENDATION EP060526/7.7 Christmas Lights To approve Option A - 1 year extension of existing scheme which would include hire, carriage and storage at £2840.27.	Town Clerk & Responsible Finance Officer
WTCM660	RECOMMENDATION EP060526/7.8 1940's Weekend To support the 1940s Weekend by allowing free use of the Town Hall, subject to other bookings and terms of agreement.	Town Clerk & Responsible Finance Officer
WTCM661	RESOLUTION EP060526/8.1 P/26/0012/FUL To respond to the planning authority in respect of P/26/0012/FUL with the above response and comments.	Events & Markets Manager

ID		Assigned
WTCM662	RESOLUTION EP060526/8.2 P/26/0050/FUL To respond to the planning authority in respect of P/26/0050/FUL with the above response and comments.	Events & Markets Manager

Appendix N



Welshpool Town Council, The Vicarage Gardens, Welshpool, Powys, SY21 7DD
Tel: 01938 553142 Email: office@welshpooltowncouncil.gov.uk

DRAFT

Minutes of the Operations & Development Committee held on 13/05/2026 6:30pm in Council Chamber, Welshpool Town Hall.

PRESENT:

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

Apologies for absence:

Councillor Dr Ben Gwalchmai
Councillor Estelle Bleivas
Councillor Sally Fitzgerald

Absent:

Also in attendance:

Councillor Chris Davies
Councillor Revd William Rowell
Richard Williams - Town Clerk & Responsible Finance Officer
Paul McGrath - Operations Manager

OD130526/1. WELCOME, CODE OF CONDUCT AND APOLOGIES FOR ABSENCE

The Chair welcomed all to the meeting. Apologies for absence were received from Cllr Sally Fitzgerald, Cllr Estelle Bleivas and Cllr Ben Gwalchmai.

OD130526/2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None.

OD130526/3. PUBLIC PARTICIPATION

None.

OD130526/4. MINUTES AND MATTERS ARISING

OD130526/4.1 Previous Minutes

RESOLVED

To approve the minutes from the meeting of the Operations & Development Committee on 08/04/2026.

OD130526/4.2 Matters Arising

The Town Clerk updated that all items had been completed.

OD130526/5. LAND AND BUILDINGS

OD130526/5.1 STRI Report

The Town Clerk and the Operations Manager summarised the report and explained that the pitches had "remarkable grass cover in very challenging conditions" and a big thanks was given to the Operations Team for their hard work in maintaining the pitches. There are some recommendations relating to aeration but these will be picked up in the End of Season works.

OD130526/5.2 General Update

The Operations Manager updated councillors on general activities, including:

- Town Hall - usual bookings plus party bingo, talk by Adele, elections and a wedding but all went really well. Market door sensor works completed and WiFi was installed. Quote for glazing being obtained to fix broken panes in Market.
- Health and Safety - annual visit taking place in early June along with quotes for electrical remedial works being obtained.
- Motte and Bailey - vandalism has taken place but now secure as we can make the building, CCTV is due to be installed ASAP and police contacted and investigating latest incident.
- Rats - due to reports of rats at Dol y Felin, pest control visited 8 times with traps and bait and traps now removed due to activity ceasing. Pest control advised to cut the undergrowth which will be completed shortly.
- Outdoor Spaces - grass cutting was in full swing but hampered by the weather. No Mow May has begun but limited impact for playgrounds and pitches, mainly focussed on Vicarage Gardens.
- Maes y Dre - Football and Rugby seasons now coming to an end and Cricket season commenced. New defib case was fitted and an Outdoor Gospel event is taking place this weekend.
- Day Centre - Asbestos report has been commissioned.
- Van - MoW van has been repaired.
- Allotments - standpipe repaired and paths have been sprayed.
- WIC - sliding door control panel has now arrived in stock and being fitted next week.
- Bus Stop - a quote to replace the panel at the stop on Borfa Green is being obtained.

OD130526/5.3 Biodiversity Action Plan

The Town Clerk summarised the draft Action Plan and explained that it had been worked on by the Biodiversity Working Group as established in March by Council.

RECOMMENDED

To approve and adopt the Biodiversity Action Plan for 2026-2028.

WTCM664 - Proposed by Cllr Nick Howells, seconded by Cllr Phil Owen

OD130526/5.4 Trees

The Town Clerk explained that the Council doesn't currently have a tree management safety plan or tree survey for the land it manages and this is an important element of risk assessing any dangerous trees and recommended obtaining a tree survey for all Council land. The Town Clerk also explained that Vicarage Gardens has issues with dark tall trees which block out sunlight and cause issues with the

adjoining Information Centre building and recommended works be carried out.

RECOMMENDED

To ask officers to obtain quotations for a tree survey for all Council land and specific works at Vicarage Gardens

WTCM665 - Proposed by Cllr Phil Owen, seconded by Cllr Phil Pritchard

OD130526/6. SERVICES

OD130526/6.1 Bookings Q4

The Town Clerk summarised the report and explained that bookings were up 65% on the previous quarter and asked Council about the request from Dyfed Powys Police to allow the Corn Exchange to be used for a community safety information day in June.

OD130526/6.2 Markets

The Town Clerk gave an update on behalf of the Events and Market Manager and explained that one trader is leaving in June so a reshuffling around of the stalls will be taking place and the Coffee Corner had just received a 5 Food Hygiene rating.

OD130526/6.3 The Hub - April 2026

The Town Clerk summarised the report from the Community Services Manager and answered any queries. The Hub had 460 visits across April and new equipment had just been purchased locally to enhance the Thursday food provision.

OD130526/6.4 Allotments

The Town Clerk summarised the report from the Community Services Manager and explained that the allotment uptake rate is 45.2% and that more publicity was planned to take place in promoting the allotments. The Town Clerk also recommended that the Council become members of the National Allotment Association for £70 per annum which would give the Council templates, legal advice and training for allotments.

RECOMMENDED

To note the report;

**To approve joining the National Allotments Association as members at £70 per annum; and
To approve additional promotional and improvement measures to improve occupancy.**

WTCM666 - Proposed by Cllr Phil Owen, seconded by Cllr Nick Howells

OD130526/6.5 Community Fridge

The Town Clerk summarised the report and explained that due to repeated instances of individuals removing large quantities of food shortly after stock is placed into the fridge, the opening hours had to be altered and that support is available for those individuals in other locations and urged members to refer anyone to the office who needed support.

The Town Clerk also explained that the change in days is a trial and we will be amending shortly to explore the effectiveness of altering the days. There is some work to be done on increasing supply of volunteers to enable the fridge to take on more venues.

OD130526/7. BUSINESS PLANNING & FINANCIAL MATTERS

OD130526/7.1 Interim Strategic Plan Action Plan

The Town Clerk explained that he had met with a company regarding Action PT1 and hoped to report positive news soon. The Mayor asked about the place plan and consultation work and the Town Clerk explained that he would add it to the Events and Planning agenda for further discussion.

OD130526/7.2 Budget and Committee Finance (Month 1)

The Town Clerk reported that one overspend had occurred already due to the change in rateable value on the old bike shop at Motte and Bailey but this was being challenged with the Valuation Office.

OD130526/8. PROJECTS & NEW DEVELOPMENTS

OD130526/8.1 Town Hall Transformation

The Town Clerk gave an update and explained that the application form for the Heritage Lottery was being worked upon by the Council's consultants and due to submission by the end of the month, aside from that the Project Board has been busy preparing the other projects which go alongside it and engaging with local businesses to obtain letters of support. Further information will be available once the bid is submitted.

OD130526/8.2 Welshpool Town Centre Improvement

The Town Clerk explained that we are still awaiting Powys County Council to issue the award letters. A discussion took place regarding the closure on Brook Street and the increased traffic, including lorries, down Red Bank.

OD130526/8.3 Changing Places

The Town Clerk explained that we are finding it difficult to find an installer who will install the surplus sink but that the Operations Manager was exploring alternatives.

OD130526/8.4 Maes y Dre Alternative Premises

The Town Clerk explained that advice around planning permission was still being sought.

OD130526/8.5 Oldford Estate - Play Provision

The Town Clerk reported that a meeting is taking place shortly between the Council and Clwyd Alyn to discuss further however an impasse has been reached in terms of responsibility for play provision. A query was raised regarding the play covenants and the Town Clerk advised that Powys County Council would be the ultimate enforcer of any such covenant.

OD130526/9. OTHER MATTERS

OD130526/9.1 Asset Register

The Town Clerk summarised the Council's asset register and stated that a full copy was available for members on request.

OD130526/10. ITEMS FOR FUTURE AGENDA & DATE OF NEXT MEETING

Cllr William Rowell would like to see a discussion on the impact regarding the road closure at Brook Street.

OD130526/11. 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.

WTCM667 - Proposed by Cllr Phil Owen, seconded by Cllr Nick Howells

OD130526/12. BERRIEW ST TOILETS [CONFIDENTIAL]

Cllr Nick Howells left the meeting.

The Town Clerk summarised their report and a debate took place. This item will also be discussed at Full Council at the end of the month.

The meeting finished at 20:33.

Signed:

Dated:

Councillor Phil Pritchard (Chair)

Decision/Action Log

ID		Assigned
WTCM663	RESOLUTION OD130526/4.1 Previous Minutes To approve the minutes from the meeting of the Operations & Development Committee on 08/04/2026.	Town Clerk & Responsible Finance Officer
WTCM664	RECOMMENDATION OD130526/5.3 Biodiversity Action Plan To approve and adopt the Biodiversity Action Plan for 2026-2028.	Town Clerk & Responsible Finance Officer
WTCM665	RECOMMENDATION OD130526/5.4 Trees To ask officers to obtain quotations for a tree survey for all Council land and specific works at Vicarage Gardens	Town Clerk & Responsible Finance Officer
WTCM666	RECOMMENDATION OD130526/6.4 Allotments To note the report; To approve joining the National Allotments Association as members at £70 per annum; and To approve additional promotional and improvement measures to improve occupancy.	Town Clerk & Responsible Finance Officer
WTCM667	RESOLUTION OD130526/11 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

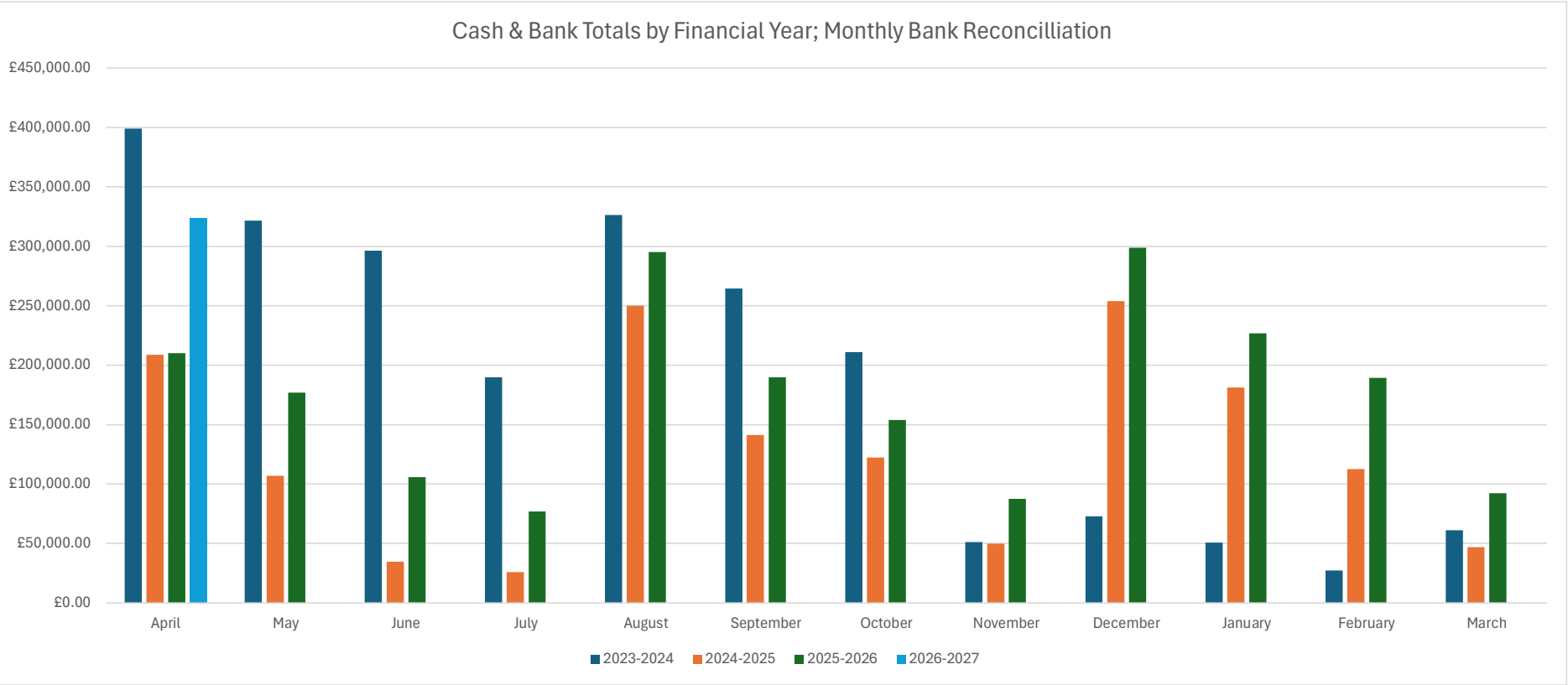
Appendix O

Appendix P

Welshpool Town Council

Cash & Bank Totals

Financial Year	Precept				Precept				Precept			
	April	May	June	July	August	September	October	November	December	January	February	March
2023-2024	£399,121.99	£321,647.77	£296,433.69	£189,914.84	£326,258.67	£264,348.29	£211,024.10	£51,135.99	£72,844.79	£50,699.32	£27,240.37	£61,019.31
2024-2025	£208,734.21	£106,997.97	£34,705.68	£25,891.75	£250,077.35	£141,333.30	£122,216.78	£49,808.97	£254,001.96	£181,224.01	£112,555.29	£46,939.39
2025-2026	£210,022.16	£176,995.40	£105,878.21	£76,986.30	£295,361.13	£189,828.72	£153,808.65	£87,449.58	£298,931.13	£226,926.34	£189,252.43	£92,375.72
2026-2027	£323,737.35											



Appendix Q

12:04

Detailed Income & Expenditure by Budget Heading 08/05/2026

Month No: 1

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Finance & Governance								
210 Administration & Management								
1076 Precept	269,308	269,308	807,924	538,616			33.3%	
1080 Income - Interest	48	48	700	652			6.9%	
Administration & Management :- Income	269,356	269,356	808,624	539,268			33.3%	0
4000 Salary	7,373	7,373	99,890	92,517		92,517	7.4%	
4005 HMRC	1,102	1,102	12,550	11,448		11,448	8.8%	
4010 Pension Payments	608	608	7,000	6,392		6,392	8.7%	
4011 PCC Pension Shortfall	6,100	6,100	6,100	0		0	100.0%	
4020 Training Staff	0	0	4,500	4,500		4,500	0.0%	
4021 Training Councillors	0	0	1,250	1,250		1,250	0.0%	
4025 Uniforms	0	0	200	200		200	0.0%	
4065 Mobile Phones	16	16	200	184		184	8.2%	
4205 Marketing	144	144	1,000	856		856	14.4%	
4330 Special Projects	0	0	19,000	19,000		19,000	0.0%	
4340 Equipment	0	0	500	500		500	0.0%	
4445 Conferences	287	287	750	463		463	38.3%	
4470 Bank Charges	63	63	1,000	937		937	6.3%	
4725 Stationery	31	31	1,500	1,469		1,469	2.1%	
4850 Insurance	34,541	34,541	33,000	(1,541)		(1,541)	104.7%	
4855 Audit	0	0	2,500	2,500		2,500	0.0%	
4860 Professional Fees	1,700	1,700	2,500	800		800	68.0%	
4861 Legal Fees	0	0	2,500	2,500		2,500	0.0%	
4875 Health & Safety	0	0	7,250	7,250		7,250	0.0%	
4880 Electrical Testing	0	0	500	500		500	0.0%	
4885 Elections	0	0	5,000	5,000		5,000	0.0%	
4890 Welsh Language	0	0	250	250		250	0.0%	
4895 Subscriptions	1,993	1,993	2,500	507		507	79.7%	
4900 Miscellaneous Costs	93	93	500	407		407	18.7%	
4915 Archives	0	0	500	500		500	0.0%	
5170 Newsletters	0	0	3,303	3,303		3,303	0.0%	
5501 Transfer to General Reserve	0	0	20,000	20,000		20,000	0.0%	
Administration & Management :- Indirect Expenditure	54,052	54,052	235,743	181,691	0	181,691	22.9%	0
Net Income over Expenditure	215,304	215,304	572,881	357,577				
211 Office								
4055 Rates	2,824	2,824	2,824	0		0	100.0%	
4061 Electricity	824	824	6,000	5,176		5,176	13.7%	

12:04

Detailed Income & Expenditure by Budget Heading 08/05/2026

Month No: 1

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4085 Repairs & Maintenance	890	890	0	(890)		(890)	0.0%	
4100 Cleaning & Materials	0	0	250	250		250	0.0%	
4340 Equipment	433	433	3,618	3,185		3,185	12.0%	
Office :- Indirect Expenditure	4,971	4,971	12,692	7,721	0	7,721	39.2%	0

Net Expenditure **(4,971)** **(4,971)** **(12,692)** **(7,721)**

212 Members Allowances

4870 Mayoral & Senior Allowance	0	0	1,500	1,500		1,500	0.0%	
4871 Councillor Allowances	0	0	3,120	3,120		3,120	0.0%	
Members Allowances :- Indirect Expenditure	0	0	4,620	4,620	0	4,620	0.0%	0

Net Expenditure **0** **0** **(4,620)** **(4,620)**

213 IT Costs

4095 Licenses	107	107	240	133		133	44.4%	
4340 Equipment	864	864	2,500	1,636		1,636	34.6%	
4865 Web Site	22	22	500	478		478	4.4%	
4920 Accounts Software	4,844	4,844	4,000	(844)		(844)	121.1%	
4921 IT Support	291	291	3,156	2,865		2,865	9.2%	
4922 Photocopier	1,400	1,400	5,600	4,200		4,200	25.0%	
4923 Telephone & Broadband	639	639	6,855	6,216		6,216	9.3%	
IT Costs :- Indirect Expenditure	8,167	8,167	22,851	14,684	0	14,684	35.7%	0

Net Expenditure **(8,167)** **(8,167)** **(22,851)** **(14,684)**

Finance & Governance :- Income **269,356** **269,356** **808,624** **539,268** **33.3%**

Expenditure **67,189** **67,189** **275,906** **208,717** **0** **208,717** **24.4%**

Movement to/(from) Gen Reserve **202,167** **202,167** **532,718** **330,551**

Operations & Development100 Town Hall

1100 Income - Corn Exchange	526	526	5,000	4,474			10.5%	
1105 Income - Assembly Rooms	451	451	3,500	3,049			12.9%	
1110 Income - Other Rooms	0	0	1,250	1,250			0.0%	
1120 Income - Telephone Mast Rental	0	0	5,000	5,000			0.0%	
1206 Income - Utilities Recharge	168	168	600	432			28.0%	
Town Hall :- Income	1,146	1,146	15,350	14,204			7.5%	0
4055 Rates	31,877	31,877	31,877	0		0	100.0%	
4061 Electricity	2,547	2,547	25,000	22,453		22,453	10.2%	

Detailed Income & Expenditure by Budget Heading 08/05/2026

Month No: 1

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4062 Gas	3,468	3,468	30,000	26,532		26,532	11.6%	
4063 Water	0	0	2,500	2,500		2,500	0.0%	
4064 Hygiene Contract	1,528	1,528	4,500	2,972		2,972	33.9%	
4066 Statutory Testing	2,083	2,083	4,500	2,417		2,417	46.3%	
4085 Repairs & Maintenance	599	599	6,000	5,401		5,401	10.0%	
4095 Licenses	0	0	1,000	1,000		1,000	0.0%	
4098 Community Fridge	6	6	250	244		244	2.5%	
4100 Cleaning & Materials	2	2	375	373		373	0.6%	
4200 Waste Collection	32	32	2,750	2,718		2,718	1.1%	
4202 Consumeables	34	34	250	216		216	13.8%	
4340 Equipment	0	0	250	250		250	0.0%	
4900 Miscellaneous Costs	12	12	1,000	988		988	1.2%	
Town Hall :- Indirect Expenditure	42,190	42,190	110,252	68,063	0	68,063	38.3%	0
Net Income over Expenditure	(41,044)	(41,044)	(94,902)	(53,858)				
<u>101 Town Hall Transformation</u>								
4097 Borrowing	0	0	24,000	24,000		24,000	0.0%	
4900 Miscellaneous Costs	0	0	250	250		250	0.0%	
4930 Fundraiser/Consultants	0	0	5,000	5,000		5,000	0.0%	
5458 TH2 - Fundraising Campaign	0	0	500	500		500	0.0%	
Town Hall Transformation :- Indirect Expenditure	0	0	29,750	29,750	0	29,750	0.0%	0
Net Expenditure	0	0	(29,750)	(29,750)				
<u>102 Town Centre</u>								
5453 TC1 - Shopfront Scheme	0	0	500	500		500	0.0%	
5454 TC2 - Planting	0	0	2,000	2,000		2,000	0.0%	
Town Centre :- Indirect Expenditure	0	0	2,500	2,500	0	2,500	0.0%	0
Net Expenditure	0	0	(2,500)	(2,500)				
<u>110 Markets</u>								
1200 Income - Market Stalls	1,402	1,402	13,000	11,598			10.8%	
1205 Income - Outdoor Markets	108	108	1,000	892			10.8%	
1300 Income - Rent	460	460	5,980	5,520			7.7%	
Markets :- Income	1,970	1,970	19,980	18,010			9.9%	0
4000 Salary	616	616	8,070	7,454		7,454	7.6%	
4005 HMRC	112	112	1,030	918		918	10.9%	
4010 Pension Payments	50	50	570	520		520	8.8%	

Detailed Income & Expenditure by Budget Heading 08/05/2026

Month No: 1

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4095 Licenses	0	0	500	500		500	0.0%	
4205 Marketing	0	0	1,000	1,000		1,000	0.0%	
Markets :- Indirect Expenditure	778	778	11,170	10,392	0	10,392	7.0%	0
Net Income over Expenditure	1,192	1,192	8,810	7,618				
<u>130 Recreation</u>								
4085 Repairs & Maintenance	0	0	0	0	2,277	(2,277)	0.0%	
Recreation :- Indirect Expenditure	0	0	0	0	2,277	(2,277)		0
Net Expenditure	0	0	0	0				
<u>131 Operations</u>								
4000 Salary	10,103	10,103	126,630	116,527		116,527	8.0%	
4002 Overtime	0	0	3,000	3,000		3,000	0.0%	
4005 HMRC	1,837	1,837	15,460	13,623		13,623	11.9%	
4010 Pension Payments	959	959	8,620	7,661		7,661	11.1%	
4020 Training Staff	0	0	3,000	3,000		3,000	0.0%	
4025 Uniforms	0	0	400	400		400	0.0%	
4026 PPE	0	0	500	500		500	0.0%	
4065 Mobile Phones	16	16	200	184		184	8.2%	
4202 Consumables	0	0	500	500		500	0.0%	
4400 Vehicles	489	489	5,865	5,376		5,376	8.3%	
4401 Vehicle Running Costs	68	68	1,200	1,132		1,132	5.6%	
4875 Health & Safety	0	0	250	250		250	0.0%	
4900 Miscellaneous Costs	0	0	300	300		300	0.0%	
Operations :- Indirect Expenditure	13,472	13,472	165,925	152,453	0	152,453	8.1%	0
Net Expenditure	(13,472)	(13,472)	(165,925)	(152,453)				
<u>132 Playparks</u>								
4085 Repairs & Maintenance	0	0	8,000	8,000		8,000	0.0%	
4342 Play Area Fencing	0	0	10,000	10,000		10,000	0.0%	
Playparks :- Indirect Expenditure	0	0	18,000	18,000	0	18,000	0.0%	0
Net Expenditure	0	0	(18,000)	(18,000)				
<u>133 Open Spaces</u>								
1340 Income - Rec Club Rents etc	0	0	3,700	3,700			0.0%	
Open Spaces :- Income	0	0	3,700	3,700			0.0%	0

12:04

Detailed Income & Expenditure by Budget Heading 08/05/2026

Month No: 1

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4063 Water	0	0	2,600	2,600		2,600	0.0%	
4085 Repairs & Maintenance	545	545	7,000	6,455		6,455	7.8%	
4087 Tree Surveys / Works	0	0	1,500	1,500		1,500	0.0%	
4202 Consumeables	206	206	500	294		294	41.1%	
4340 Equipment	883	883	5,000	4,117		4,117	17.7%	
4345 End of Season Works	0	0	23,000	23,000		23,000	0.0%	
4355 Country Park Lease	0	0	500	500		500	0.0%	
4360 Outer Park Lease	0	0	1,500	1,500		1,500	0.0%	
4365 STRI/ROSPA	0	0	1,500	1,500		1,500	0.0%	
4400 Vehicles	565	565	6,778	6,213		6,213	8.3%	
4401 Vehicle Running Costs	25	25	500	475		475	5.0%	
4515 Buttington Cemetery	1,358	1,358	1,400	42		42	97.0%	
Open Spaces :- Indirect Expenditure	3,582	3,582	51,778	48,196	0	48,196	6.9%	0
Net Income over Expenditure	(3,582)	(3,582)	(48,078)	(44,496)				
<u>135 Waste Collection</u>								
4200 Waste Collection	360	360	2,750	2,390		2,390	13.1%	
4400 Vehicles	590	590	7,082	6,492		6,492	8.3%	
4401 Vehicle Running Costs	0	0	1,200	1,200		1,200	0.0%	
5455 DO3 - Dog Waste Bins	0	0	1,000	1,000		1,000	0.0%	
5456 DO2 - Campaign Dog Friendly	0	0	250	250		250	0.0%	
Waste Collection :- Indirect Expenditure	951	951	12,282	11,331	0	11,331	7.7%	0
Net Expenditure	(951)	(951)	(12,282)	(11,331)				
<u>136 Allotments</u>								
1350 Income - Allotments	675	675	750	75			90.0%	
Allotments :- Income	675	675	750	75			90.0%	0
4063 Water	0	0	500	500		500	0.0%	
4085 Repairs & Maintenance	6	6	250	244		244	2.6%	
Allotments :- Indirect Expenditure	6	6	750	744	0	744	0.9%	0
Net Income over Expenditure	669	669	0	(669)				
<u>137 Biodiversity & Horticulture</u>								
4383 Flowers & Gardens	0	0	1,000	1,000		1,000	0.0%	
5457 EN2 - Biodiversity Action	0	0	2,000	2,000		2,000	0.0%	
Biodiversity & Horticulture :- Indirect Expenditure	0	0	3,000	3,000	0	3,000	0.0%	0
Net Expenditure	0	0	(3,000)	(3,000)				

Detailed Income & Expenditure by Budget Heading 08/05/2026

Month No: 1

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
138 Bus Shelters/Street Furniture								
4085 Repairs & Maintenance	0	0	250	250		250	0.0%	
4991 Capital Works	0	0	3,000	3,000		3,000	0.0%	
Bus Shelters/Street Furniture :- Indirect Expenditure	0	0	3,250	3,250	0	3,250	0.0%	0
Net Expenditure	0	0	(3,250)	(3,250)				
139 The Hub								
1455 Income - Warm Hub Donations	779	779	0	(779)			0.0%	
The Hub :- Income	779	779	0	(779)				0
5450 Warm Hub Expenditure	365	365	0	(365)		(365)	0.0%	
The Hub :- Indirect Expenditure	365	365	0	(365)	0	(365)		0
Net Income over Expenditure	413	413	0	(413)				
150 Toilets								
1365 Income - Other	0	0	500	500			0.0%	
1450 Income - Donations	11	11	0	(11)			0.0%	
Toilets :- Income	11	11	500	489			2.2%	0
4000 Salary	1,100	1,100	21,120	20,020		20,020	5.2%	
4005 HMRC	111	111	1,670	1,560		1,560	6.6%	
4010 Pension Payments	89	89	1,480	1,391		1,391	6.0%	
4061 Electricity	0	0	2,000	2,000		2,000	0.0%	
4063 Water	0	0	5,000	5,000		5,000	0.0%	
4064 Hygiene Contract	0	0	4,500	4,500		4,500	0.0%	
4085 Repairs & Maintenance	0	0	1,000	1,000		1,000	0.0%	
4100 Cleaning & Materials	0	0	500	500		500	0.0%	
4991 Capital Works	0	0	1,000	1,000		1,000	0.0%	
Toilets :- Indirect Expenditure	1,300	1,300	38,270	36,970	0	36,970	3.4%	0
Net Income over Expenditure	(1,289)	(1,289)	(37,770)	(36,481)				
160 Domen Castell								
4055 Rates	1,481	1,481	779	(702)		(702)	190.1%	
4061 Electricity	10	10	200	190		190	5.0%	
4063 Water	0	0	100	100		100	0.0%	
4085 Repairs & Maintenance	0	0	1,500	1,500		1,500	0.0%	
4500 CCTV	0	0	1,000	1,000		1,000	0.0%	
4550 Rent Private Land	3,000	3,000	3,000	0		0	100.0%	
4555 Rent Powis Estates	0	0	1,350	1,350		1,350	0.0%	

12:04

Detailed Income & Expenditure by Budget Heading 08/05/2026

Month No: 1

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4860 Professional Fees	0	0	1,000	1,000		1,000	0.0%	
Domen Castell :- Indirect Expenditure	4,491	4,491	8,929	4,438	0	4,438	50.3%	0
Net Expenditure	(4,491)	(4,491)	(8,929)	(4,438)				
<u>190 Ann Holloway Centre</u>								
1300 Income - Rent	0	0	1,000	1,000			0.0%	
1365 Income - Other	0	0	1	1			0.0%	
Ann Holloway Centre :- Income	0	0	1,001	1,001			0.0%	0
Net Income	0	0	1,001	1,001				
<u>200 Meals on Wheels</u>								
4000 Salary	0	0	250	250		250	0.0%	
4005 HMRC	0	0	225	225		225	0.0%	
4100 Cleaning & Materials	0	0	100	100		100	0.0%	
4400 Vehicles	1,148	1,148	2,904	1,756		1,756	39.5%	
4710 Meal Costs	0	0	500	500		500	0.0%	
Meals on Wheels :- Indirect Expenditure	1,148	1,148	3,979	2,831	0	2,831	28.8%	0
Net Expenditure	(1,148)	(1,148)	(3,979)	(2,831)				
Operations & Development :- Income	4,581	4,581	41,281	36,700			11.1%	
Expenditure	68,283	68,283	459,835	391,552	2,277	389,276	15.3%	
Movement to/(from) Gen Reserve	(63,702)	(63,702)	(418,554)	(354,852)				
Events & Planning								
<u>103 Place Plan</u>								
4661 Commission Costs	0	0	1,500	1,500		1,500	0.0%	
Place Plan :- Indirect Expenditure	0	0	1,500	1,500	0	1,500	0.0%	0
Net Expenditure	0	0	(1,500)	(1,500)				
<u>180 Tourist Information</u>								
1500 Income - Commission Sales	4,922	4,922	42,000	37,078			11.7%	
1505 Income - Rail Ticket	694	694	8,000	7,306			8.7%	
1510 Income - Direct Sales	1,299	1,299	12,000	10,701			10.8%	
Tourist Information :- Income	6,914	6,914	62,000	55,086			11.2%	0
4000 Salary	5,216	5,216	67,390	62,174		62,174	7.7%	
4005 HMRC	681	681	7,860	7,179		7,179	8.7%	

12:04

Detailed Income & Expenditure by Budget Heading 08/05/2026

Month No: 1

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4010 Pension Payments	688	688	7,030	6,342		6,342	9.8%	
4055 Rates	2,824	2,824	2,824	1		1	100.0%	
4061 Electricity	155	155	2,000	1,845		1,845	7.8%	
4085 Repairs & Maintenance	50	50	1,500	1,450		1,450	3.3%	
4100 Cleaning & Materials	0	0	250	250		250	0.0%	
4205 Marketing	0	0	500	500		500	0.0%	
4470 Bank Charges	52	52	1,000	948		948	5.2%	
4660 Direct Stock	642	642	7,500	6,858		6,858	8.6%	
4661 Commission Costs	3,401	3,401	35,000	31,599		31,599	9.7%	
4662 Train Tickets / Other Tourism	0	0	650	650		650	0.0%	
4875 Health & Safety	0	0	500	500		500	0.0%	
4900 Miscellaneous Costs	25	25	500	476		476	4.9%	
Tourist Information :- Indirect Expenditure	13,734	13,734	134,504	120,770	0	120,770	10.2%	0
Net Income over Expenditure	(6,819)	(6,819)	(72,504)	(65,685)				
<u>182</u> <u>Tourism</u>								
5451 VW1 - Tourism Brand	0	0	3,000	3,000		3,000	0.0%	
5452 VW2 - Promotion Tourism	0	0	1,500	1,500		1,500	0.0%	
Tourism :- Indirect Expenditure	0	0	4,500	4,500	0	4,500	0.0%	0
Net Expenditure	0	0	(4,500)	(4,500)				
<u>230</u> <u>Events</u>								
1450 Income - Donations	55	55	0	(55)			0.0%	
1895 Income - Other Events	0	0	1,500	1,500			0.0%	
Events :- Income	55	55	1,500	1,445			3.7%	0
4000 Salary	1,231	1,231	16,140	14,909		14,909	7.6%	
4005 HMRC	224	224	2,050	1,826		1,826	10.9%	
4010 Pension Payments	101	101	1,130	1,029		1,029	8.9%	
4065 Mobile Phones	16	16	200	184		184	8.2%	
4205 Marketing	0	0	1,000	1,000		1,000	0.0%	
4900 Miscellaneous Costs	0	0	250	250		250	0.0%	
5175 Bunting & Flags	0	0	2,000	2,000		2,000	0.0%	
5180 Road Closure	0	0	600	600		600	0.0%	
5190 Community Events	20	20	2,650	2,630		2,630	0.7%	
Events :- Indirect Expenditure	1,592	1,592	26,020	24,428	0	24,428	6.1%	0
Net Income over Expenditure	(1,537)	(1,537)	(24,520)	(22,983)				

Continued over page

12:04

Detailed Income & Expenditure by Budget Heading 08/05/2026

Month No: 1

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>231</u>	<u>Carnival</u>								
1850	Income - Carnival	775	775	800	25			96.9%	
	Carnival :- Income	775	775	800	25			96.9%	0
4001	Staffing Cost	0	0	1,000	1,000		1,000	0.0%	
4340	Equipment	0	0	650	650		650	0.0%	
5192	Carnival	598	598	2,400	1,802		1,802	24.9%	
	Carnival :- Indirect Expenditure	598	598	4,050	3,452	0	3,452	14.8%	0
	Net Income over Expenditure	177	177	(3,250)	(3,427)				
<u>232</u>	<u>Winter Festival</u>								
1880	Income - Winter Festival	0	0	1,000	1,000			0.0%	
	Winter Festival :- Income	0	0	1,000	1,000			0.0%	0
4001	Staffing Cost	0	0	1,000	1,000		1,000	0.0%	
4340	Equipment	0	0	650	650		650	0.0%	
5120	Winter Festival	0	0	2,200	2,200		2,200	0.0%	
5123	Gifts for Santa	0	0	300	300		300	0.0%	
5180	Road Closure	0	0	600	600		600	0.0%	
	Winter Festival :- Indirect Expenditure	0	0	4,750	4,750	0	4,750	0.0%	0
	Net Income over Expenditure	0	0	(3,750)	(3,750)				
<u>233</u>	<u>Flicks in the Sticks</u>								
1860	Income - Flicks in the Sticks	91	91	1,000	909			9.1%	
	Flicks in the Sticks :- Income	91	91	1,000	909			9.1%	0
5100	Flicks in the Sticks	0	0	1,350	1,350		1,350	0.0%	
	Flicks in the Sticks :- Indirect Expenditure	0	0	1,350	1,350	0	1,350	0.0%	0
	Net Income over Expenditure	91	91	(350)	(441)				
<u>234</u>	<u>Fireworks</u>								
1870	Income - Fireworks Display	0	0	2,500	2,500			0.0%	
	Fireworks :- Income	0	0	2,500	2,500			0.0%	0
4001	Staffing Cost	0	0	500	500		500	0.0%	
4340	Equipment	0	0	250	250		250	0.0%	
5105	Fireworks Display	0	0	2,500	2,500		2,500	0.0%	
	Fireworks :- Indirect Expenditure	0	0	3,250	3,250	0	3,250	0.0%	0
	Net Income over Expenditure	0	0	(750)	(750)				

Continued over page

12:04

Detailed Income & Expenditure by Budget Heading 08/05/2026

Month No: 1

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
235 Civic Events								
1450 Income - Donations	880	880	0	(880)			0.0%	
Civic Events :- Income	880	880	0	(880)				0
5115 Remembrance	0	0	1,450	1,450		1,450	0.0%	
5145 Community Awards	0	0	300	300		300	0.0%	
5146 Civic & Hospitality	0	0	250	250		250	0.0%	
Civic Events :- Indirect Expenditure	0	0	2,000	2,000	0	2,000		0
Net Income over Expenditure	880	880	(2,000)	(2,880)				
236 Christmas Lights								
4086 Installation	0	0	10,000	10,000		10,000	0.0%	
4880 Electrical Testing	0	0	600	600		600	0.0%	
5121 Christmas Lights	0	0	2,000	2,000		2,000	0.0%	
Christmas Lights :- Indirect Expenditure	0	0	12,600	12,600	0	12,600		0
Net Expenditure	0	0	(12,600)	(12,600)				
238 Car Parking								
1361 Income - Car Park Donations	21	21	0	(21)			0.0%	
Car Parking :- Income	21	21	0	(21)				0
Net Income	21	21	0	(21)				
Events & Planning :- Income	8,736	8,736	68,800	60,064			12.7%	
Expenditure	15,924	15,924	194,524	178,600	0	178,600	8.2%	
Movement to/(from) Gen Reserve	(7,188)	(7,188)	(125,724)	(118,536)				
Tour de France								
237 Tour de France								
5461 Tour de France	0	0	5,000	5,000		5,000	0.0%	
Tour de France :- Indirect Expenditure	0	0	5,000	5,000	0	5,000		0
Net Expenditure	0	0	(5,000)	(5,000)				
Tour de France :- Income	0	0	0	0			0.0%	
Expenditure	0	0	5,000	5,000	0	5,000	0.0%	
Movement to/(from) Gen Reserve	0	0	(5,000)	(5,000)				

Detailed Income & Expenditure by Budget Heading 08/05/2026

Month No: 1

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	282,673	282,673	918,705	636,032			30.8%	
Expenditure	151,396	151,396	935,265	783,869	2,277	781,592	16.4%	
Net Income over Expenditure	131,277	131,277	(16,560)	(147,837)				
Movement to/(from) Gen Reserve	131,277	131,277	(16,560)	(147,837)				

Appendix R

Invoices / Payments for Approval - Month 26-2

Date	Invoice No.	Ref No.	Detail & Power	Net	VAT	Total	Status
[AUTOMATICD]							
12/05/2026	SI-2371	6646	Front Sliding Door Service&Rep N: 100/4085 P: LGA 1972 s111	£240.00	£48.00	£288.00	
Autorama Vanarama [AUTORAMA] - paid by Direct Debit							
15/04/2026	EMACAPR26	6590	EmAC Service Plan Apr 26 N: 131/4400 P: LGA 1972 s111	£44.85	£8.97	£53.82	Pd 15/04/2026
[BATALA]							
10/05/2026	202605.10	6648	Carnival band N: 231/5192 P: LGA 1972 s145	£700.00	£0.00	£700.00	
British Gas Trading Limited [BGAS] - paid by Direct Debit							
01/05/2026	14721171	6649	Electric APR26 N: 160/4061 P: LGA 1972 s111	£16.52	£0.83	£17.35	Pd 11/05/2026
Border Janitorial Supplies Ltd [BORDER]							
29/04/2026	244273	6602	Cleaning Supplies APR26 N: 100/4100 P: LGA 1972 s111	£2.36	£0.47	£2.83	
23/04/2026	244144	6630	Cleaning Materials TH N: 100/4100 P: LGA 1972 s111	£123.14	£24.63	£147.77	
07/04/2026	243748	6631	Cleaning Materials N: 150/4100 P: LGA 1972 s111	£204.88	£40.98	£245.86	
Fiddes & Son Ltd T/A Bowcom [BOW]							
28/11/2023	SI13254	5983	N: / P: PHAAA 1890 s44	£305.50	£61.10	£366.60	
22/04/2026	SI36284	6592	Line Paint APR26 N: 133/4202 P: LGMPA 1976 s19	£187.55	£37.51	£225.06	
Boys & Boden Ltd [BOYS]							

Date	Invoice No.	Ref No.	Detail & Power	Net	VAT	Total	Status
22/04/2026	0000246404/2026	6593	Telephone Protection May26 N: 213/4923 P: LGA 1972 s111	£68.00	£13.60	£81.60	Pd 07/05/2026
Hardings Shed and Garden Supplis [HARDINGS]							
26/04/2026	202600000631	6623	Fuel APR26 N: 133/4401 P: LGA 1972 s111	£92.69	£18.54	£111.23	
HM Land Registry [HMLR] - paid by Direct Debit							
28/04/2026	2008904006	6627	Land Reg Docs PS N: 210/4900 P: LGMPA 1976 s16	£14.00	£0.00	£14.00	Pd 28/04/2026
HMRC - PAYE [HMRC]							
12/05/2026	HMRCMAY26	6638	PAYE & NI May 25 N: 131/4000 P: LGA 1972 s111	£7,215.13	£0.00	£7,215.13	
Rentokil Initial [INITIAL] - paid by Direct Debit							
29/04/2026	35821870	6608	Hygiene Contract May/June 26 N: 100/4064 P: LGA 1972 s111	£763.79	£152.76	£916.55	
Joe Davies (Manchester) Ltd. [JDAVIES]							
10/02/2025	250203359	5507	Souvenirs for TIC	£128.55	£25.71	£154.26	
John Deere Financial [JOHNDEERE] - paid by Direct Debit							
30/04/2026	JDAPR26	6617	Tractor Finance Apr 26 N: 133/4400 P: LGA 1972 s111	£564.80	£112.96	£677.76	Pd 30/04/2026
JRB Enterprise Ltd [JRB]							
22/04/2026	29666	6597	Dog poo bags APR26 4000 no N: 135/4200 P: LA 1983 ss5-6	£63.26	£12.65	£75.91	
Legal & General (Pensions) [LEGALGEN] - paid by Direct Debit							
12/05/2026	LGMAY26	6639	L&G Pension May 26 N: 131/4010 P: LGA 1972 s111	£2,129.37	£0.00	£2,129.37	
Lex Autolease Limited [LEXAUTO] - paid by Direct Debit							
16/04/2026	MIN8269643	6585	Lease Tipper May26 N: 135/4400 P: LGA 1972 s111	£590.15	£118.03	£708.18	Pd 01/05/2026
LLoyds Bank Cardnet [LLOYDS1] - paid by Direct Debit							
16/04/2026	CNAPR26	6591	CardNet Apr Charges N: 180/4470 P: LGA 1972 s111	£51.69	£10.34	£62.03	Pd 16/04/2026
LLoyds Bank Charges [LLOYDS3] - paid by Direct Debit							

Date	Invoice No.	Ref No.	Detail & Power	Net	VAT	Total	Status
23/04/2026	115	6595	Bouncy Castles for Carnival 26 N: 231/5192 P: LGA 1972 s145	£500.00	£0.00	£500.00	
MW & Borders Pest Control [MWPEST]							
13/05/2026	MWB260523001	6652	Pest Control Dol y Felin N: 133/4085 P: LGA 1972 s111	£324.00	£0.00	£324.00	
Mid Wales Sign & Print Ltd [MWSIGN]							
06/03/2026	13842	6601A	Advertising Mats APR26 N: 231/5192 P: LGA 1972 s145	£49.02	£9.80	£58.82	Pd 30/04/2026
Octopus Electric Vehicles Limited [OCTOPUS]							
01/05/2026	INV_K00271124	6612	Salary Sacrifice 53733 N: 210/4000 P: LGA 1972 s111	£816.26	£137.51	£953.77	Pd 08/05/2026
Office Express UK [OFFICEEX]							
30/04/2026	3511	6611	Paper for photocopier N: 210/4725 P: LGA 1972 s111	£31.24	£6.25	£37.49	
One Voice Wales [ONEVOICE]							
10/04/2026	10042026	6570	OVW Membership 26/27 N: 210/4895 P: LGA 1972 s143	£1,484.00	£0.00	£1,484.00	
23/04/2026	010726/1594	6596	National Conference 2026 N: 210/4445 P: LGA 1972 s111	£287.10	£0.00	£287.10	
Otis Ltd [OTIS]							
22/03/2024	24016815	6556	Lift service 04-06/2024 N: 100/4066 P: LGA 1972 s111	£677.28	£135.46	£812.74	
21/06/2024	24036516	6557	Lift Service 07-09/2024 N: 100/4066 P: LGA 1972 s111	£677.28	£135.46	£812.74	
19/12/2024	24074912	6558	Lift service 01-03/2025 N: 100/4066 P: LGA 1972 s111	£728.76	£145.75	£874.51	
Owen???s of Oswestry Coaches Ltd. [OWENC]							
01/05/2026	APR2026	6628	Owens APR26 N: 180/4661 P: LGA 1972 s111	£2,332.70	£0.00	£2,332.70	
Powys County Council [PCC1]							
11/05/2026	21004551	6645	Trade Waste TH Mar 26 N: 100/4200 P: LGA 1972 s111	£107.85	£0.00	£107.85	

Date	Invoice No.	Ref No.	Detail & Power	Net	VAT	Total	Status
Powys Pension Fund [PCC2]							
12/05/2026	PCC2MAY26	6640	PCC Pension May 26 N: 180/4010 P: LGA 1972 s111	£394.99	£0.00	£394.99	
Powysland Club [PCLUB]							
08/09/2023	08/09/2023	3833	Unknown	£96.00	£0.00	£96.00	
Phils Tool Hire [PHILSTOO]							
28/04/2026	72311	6603	Spray paint for pitches 26 N: 133/4202 P: LGMPA 1976 s19	£18.00	£3.60	£21.60	
POS Terminal Rent [POS] - paid by Direct Debit							
28/04/2026	POSAPR26	6619	POS Rental Apr 26 N: 180/4900 P: LGA 1972 s111	£24.50	£4.90	£29.40	Pd 28/04/2026
G F Potter [POTTERS]							
30/04/2026	62662	6633	Waste Disposal APR26 N: 135/4200 P: LA 1983 ss5-6	£184.31	£36.86	£221.17	
10/05/2026	62719	6643	Waste Disposal Wk 1 May 26 N: 135/4200 P: LA 1983 ss5-6	£49.15	£9.83	£58.98	
Rialtas Business Solutions Ltd [RIALTAS]							
10/04/2026	33577	6573	End of Year Support APR26 N: 213/4920 P: LGA 1972 s111	£929.00	£185.80	£1,114.80	
Rikki Lloyd Ltd [RLLOYD]							
31/05/2024	29278	6213	N: / P: LGA 1972 s111	£25.50	£0.00	£25.50	
31/08/2024	29390	6214	N: / P: LGA 1972 s111	£64.60	£0.00	£64.60	
31/10/2024	29469	6215	N: / P: LGA 1972 s111	£58.64	£0.00	£58.64	
20/11/2024	29509	6216	N: / P: LGA 1972 s111	£51.08	£0.00	£51.08	
Sefe Energy [SEFE] - paid by Direct Debit							
16/04/2026	INV04189872	6599	Gas TH MAR26 N: 100/4062 P: LGA 1972 s111	£3,467.77	£693.56	£4,161.33	Pd 28/04/2026
Shared Earth UK Ltd [SHAREDEAR]							

Date	Invoice No.	Ref No.	Detail & Power	Net	VAT	Total	Status
03/04/2026	3163	6584	Various Maintenance MAR26 N: 100/4085 P: LGA 1972 s111	£74.58	£0.00	£74.58	
Wynnstay Group plc [WYNN]							
28/04/2026	INVWP20452385	6644	Weed Killer N: 133/4085 P: LGA 1972 s111	£44.92	£8.99	£53.91	

Total to Approve £69,251.09 / Net Cost: £64,015.11

Appendix S

Keeping Welshpool Tidy - A Paper for Consideration

I am grateful for the “in principle” approval given to my suggestion that we invite people to consider whether they might be “Litter and Tidiness Champions” for their particular patch of our town. The idea came from

- (a) 16 years of doing a regular litter-pick myself (I’ve been doing this as a Keep Wales Tidy volunteer since the preparation for the Queen’s visit in 2010);
- (b) Hearing of an initiative elsewhere along these lines that has met with a good measure of success;
- (c) Conversations with local residents and the Powys County Council operative who does an excellent job emptying bins in the town (and beyond); and
- (d) The simple fact that I want to see our town tidy and safe and also wildlife-friendly!

There are a few of us still doing regular litter picks, and from time to time we have set up (as we did in Spring Clean Cymru Fortnight) litter-pick events. Schools, churches and even McDonalds have organised litter picks, and in the past we have had initiatives like Groundforce. I intend to continue to liaise with James Thompson of PCC, Jodie Griffiths of Keep Wales Tidy, local schools and others to do litter pick events - these are important; but my proposal now is different. It aims to set up a network of people whose main role is simply to notice and report on tidiness issues on their patch. Some of them may well be folk who come to litter picks and do a bit themselves in between times, but others may not be. This, though, is about spotting areas where there may be problems or accumulations of litter so they can be tackled by the appropriate authorities. What then happens may vary from James Thompson getting together a team of volunteers to clear a patch, to Martin from PCC (or our Ops Team if it’s our patch) getting to know about an overflowing bin - or maybe a vandalised one - that needs attention. My intention is to set up a system that helps direct existing council staff to areas of urgent need, rather than being about volunteers doing work that “should be done by Powys”.

Most people do dispose of litter sensibly, and our existing litter bins around the town are well-used. Those who don’t use bins to dispose of their litter are the exception - but are of course committing a public nuisance. (Having said that, I accept that another annoying source of litter is the stuff that blows out of kerbside recycling bins. Why is the night before bin collection so often windy?! I wish we weren’t using such comparatively flimsy containers for kerbside recycling. Other councils may use sturdier wheely bins for recyclables - but these are not appropriate for the vehicles used by Powys). Anyway, while our Council Tax manages to pay for bin collections from homes, for the provision of on-street bins and for their emptying, it doesn’t pay for people to tidy up after thoughtless people have dropped litter, much as we might wish it did. I suspect that for it to do so we’d be faced with a larger increase in Council Tax than the 4.9% we’ve already been saddled with.

My proposal is that we test the water regarding Litter & Tidiness Champions, perhaps by first focusing on one particular area of the town, and reviewing how that works before, I hope, being able to roll the project out further. I'm very much open to suggestions about how it might be best to proceed, and how we train and prepare volunteers to carry out this role. Alongside this, I would also like to get a "Love Our Town - Keep Welshpool Tidy" (or similar) poster out and about, and in as many shop windows, notice boards, pubs and cafes etc, as possible, and propose that we might invite children in our schools to submit designs, in a competition for which I would be glad to source the prizes. While there may be budgetary implications if the whole thing takes off, I don't see that there need be any cost to the Council at this stage, other than maybe printing the posters.

Litter is an annoyance, and it spoils the look of our town. It's harmful to wildlife, and where it isn't cleared it can attract vermin. On the whole, Welshpool is a sight better in this regard than some places I've been, but I'd like it to be better still. So my hope is that this scheme can enable volunteers and statutory services to work together to greater effect, can increase awareness and encourage support from the wider public, and will make a real difference to how our town feels and looks. I commend it for your support.

Bill Rowell