



# Cyngor Tref y Trallwng | Welshpool Town Council

Welshpool Town Council, Tourist Information Centre, The Vicarage Gardens, Welshpool, SY21 7DD  
Tel: 01938 553142 Email: [town.clerk@welshpooltowncouncil.gov.uk](mailto:town.clerk@welshpooltowncouncil.gov.uk)

## Agenda & Summons Finance & Governance Committee - 19/11/2025 6:30pm

14th November 2025

To: Councillor(s) Alison Davies, Carol Robinson, David France, Estelle Bleivas, Morag Bailey (Chair), Phil Owen, Phil Pritchard, Richard Church, Revd William Rowell (Vice Chair)

Dear Councillor,

You are hereby summoned to attend a meeting of the Finance & Governance Committee of Welshpool Town Council which will be held on Wednesday 19th November 2025 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 & 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/84530365628?pwd=Lrpbp220EbgWk1jmwFT13gdhkqLBGA.1> to join online or use Zoom Meeting ID 845 3036 5628 and passcode 475330, or via telephone by ringing +442080806592,,84530365628#,,,475330#.

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## Agenda

### **1. WELCOME AND APOLOGIES FOR ABSENCE**

The Chair will welcome Councillors and members of the public and will receive, and if desired, resolve to approve, any apologies for absence.

### **2. DECLARATIONS OF INTERESTS AND DISPENSATIONS**

To receive and resolve if desired, declarations of interest and relevant dispensations. [Part III, Local Government Act 2000]

[Appendix A]

### **3. PUBLIC PARTICIPATION**

To receive members of the public who wish to address the meeting, in respect of any item of business included in the agenda. No resolutions may be made under this item and should relate only to matters of Council policy or practice, and not individual affairs or the questioner or any other named person. [Para. 27A, Sch 12, Local Government Act 1972]

### **4. MINUTES AND MATTERS ARISING**

#### **4.1. Previous Minutes**

To approve and sign as a correct record, the minutes from the meeting of the Finance & Governance Committee on 15/10/2025.

[Appendix B]

#### **4.2. Matters Arising**

To report for information purposes only matters arising from the Finance & Governance Committee on 15/10/2025.

### **5. FINANCIAL MATTERS**

#### **5.1. Council Accounts (October - Period 7)**

To consider the Income and Expenditure Reports and Cash and Bank Totals for October 2025 and note the bank balances as of 31st October 2025:

- General Fund - £11,552.57
- 30 Day Account - £140,000.00
- Petty Cash - £127.17
- Hub Community Account - £2,128.91

[Appendix C]

[Appendix D]

[Appendix E]

#### **5.2. Payment of Invoices - November**

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

[Appendix F]

#### **5.3. Scrutiny of Payments**

To hear the feedback from September 2025 (Cllr Owen) and October 2025 (Cllr Bleivas) for the scrutiny of payments exercise as set out in Financial Regulations.

#### **5.4. ISP Action Plan**

To consider the approved committee ISP action plan.

[Appendix G]

#### **5.5. Budget 2026/2027 - Draft 2**

To consider the Draft 2 budget for 2026/2027 having regard to the instruction from Full Council to make additional savings where required.

[Appendix H]

### **6. OTHER MATTERS**

#### **6.1. Complaints Policy**

To consider the adoption of the draft model Complaints Policy from One Voice Wales.

[Appendix I]

#### **6.2. FOI Publication Scheme**

To consider the adoption of the draft FOI Publication Scheme. [Section 19, Freedom of Information Act 2000]

[Appendix J]

### **6.3. Festive Closure Period**

To consider the festive closure period for 2025.

### **7. DATE OF NEXT MEETING**

To note that the next meeting of Finance & Governance Committee will be held on 21st January 2026 at 6:30pm (the scheduled meeting for December has been merged with Full Council on the 10th December).

### **8. 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]

### **9. STAFFING UPDATE [CONFIDENTIAL]**

To consider any staffing updates from the Town Clerk. [Confidential - information relating to any negotiation in connection with any labour relations matter arising between the Council and employees.]

# Appendix A



## Cyngor Tref y Trallwng | Welshpool Town Council Declaration of Interests Flowchart

What matters are being discussed at the meeting?

Do any relate to my interests?

- A Does it affect my entries in the Register of Interests?
- OR**
- B Does it affect the well being or financial position of me, my partner, my relatives or my friends or my, my partner's, my relatives' or my friends':
- jobs, employers or businesses;
  - companies in which I or they are a director or where I or they have a shareholding of more than £5,000 (nominal/face value);
  - business partnerships; and
  - the following organisations where I or they hold a position of general control or management:
    - other bodies where I or they represent the authority;
    - other public authorities;
    - companies, industrial and provident societies and charitable bodies;
    - bodies whose main purpose is to influence public opinion or policy; and
    - trade unions or professional associations

**More than other people in the authority's area?**

NO

YES

**Disclose the  
existence & nature  
of your interest**

You may have a  
personal interest in  
the matter

Would a member of the public – If he or she knew all the facts – reasonably think that personal interest was so significant that my decision on the matter would be affected by it?

NO

**You can  
participate in  
the meeting  
and vote**

YES

You may have a  
prejudicial interest

This matter relates to:

- another authority of which I am a member;
- another public authority in which I hold a position of general control or management;
- other bodies where I represent the authority;
- statutory sick pay where I am in receipt of, or are entitled to, such pay from my authority; or
- allowances or payments made under sections 141-160 of the Local Government (Wales) Measure 2011

NO

**Also, withdraw from  
the meeting by  
leaving the room or  
chamber. Do not try  
to improperly  
influence the decision**

**And, considering whether or not it is  
appropriate I participate in the decision  
making, do I regard myself as not  
having a prejudicial interest?**

YES

Personal Interest

Prejudicial Interest

LOCAL GOVERNMENT ACT 2000

MEMBERS' CODE OF CONDUCT –PARAGRAPH 11 (4)  
PARAGRAPH 14 (3) (b) (ii)

NOTIFICATION IN RESPECT OF:-

(1) PERSONAL INTEREST ORALLY DISCLOSED AT MEETING

[(2) DISPENSATION RELIED UPON AT MEETING]

|    |                 |  |
|----|-----------------|--|
| 1. | NAME OF MEMBER: |  |
|----|-----------------|--|

2. DATE AND DETAILS OF MEETING AT WHICH ORAL DISCLOSURE OF PERSONAL INTEREST MADE:

|          |  |
|----------|--|
| DATE:    |  |
| MEETING: |  |

3. AGENDA ITEM NUMBER AND BUSINESS TO WHICH THE PERSONAL INTEREST RELATES :

|                      |  |
|----------------------|--|
| AGENDA ITEM:         |  |
| BUSINESS CONSIDERED: |  |

4. DETAILS OF PERSONAL INTEREST

(Insert ALL category number(s) referred to in the accompanying guidance notes that apply together with any Additional Detail): If this involves SENSITIVE information give details of the agreement of the Monitoring Officer allowing you to simply disclose the EXISTENCE of the interest

|  |
|--|
|  |
|--|

## 5. PREJUDICIAL INTEREST

Complete sections (a), (b), (c) and (d) in the box below by deleting those sections and words in square brackets as appropriate.

The personal interest detailed in Section 4 above:-

[(a) Is NOT a prejudicial interest because the business concerned relates to [another relevant authority of which I am also a member] [another public authority or body exercising functions of a public nature in which I hold a position of general control or management] [a body to which I have been elected, appointed or nominated by my Council] [my role as a non LEA School Governor and the business does not relate to my school] [my role as a member of the Local Health Board] AND the business does not relate to the determination of any approval, consent, licence, permission or registration]

[(b) Is NOT a prejudicial interest because (under the objective, public perception test in Paragraph 12 (1) of the Members' Code of Conduct) it WOULD NOT be regarded as so significant that it is likely to prejudice my judgement of the public interest].

[(c) Is NOT a prejudicial interest because the business relates to a grant, loan or other form of financial assistance to community or voluntary organisations up to £500].

[(d) IS ALSO A PREJUDICIAL INTEREST because (under the objective, public perception test in Paragraph 12 (1) of the Members' Code of Conduct) it WOULD BE regarded as so significant that it is likely to prejudice my judgement of the public interest].

6. IF YOU HAVE A PREJUDICIAL INTEREST IN RESPECT OF WHICH YOU HAVE THE BENEFIT OF A DISPENSATION GRANTED BY THE STANDARDS COMMITTEE/SUB-COMMITTEE YOU MUST ALSO COMPLETE THE BOX BELOW.

|                                                                                                                                                                                                    |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>DATE OF MEETING OF THE STANDARDS COMMITTEE/SUB-COMMITTEE</b>                                                                                                                                    |  |
| <b>EXACT WORDING OF DISPENSATION</b><br><br>[As an alternative you may simply attach the letter (or a copy) from the Standards Committee/Sub-Committee notifying you of the grant of dispensation] |  |

## 7. DATE AND SIGNATURE:

|                   |  |
|-------------------|--|
| <b>DATE:</b>      |  |
| <b>SIGNATURE:</b> |  |

This written notification, fully completed, dated and signed must be given BEFORE or IMMEDIATELY AFTER the close of the meeting to the Clerk.

V:\WLEGAL\CLARENCE\STANDARDS\TOWN AND COMMUNITY COUNCILS – DECLARATION OF INTEREST (VERSION 2)

## **Appendix B**





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Welshpool Town Council, Tourist Information Centre, The Vicarage Gardens, Welshpool, SY21 7DD  
Tel: 01938 553142 Email: town.clerk@welshpooltowncouncil.gov.uk

**DRAFT**

## **Minutes of the Finance & Governance Committee held on 15/10/2025 6:30pm in Council Chamber, Welshpool Town Hall.**

### **PRESENT:**

Councillor Alison Davies  
Councillor Carol Robinson  
Councillor David France  
Councillor Estelle Bleivas  
Councillor Morag Bailey (Chair)  
Councillor Phil Owen  
Councillor Phil Pritchard  
Councillor Richard Church

### **Apologies for absence:**

Councillor Revd William Rowell

### **Absent:**

### **Also in attendance:**

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

### **FG151025/1. WELCOME AND APOLOGIES FOR ABSENCE**

The Chair welcomed all to the meeting. Apologies were received from Cllr William Rowell.

### **FG151025/2. DECLARATIONS OF INTERESTS AND DISPENSATIONS**

None.

### **FG151025/3. PUBLIC PARTICIPATION**

None.

### **FG151025/4. MINUTES AND MATTERS ARISING**

#### **FG151025/4.1 Previous Minutes**

An error was pointed out in one of the resolution items and this was amended.

#### **RESOLVED**

**To confirm the minutes of the Finance Committee held on the 17/09/2025 with the following amendment:**

**- FG170925/4.1 - the reference to Operations & Development should read Finance & Governance**

*WTCM346 - Proposed by Cllr Richard Church, seconded by Cllr Carol Robinson*

#### **FG151025/4.2 Matters Arising**

FG170925/5.2 - Payment to British Gas - the Town Clerk has investigated and discovered the bill was so high as it was an estimated reading.

All other actions were either completed or approved by Council. A query was answered regarding smart meters.

#### **FG151025/5. FINANCIAL MATTERS**

##### **FG151025/5.1 Council Accounts (September - Period 6)**

The Town Clerk summarised the paper and explained that this was a new format for showing the current balances and any significant spend and/or income received in the month.

Cllr Phil Owen joined the meeting.

Members asked a range of queries including:

- Vehicle leases - the Town Clerk explained that the budget only contains provision for £5400 in Vehicles whereas the lease costs will amount to £13,000 for the current year.
- IT Costs - the Town Clerk is to check what has been coded under this item.
- Insurance - the Town Clerk explained that no further items are expected out of the insurance line.
- Rec Club Rents - the Town Clerk explained that these had not yet been invoiced for.

##### **RECOMMENDED**

**To accept the Income and Expenditure Reports and Cash and Bank Totals for September 2025 and note the bank balances as of 30th September 2025.**

*WTCM347 - Proposed by Cllr Alison Davies, seconded by Cllr Richard Church*

##### **FG151025/5.2 Payment of Invoices - October**

Members discussed the invoices for payment and queries were answered.

##### **RECOMMENDED**

**To approve payment of invoices for October 2025.**

*WTCM348 - Proposed by Cllr Alison Davies, seconded by Cllr Estelle Bleivas*

##### **FG151025/5.3 Scrutiny of Payments**

Cllr Phil Owen has yet to complete the scrutiny of payments exercise for September, so nothing to report. Cllr Estelle Bleivas is scheduled to do October.

##### **RECOMMENDED**

**To elect Cllr Morag Bailey following members to perform scrutiny of payments exercise in December.**

*WTCM349 - Proposed by Cllr Alison Davies, seconded by Cllr Richard Church*

##### **FG151025/5.4 ISP Action Plan**

The Town Clerk summarised the ISP Action Plan to date and explained progress to date, including the name of the newsletter as suggested as part of a Facebook Poll.

### **FG151025/5.5 Budget 2026/2027 - Draft 1**

The Town Clerk summarised the report and explained that Draft 1 had been considered by all committees to date and that the budget has been reworked into different categories allowing greater scrutiny of spend. The budget also contained assumptions on staff pay awards and utility cost increases.

Members asked a range of queries including:

- 180/4660 (Direct Stock) had been reduced from £15,000 to £5,000 due to lower stock costs, however suggestion was made that this should be reviewed as the TIC needs stock to sell in order to generate income.
- 232 (Winter Festival) - suggested additional new line called 'Santa Gifts' which would show the exact cost of what the Council was purchasing for free gifts for children as part of the Winter Festival.

A recorded vote on the recommendation was requested and held.

#### **RECOMMENDED**

**To note the Draft 1 budget;**

**To instruct the Town Clerk to prepare Draft 2 budget and finalise utilities, fixed costs and staffing costs where required; and**

**To ask committees to review Draft 2 budgets in November with a view to finding additional areas where savings can be achieved.**

*WTCM351 - Proposed by Cllr Morag Bailey, seconded by Cllr Richard Church. A recorded vote was requested.*

For: Alison Davies, Carol Robinson, David France, Estelle Bleivas, Morag Bailey, Phil Owen, Richard Church

Against:

Abstain: Phil Pritchard

### **FG151025/5.6 Fees and Charges Review**

The Town Clerk summarised the fees and changes proposed changes and answered queries from members. A discussion was held regarding implementation of the new fees. It was suggested that the new fees would go live on the 1st January 2026 and apply to payments made in that year (meaning that bookings paid for now would pay the current rate).

#### **RECOMMENDED**

**To approve the new schedule of Fees and Charges which shall take effect from 1st January 2026, with the new charges applying only to payments made on or after that date. Bookings made and paid for in advance of the 1st January 2026 shall be charged at the current rates.**

*WTCM352 - Proposed by Cllr Alison Davies, seconded by Cllr Richard Church*

### **FG151025/6. OTHER MATTERS**

#### **FG151025/6.1 Digital Engagement - Q2 2025**

The Town Clerk summarised the report and highlighted that engagement has been much higher in the last quarter.

It was requested that it was minuted that members were appreciative of the reports from the Town Clerk.

### **FG151025/7. DATE OF NEXT MEETING**

The next meeting of Finance & Governance Committee will be held on 19th November 2025 at 6:30pm

#### **FG151025/8. 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.**

*WTCM353 - Proposed by Cllr Estelle Bleivas, seconded by Cllr Phil Pritchard*

#### **FG151025/9. SALES LEDGER - DEBTORS [CONFIDENTIAL]**

The Town Clerk summarised the list and explained that 50 letters had been posted out to debtors, however the lack of accurate information held by the Council was frustrating the new implementation of the Debt Management Policy.

A proposal was made to ask the Town Clerk to not bring back this report every month but instead wait until more action had been taken and a recorded vote was requested.

##### **RECOMMENDED**

**To request that the Town Clerk brings back the debtors list at the appropriate stages of the Debt Management Policy, and not each month; and brings forward actions relating to other debts as appropriate.**

*WTCM355 - Proposed by Cllr Alison Davies, seconded by Cllr Richard Church. A recorded vote was requested.*

For: Alison Davies, Carol Robinson, David France, Morag Bailey, Phil Owen, Richard Church

Against: Estelle Bleivas, Phil Pritchard

Abstain:

#### **FG151025/10. REVIEW OF CLEANING CONTRACT [CONFIDENTIAL]**

The Town Clerk explained that this topic had been discussed at Operations & Development Committee last week and that it had been provided to the committee for comment before going to Full Council. A discussion took place amongst members.

##### **RECOMMENDED**

**To approve Option 2 as set out in the confidential report but seek to add an additional cleaner at SCP 2 on flexible hours with both operatives not to exceed 30 hours per week and for the Town Clerk and Operations Manager to resolve the specific contractual details.**

*WTCM354 - Proposed by Cllr Phil Pritchard, seconded by Cllr Estelle Bleivas*

#### **FG151025/10. INDEPENDENT STAFFING REVIEW [CONFIDENTIAL]**

The Town Clerk summarised the recommendations from LCC and their own recommendations and answered queries.

The Town Clerk left the meeting.

A discussion took place about the proposed new structure.

##### **RECOMMENDED**

**To notes the findings of the Independent Staffing Review; and  
To approve the revised staffing structure as set out in the Town Clerk's Recommendations and at the end of the report, subject to the amendments in relation to the title of the Events, Markets and Planning Officer and the line management of the Communications & Community Engagement Officer.**

**FG151025/12. SALARY SACRIFICE SCHEME [CONFIDENTIAL]**

The Town Clerk rejoined the meeting.

The Town Clerk summarised the report and reported £10 per employee per year would be charged by the Council payroll provider to complete the required paperwork.

**RECOMMENDED**

**To note that the report and that the scheme is cost-neutral to the Council and actually will reduce the Council's Employers National Insurance costs;**  
**To approve the introduction of the Electric Vehicle Salary Sacrifice Scheme for Council staff with Octopus Electric Vehicles; and**  
**To authorise the Town Clerk to complete the necessary arrangements for implementation and communication to staff.**

WTCM357 - Proposed by Cllr David France, seconded by Cllr Alison Davies

**FG151025/13. TOWN CLERK'S PROBATION PERIOD [CONFIDENTIAL]**

The Town Clerk left the meeting.

A discussion took place between members.

**RECOMMENDED**

**To end the probational period and the Town Clerk becomes a permanent member of staff and receive the agreed increment in the pay scale.**

WTCM359 - Proposed by Cllr Phil Owen, seconded by Cllr Alison Davies

*The meeting finished at .*

Signed:

Dated:

Councillor Morag Bailey (Chair)

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**Decision/Action Log**

| ID      |                                                                                                                                                                                                                                                                  | Assigned                    |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| WTCM346 | <b>RESOLUTION</b><br><b>FG151025/4.1 Previous Minutes</b><br>To confirm the minutes of the Finance Committee held on the 17/09/2025 with the following amendment:<br>- FG170925/4.1 - the reference to Operations & Development should read Finance & Governance | Town Clerk & Proper Officer |
| WTCM347 | <b>RECOMMENDATION</b><br><b>FG151025/5.1 Council Accounts (September - Period 6)</b><br>To accept the Income and Expenditure Reports and Cash and Bank Totals for September 2025 and note the bank balances as of 30th September 2025.                           | Town Clerk & Proper Officer |

| ID      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Assigned                    |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| WTCM348 | <b>RECOMMENDATION</b><br><b>FG151025/5.2 Payment of Invoices - October</b><br>To approve payment of invoices for October 2025.                                                                                                                                                                                                                                                                                                                                                         | Town Clerk & Proper Officer |
| WTCM349 | <b>RECOMMENDATION</b><br><b>FG151025/5.3 Scrutiny of Payments</b><br>To elect Cllr Morag Bailey following members to perform scrutiny of payments exercise in December.                                                                                                                                                                                                                                                                                                                | Town Clerk & Proper Officer |
| WTCM351 | <b>RECOMMENDATION</b><br><b>FG151025/5.5 Budget 2026/2027 - Draft 1</b><br>To note the Draft 1 budget;<br>To instruct the Town Clerk to prepare Draft 2 budget and finalise utilities, fixed costs and staffing costs where required; and<br>To ask committees to review Draft 2 budgets in November with a view to finding additional areas where savings can be achieved.                                                                                                            | Town Clerk & Proper Officer |
| WTCM352 | <b>RECOMMENDATION</b><br><b>FG151025/5.6 Fees and Charges Review</b><br>To approve the new schedule of Fees and Charges which shall take effect from 1st January 2026, with the new charges applying only to payments made on or after that date. Bookings made and paid for in advance of the 1st January 2026 shall be charged at the current rates.                                                                                                                                 | Town Clerk & Proper Officer |
| WTCM353 | <b>RESOLUTION</b><br><b>FG151025/8 Confidential Session - Exclusion</b><br>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.                                                                                                                                                                                                                                                         |                             |
| WTCM354 | <b>RECOMMENDATION</b><br><b>FG151025/10 Review of Cleaning Contract</b><br>To approve Option 2 as set out in the confidential report but seek to add an additional cleaner at SCP 2 on flexible hours with both operatives not to exceed 30 hours per week and for the Town Clerk and Operations Manager to resolve the specific contractual details.                                                                                                                                  | Town Clerk & Proper Officer |
| WTCM355 | <b>RECOMMENDATION</b><br><b>FG151025/9 Sales Ledger - Debtors</b><br>To request that the Town Clerk brings back the debtors list at the appropriate stages of the Debt Management Policy, and not each month; and brings forward actions relating to other debts as appropriate.                                                                                                                                                                                                       | Town Clerk & Proper Officer |
| WTCM357 | <b>RECOMMENDATION</b><br><b>FG151025/12 Salary Sacrifice Scheme</b><br>To note that the report and that the scheme is cost-neutral to the Council and actually will reduce the Council's Employers National Insurance costs;<br>To approve the introduction of the Electric Vehicle Salary Sacrifice Scheme for Council staff with Octopus Electric Vehicles; and<br>To authorise the Town Clerk to complete the necessary arrangements for implementation and communication to staff. | Town Clerk & Proper Officer |

| ID      |                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Assigned                    |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| WTCM358 | <b>RECOMMENDATION</b><br><b>FG151025/10 Independent Staffing Review</b><br>To notes the findings of the Independent Staffing Review; and<br>To approve the revised staffing structure as set out in the Town Clerk's Recommendations and at the end of the report, subject to the amendments in relation to the title of the Events, Markets and Planning Officer and the line management of the Communications & Community Engagement Officer. | Town Clerk & Proper Officer |
| WTCM359 | <b>RECOMMENDATION</b><br><b>FG151025/13 Town Clerk's Probation Period</b><br>To end the probational period and the Town Clerk becomes a permanent member of staff and receive the agreed increment in the pay scale.                                                                                                                                                                                                                            | Town Clerk & Proper Officer |

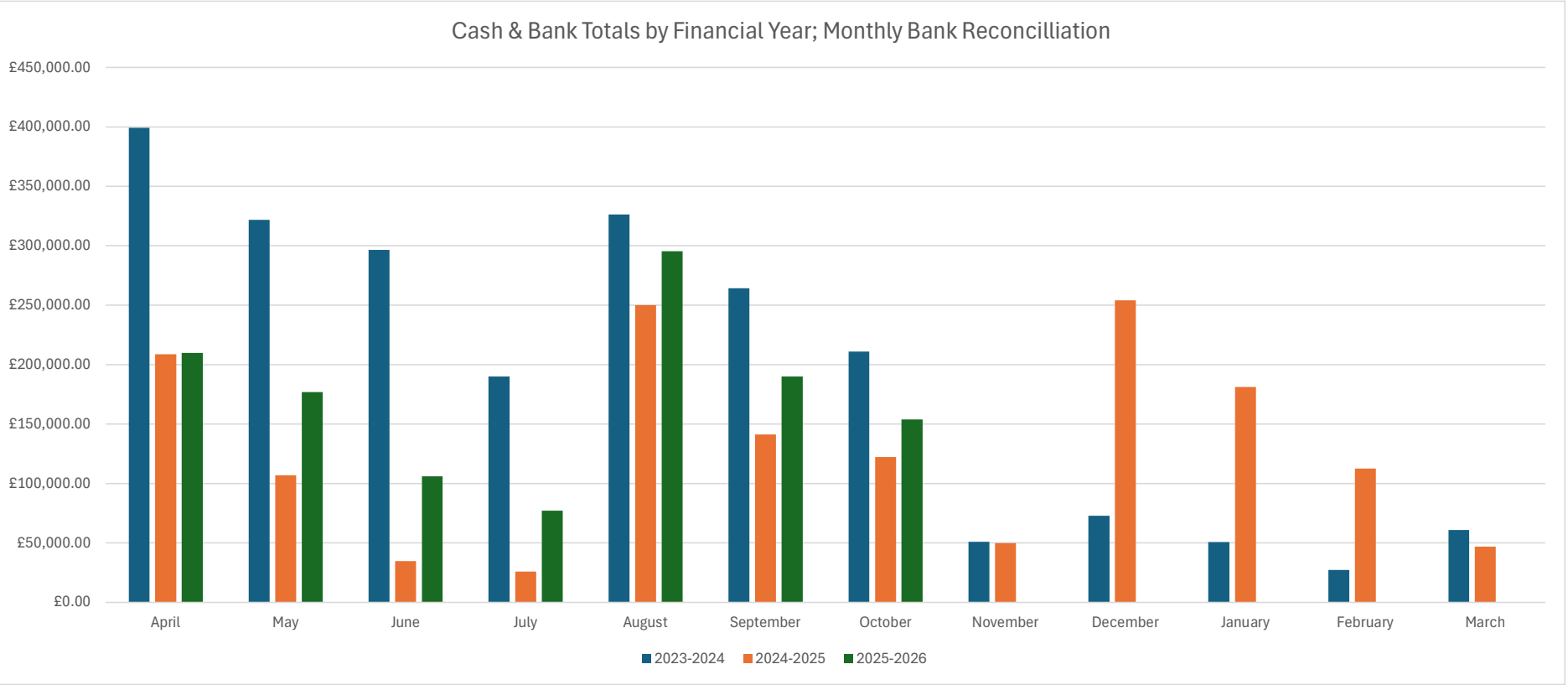
## **Appendix C**



Welshpool Town Council

Cash & Bank Totals

| Financial Year | Precept     |             |             | 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 |            |             |             |             |            |



## **Appendix D**



# Cyngor Tref y Trallwng | Welshpool Town Council

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Tel: 01938 553142 Email: [town.clerk@welshpooltowncouncil.gov.uk](mailto:town.clerk@welshpooltowncouncil.gov.uk)

## Document / Report

|        |                                                 |
|--------|-------------------------------------------------|
| Author | Richard Williams<br>Town Clerk & Proper Officer |
| Title  | Council Accounts - October Month 7              |
| Date   | 7th November 2025                               |

### 1. Purpose

1. To note the bank reconciliation statements and detailed income and expenditure position for the month ending 31 October 2025 (Month 7 of the 2025/26 financial year).

### 2. Background

1. The Council is required to review financial performance and bank reconciliations monthly to ensure transparency and compliance with the Accounts and Audit (Wales) Regulations 2014 and the Council's adopted Financial Regulations.
2. All accounts have been reconciled to 31 September 2025, and a detailed income and expenditure report has been produced for each cost centre.

### 3. Summary of Accounts

1. Current Account - £11,552.57
2. 30 Day Account - £140,000.00
3. Petty Cash - £127.17
4. Hub Account - £2,128.91
5. Total - £153,808.65

### 4. Summary of Income & Expenditure

1. The overall position as at 31 September 2025 (Month 7) shows the Council operating within budget expectations, with most cost centres tracking in line with or below profile.
2. Overall expenditure stands at 61% of the annual budget halfway through the financial year, reflecting prudent financial control and some seasonal underspends (e.g., projects and events scheduled later in the year).

### 5. Notable Activity (October)

1. Expenditure:
  1. Staff Salaries – £19,809.52 (October payroll)

2. HMRC – £6883.05; Legal & General (Pensions) – £1,772.15
3. PRS – £1475.33 and £1887.55 (cleaning supply)
4. Owens Coaches - £4223.90 (TIC agency costs)
5. Lex AutoLease - £6,373.62 (the deposit on tipper lease)
6. Smiths of Derby - £393.60 (Town Hall Clock)

2. Income:

1. Meals on Wheels income remains steady (£2,075 in month)
2. Market stall income steady (£1,195)
3. TIC income (£7,812 in total for agency, £1,027 in direct sales, £801 in rail commission)
4. Grant income from Windfall for TIC Solar (£11,887.50) and Community Fridge (£2,500).
5. VAT return for Q2 (£16,277.75)

## 6. Links to Strategic Objectives and Interim Strategic Plan

1. No specific objective but supports strategic aim of 'Ensure financial sustainability'.

## 7. Resource & Legal Implications

1. The Council remains in a stable financial position, with total reconciled cash balances of £153,808.65 and a net positive operating position year-to-date. Expenditure pressures continue around repairs and utilities.

## 8. Specific Implications

1. **Crime and Disorder** - N/A (Crime and Disorder Act 1998).
2. **Biodiversity** - N/A (Environment (Wales) Act 2016).
3. **Well-being** - Supports the goal of a prosperous and resilient Wales through sustainable financial management (Well-being of Future Generations (Wales) Act 2015).
4. **Risk Management** - Regular reconciliations and reporting mitigate financial and governance risks.

## 9. Decision

1. To note for information only.

# Appendix E

## Detailed Income &amp; Expenditure by Budget Heading 07/11/2025

Month No: 7

Committee Report

|                                                   | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|---------------------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| <b><u>Finance &amp; Governance</u></b>            |                       |                        |                       |                          |                          |                    |               |                         |
| <b><u>210 Administration &amp; Management</u></b> |                       |                        |                       |                          |                          |                    |               |                         |
| 1076 Precept                                      | 0                     | 781,600                | 781,600               | 0                        |                          |                    | 100.0%        |                         |
| 1080 Income - Interest                            | 106                   | 493                    | 500                   | 7                        |                          |                    | 98.7%         |                         |
| 1380 Income - Charity Donations                   | 50                    | 704                    | 0                     | (704)                    |                          |                    | 0.0%          |                         |
| 1450 Income - Donations                           | 99                    | 99                     | 0                     | (99)                     |                          |                    | 0.0%          |                         |
| 1455 Income - Warm Hub Donations                  | 0                     | 492                    | 0                     | (492)                    |                          |                    | 0.0%          |                         |
| Administration & Management :- Income             | <b>254</b>            | <b>783,388</b>         | <b>782,100</b>        | <b>(1,288)</b>           |                          |                    | <b>100.2%</b> | <b>0</b>                |
| 4000 Salary                                       | 6,598                 | 42,281                 | 129,882               | 87,601                   |                          | 87,601             | 32.6%         |                         |
| 4005 HMRC                                         | 1,185                 | 15,365                 | 13,815                | (1,550)                  |                          | (1,550)            | 111.2%        |                         |
| 4010 Pension Payments                             | 1,092                 | 3,975                  | 6,657                 | 2,682                    |                          | 2,682              | 59.7%         |                         |
| 4011 PCC Pension Shortfall                        | 0                     | 10,100                 | 10,100                | 0                        |                          | 0                  | 100.0%        |                         |
| 4020 Training Staff                               | 40                    | 310                    | 4,000                 | 3,690                    |                          | 3,690              | 7.8%          |                         |
| 4021 Training Councillors                         | 126                   | 1,092                  | 1,000                 | (92)                     |                          | (92)               | 109.2%        |                         |
| 4025 Uniforms                                     | 0                     | 24                     | 250                   | 226                      |                          | 226                | 9.8%          |                         |
| 4055 Rates                                        | 0                     | 0                      | 7,500                 | 7,500                    |                          | 7,500              | 0.0%          |                         |
| 4060 Services                                     | 84                    | 1,446                  | 7,500                 | 6,054                    |                          | 6,054              | 19.3%         |                         |
| 4065 Mobile Phones                                | 16                    | 110                    | 250                   | 140                      |                          | 140                | 43.9%         |                         |
| 4095 Licenses                                     | 0                     | (130)                  | 0                     | 130                      |                          | 130                | 0.0%          |                         |
| 4100 Cleaning & Materials                         | 0                     | 0                      | 250                   | 250                      |                          | 250                | 0.0%          |                         |
| 4330 Special Projects                             | 0                     | 0                      | 10,000                | 10,000                   |                          | 10,000             | 0.0%          |                         |
| 4340 Equipment                                    | 9                     | 43                     | 500                   | 457                      |                          | 457                | 8.6%          |                         |
| 4400 Vehicles                                     | 46                    | 46                     | 0                     | (46)                     |                          | (46)               | 0.0%          |                         |
| 4445 Conferences                                  | 0                     | 220                    | 1,000                 | 780                      |                          | 780                | 22.0%         |                         |
| 4470 Bank Charges                                 | 69                    | 441                    | 1,000                 | 559                      |                          | 559                | 44.1%         |                         |
| 4725 Stationery                                   | 134                   | 567                    | 2,000                 | 1,433                    |                          | 1,433              | 28.4%         |                         |
| 4850 Insurance                                    | 0                     | 31,063                 | 32,000                | 937                      |                          | 937                | 97.1%         |                         |
| 4855 Audit                                        | 0                     | 1,275                  | 2,500                 | 1,225                    |                          | 1,225              | 51.0%         |                         |
| 4860 Professional Fees                            | 2,813                 | 6,267                  | 6,448                 | 181                      |                          | 181                | 97.2%         |                         |
| 4865 Web Site                                     | 0                     | 0                      | 500                   | 500                      |                          | 500                | 0.0%          |                         |
| 4866 IT Costs                                     | 1,466                 | 14,823                 | 15,000                | 177                      | 1                        | 176                | 98.8%         |                         |
| 4870 Mayoral & Senior Allowance                   | 0                     | 294                    | 1,500                 | 1,206                    |                          | 1,206              | 19.6%         |                         |
| 4875 Health & Safety                              | 0                     | 6,993                  | 7,000                 | 7                        |                          | 7                  | 99.9%         |                         |
| 4880 Electrical Testing                           | 0                     | 0                      | 500                   | 500                      |                          | 500                | 0.0%          |                         |
| 4885 Elections                                    | 0                     | 7,031                  | 1,500                 | (5,531)                  |                          | (5,531)            | 468.7%        |                         |
| 4890 Welsh Language                               | 0                     | 0                      | 500                   | 500                      |                          | 500                | 0.0%          |                         |
| 4895 Subscriptions                                | 0                     | 2,072                  | 2,000                 | (72)                     |                          | (72)               | 103.6%        |                         |
| 4900 Miscellaneous Costs                          | 35                    | 1,019                  | 500                   | (519)                    |                          | (519)              | 203.9%        |                         |
| 4925 Section 137                                  | 0                     | (0)                    | 0                     | 0                        |                          | 0                  | 0.0%          |                         |

## Detailed Income &amp; Expenditure by Budget Heading 07/11/2025

Month No: 7

## Committee Report

|                                                        | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|--------------------------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 5146 Civic & Hospitality                               | 0                     | 150                    | 500                   | 350                      |                          | 350                | 30.0%         |                         |
| 5170 Newsletters                                       | 697                   | 697                    | 2,000                 | 1,303                    |                          | 1,303              | 34.8%         |                         |
| 5450 Warm Hub Expenditure                              | 205                   | 205                    | 500                   | 295                      |                          | 295                | 41.0%         |                         |
| Administration & Management :- Indirect<br>Expenditure | <b>14,614</b>         | <b>147,777</b>         | <b>268,652</b>        | <b>120,875</b>           | <b>1</b>                 | <b>120,874</b>     | <b>55.0%</b>  | <b>0</b>                |
| <b>Net Income over Expenditure</b>                     | <b>(14,360)</b>       | <b>635,612</b>         | <b>513,448</b>        | <b>(122,164)</b>         |                          |                    |               |                         |
| Finance & Governance :- Income                         | <b>254</b>            | <b>783,388</b>         | <b>782,100</b>        | <b>(1,288)</b>           |                          |                    | <b>100.2%</b> |                         |
| Expenditure                                            | <b>14,614</b>         | <b>147,777</b>         | <b>268,652</b>        | <b>120,875</b>           | <b>1</b>                 | <b>120,874</b>     | <b>55.0%</b>  |                         |
| <b>Movement to/(from) Gen Reserve</b>                  | <b>(14,360)</b>       | <b>635,612</b>         | <b>513,448</b>        | <b>(122,164)</b>         |                          |                    |               |                         |
| <b>Operations &amp; Development</b>                    |                       |                        |                       |                          |                          |                    |               |                         |
| <b>100 Town Hall</b>                                   |                       |                        |                       |                          |                          |                    |               |                         |
| 1100 Income - Corn Exchange                            | 659                   | 2,947                  | 7,000                 | 4,053                    |                          |                    | 42.1%         |                         |
| 1103 Refreshments - Corn Exchange                      | 0                     | 130                    | 0                     | (130)                    |                          |                    | 0.0%          |                         |
| 1104 Refreshments - Assembly Room                      | 0                     | 100                    | 0                     | (100)                    |                          |                    | 0.0%          |                         |
| 1105 Income - Assembly Rooms                           | 0                     | 2,359                  | 1,800                 | (559)                    |                          |                    | 131.1%        |                         |
| 1110 Income - Other Rooms                              | 30                    | 622                    | 1,000                 | 379                      |                          |                    | 62.1%         |                         |
| 1120 Income - Telephone Mast Rental                    | 0                     | 0                      | 5,000                 | 5,000                    |                          |                    | 0.0%          |                         |
| 1370 Income - Grant                                    | 2,500                 | 2,500                  | 0                     | (2,500)                  |                          |                    | 0.0%          |                         |
| Town Hall :- Income                                    | <b>3,189</b>          | <b>8,658</b>           | <b>14,800</b>         | <b>6,142</b>             |                          |                    | <b>58.5%</b>  | <b>0</b>                |
| 4000 Salary                                            | 5,171                 | 31,414                 | 68,355                | 36,941                   |                          | 36,941             | 46.0%         |                         |
| 4005 HMRC                                              | 944                   | 10,533                 | 6,885                 | (3,648)                  |                          | (3,648)            | 153.0%        |                         |
| 4010 Pension Payments                                  | 470                   | 3,212                  | 6,657                 | 3,445                    |                          | 3,445              | 48.2%         |                         |
| 4055 Rates                                             | 0                     | 36,068                 | 35,000                | (1,068)                  |                          | (1,068)            | 103.1%        |                         |
| 4060 Services                                          | 3,338                 | 34,836                 | 60,000                | 25,164                   |                          | 25,164             | 58.1%         |                         |
| 4085 Repairs & Maintenance                             | 328                   | 23,692                 | 15,000                | (8,692)                  |                          | (8,692)            | 157.9%        |                         |
| 4095 Licenses                                          | 12                    | 870                    | 1,500                 | 630                      |                          | 630                | 58.0%         |                         |
| 4096 BLT Loan                                          | 0                     | 940                    | 0                     | (940)                    |                          | (940)              | 0.0%          |                         |
| 4098 Community Fridge                                  | 741                   | 741                    | 0                     | (741)                    |                          | (741)              | 0.0%          |                         |
| 4100 Cleaning & Materials                              | 70                    | 8,528                  | 10,000                | 1,472                    |                          | 1,472              | 85.3%         |                         |
| 4200 Waste Collection                                  | 134                   | 1,630                  | 1,500                 | (130)                    |                          | (130)              | 108.7%        |                         |
| 4202 Consumeables                                      | 66                    | 175                    | 500                   | 325                      |                          | 325                | 35.0%         |                         |
| 4340 Equipment                                         | 0                     | (449)                  | 500                   | 949                      |                          | 949                | (89.8%)       |                         |
| 4866 IT Costs                                          | 0                     | 0                      | 500                   | 500                      |                          | 500                | 0.0%          |                         |
| 4875 Health & Safety                                   | 0                     | 0                      | 1,000                 | 1,000                    |                          | 1,000              | 0.0%          |                         |
| 4900 Miscellaneous Costs                               | 0                     | 781                    | 1,500                 | 719                      |                          | 719                | 52.0%         |                         |
| Town Hall :- Indirect Expenditure                      | <b>11,272</b>         | <b>152,970</b>         | <b>208,897</b>        | <b>55,927</b>            | <b>0</b>                 | <b>55,927</b>      | <b>73.2%</b>  | <b>0</b>                |
| <b>Net Income over Expenditure</b>                     | <b>(8,083)</b>        | <b>(144,312)</b>       | <b>(194,097)</b>      | <b>(49,785)</b>          |                          |                    |               |                         |

## Detailed Income &amp; Expenditure by Budget Heading 07/11/2025

Month No: 7

Committee Report

|                                    | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| <b>110 Markets</b>                 |                       |                        |                       |                          |                          |                    |              |                         |
| 1200 Income - Market Stalls        | 1,195                 | 9,275                  | 13,000                | 3,725                    |                          |                    | 71.3%        |                         |
| 1205 Income - Outdoor Markets      | 38                    | 596                    | 1,000                 | 404                      |                          |                    | 59.6%        |                         |
| Markets :- Income                  | <b>1,233</b>          | <b>9,871</b>           | <b>14,000</b>         | <b>4,129</b>             |                          |                    | <b>70.5%</b> | <b>0</b>                |
| 4085 Repairs & Maintenance         | 0                     | 0                      | 750                   | 750                      |                          | 750                | 0.0%         |                         |
| 4095 Licenses                      | 0                     | 225                    | 500                   | 275                      |                          | 275                | 45.0%        |                         |
| 4205 Marketing                     | 0                     | 0                      | 250                   | 250                      |                          | 250                | 0.0%         |                         |
| Markets :- Indirect Expenditure    | <b>0</b>              | <b>225</b>             | <b>1,500</b>          | <b>1,275</b>             | <b>0</b>                 | <b>1,275</b>       | <b>15.0%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b> | <b>1,233</b>          | <b>9,646</b>           | <b>12,500</b>         | <b>2,854</b>             |                          |                    |              |                         |
| <b>130 Recreation</b>              |                       |                        |                       |                          |                          |                    |              |                         |
| 1340 Income - Rec Club Rents etc   | 700                   | 800                    | 3,000                 | 2,200                    |                          |                    | 26.7%        |                         |
| 1345 Income - Casual Recreation    | 0                     | 29                     | 0                     | (29)                     |                          |                    | 0.0%         |                         |
| 1350 Income - Allotments           | 0                     | 855                    | 600                   | (255)                    |                          |                    | 142.5%       |                         |
| 1365 Income - Other                | 0                     | 1,672                  | 0                     | (1,672)                  |                          |                    | 0.0%         |                         |
| Recreation :- Income               | <b>700</b>            | <b>3,356</b>           | <b>3,600</b>          | <b>244</b>               |                          |                    | <b>93.2%</b> | <b>0</b>                |
| 4020 Training Staff                | 0                     | 1,905                  | 2,000                 | 95                       |                          | 95                 | 95.3%        |                         |
| 4025 Uniforms                      | 0                     | 368                    | 0                     | (368)                    |                          | (368)              | 0.0%         |                         |
| 4060 Services                      | (4,076)               | 1,585                  | 2,500                 | 915                      |                          | 915                | 63.4%        |                         |
| 4085 Repairs & Maintenance         | 400                   | 4,265                  | 6,000                 | 1,735                    |                          | 1,735              | 71.1%        |                         |
| 4202 Consumeables                  | 0                     | 0                      | 500                   | 500                      |                          | 500                | 0.0%         |                         |
| 4340 Equipment                     | 22                    | 77                     | 2,500                 | 2,423                    |                          | 2,423              | 3.1%         |                         |
| 4341 Play Equipment                | 373                   | 1,427                  | 10,000                | 8,573                    | 20,954                   | (12,381)           | 223.8%       |                         |
| 4342 Play Area Fencing             | 0                     | 13,250                 | 16,000                | 2,750                    |                          | 2,750              | 82.8%        |                         |
| 4345 End of Season Works           | 0                     | 0                      | 20,000                | 20,000                   |                          | 20,000             | 0.0%         |                         |
| 4355 Country Park Lease            | 500                   | 530                    | 400                   | (130)                    |                          | (130)              | 132.5%       |                         |
| 4360 Outer Park Lease              | 0                     | 1,500                  | 1,000                 | (500)                    |                          | (500)              | 150.0%       |                         |
| 4365 STRI/ROSPA                    | 0                     | 520                    | 1,500                 | 980                      |                          | 980                | 34.7%        |                         |
| 4375 Memorial Garden               | 0                     | 1,680                  | 250                   | (1,430)                  |                          | (1,430)            | 672.0%       |                         |
| 4380 Allotment Costs               | 0                     | 0                      | 300                   | 300                      |                          | 300                | 0.0%         |                         |
| 4400 Vehicles                      | 565                   | 6,827                  | 0                     | (6,827)                  |                          | (6,827)            | 0.0%         |                         |
| 4401 Vehicle Running Costs         | 0                     | 990                    | 1,000                 | 10                       |                          | 10                 | 99.0%        |                         |
| 4875 Health & Safety               | 0                     | 16                     | 250                   | 234                      |                          | 234                | 6.5%         |                         |
| 4900 Miscellaneous Costs           | 0                     | 0                      | 100                   | 100                      |                          | 100                | 0.0%         |                         |
| Recreation :- Indirect Expenditure | <b>(2,216)</b>        | <b>34,940</b>          | <b>64,300</b>         | <b>29,360</b>            | <b>20,954</b>            | <b>8,406</b>       | <b>86.9%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b> | <b>2,916</b>          | <b>(31,584)</b>        | <b>(60,700)</b>       | <b>(29,116)</b>          |                          |                    |              |                         |



## Detailed Income &amp; Expenditure by Budget Heading 07/11/2025

Month No: 7

## Committee Report

|                                       | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|---------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| <b>140 Street Scene</b>               |                       |                        |                       |                          |                          |                    |               |                         |
| 4000 Salary                           | 4,757                 | 30,253                 | 65,079                | 34,826                   |                          | 34,826             | 46.5%         |                         |
| 4005 HMRC                             | 849                   | 9,624                  | 6,566                 | (3,058)                  |                          | (3,058)            | 146.6%        |                         |
| 4010 Pension Payments                 | 475                   | 3,373                  | 4,662                 | 1,289                    |                          | 1,289              | 72.3%         |                         |
| 4020 Training Staff                   | 0                     | 0                      | 1,000                 | 1,000                    |                          | 1,000              | 0.0%          |                         |
| 4025 Uniforms                         | 0                     | 52                     | 500                   | 448                      |                          | 448                | 10.3%         |                         |
| 4026 PPE                              | 0                     | 0                      | 500                   | 500                      |                          | 500                | 0.0%          |                         |
| 4065 Mobile Phones                    | 16                    | 110                    | 200                   | 90                       |                          | 90                 | 54.8%         |                         |
| 4085 Repairs & Maintenance            | 210                   | 830                    | 1,200                 | 370                      |                          | 370                | 69.2%         |                         |
| 4200 Waste Collection                 | 355                   | 1,926                  | 2,500                 | 574                      |                          | 574                | 77.1%         |                         |
| 4202 Consumeables                     | 0                     | 61                     | 0                     | (61)                     |                          | (61)               | 0.0%          |                         |
| 4340 Equipment                        | 0                     | 1,003                  | 3,000                 | 1,997                    |                          | 1,997              | 33.4%         |                         |
| 4400 Vehicles                         | 6,675                 | 12,946                 | 5,400                 | (7,546)                  |                          | (7,546)            | 239.7%        |                         |
| 4401 Vehicle Running Costs            | 125                   | 300                    | 1,500                 | 1,200                    |                          | 1,200              | 20.0%         |                         |
| 4515 Buttington Cemetery              | 0                     | 1,300                  | 1,500                 | 200                      |                          | 200                | 86.7%         |                         |
| 4900 Miscellaneous Costs              | 0                     | 0                      | 200                   | 200                      |                          | 200                | 0.0%          |                         |
| Street Scene :- Indirect Expenditure  | <b>13,462</b>         | <b>61,778</b>          | <b>93,807</b>         | <b>32,029</b>            | <b>0</b>                 | <b>32,029</b>      | <b>65.9%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                | <b>(13,462)</b>       | <b>(61,778)</b>        | <b>(93,807)</b>       | <b>(32,029)</b>          |                          |                    |               |                         |
| <b>150 Toilets</b>                    |                       |                        |                       |                          |                          |                    |               |                         |
| 4060 Services                         | 4,953                 | 7,355                  | 3,000                 | (4,355)                  |                          | (4,355)            | 245.2%        |                         |
| 4085 Repairs & Maintenance            | (60)                  | 222                    | 1,000                 | 778                      |                          | 778                | 22.2%         |                         |
| 4100 Cleaning & Materials             | 1,082                 | 4,487                  | 15,000                | 10,513                   |                          | 10,513             | 29.9%         |                         |
| 4450 Toilet Costs                     | 0                     | 17                     | 0                     | (17)                     |                          | (17)               | 0.0%          |                         |
| Toilets :- Indirect Expenditure       | <b>5,975</b>          | <b>12,081</b>          | <b>19,000</b>         | <b>6,919</b>             | <b>0</b>                 | <b>6,919</b>       | <b>63.6%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                | <b>(5,975)</b>        | <b>(12,081)</b>        | <b>(19,000)</b>       | <b>(6,919)</b>           |                          |                    |               |                         |
| <b>160 Domen Castell</b>              |                       |                        |                       |                          |                          |                    |               |                         |
| 4055 Rates                            | 0                     | 582                    | 0                     | (582)                    |                          | (582)              | 0.0%          |                         |
| 4060 Services                         | 62                    | 162                    | 1,200                 | 1,038                    |                          | 1,038              | 13.5%         |                         |
| 4085 Repairs & Maintenance            | 0                     | 13,838                 | 5,000                 | (8,838)                  |                          | (8,838)            | 276.8%        |                         |
| 4095 Licenses                         | 0                     | 0                      | 1,350                 | 1,350                    |                          | 1,350              | 0.0%          |                         |
| 4550 Rent Private Land                | 0                     | 3,000                  | 3,000                 | 0                        |                          | 0                  | 100.0%        |                         |
| Domen Castell :- Indirect Expenditure | <b>62</b>             | <b>17,583</b>          | <b>10,550</b>         | <b>(7,033)</b>           | <b>0</b>                 | <b>(7,033)</b>     | <b>166.7%</b> | <b>0</b>                |
| <b>Net Expenditure</b>                | <b>(62)</b>           | <b>(17,583)</b>        | <b>(10,550)</b>       | <b>7,033</b>             |                          |                    |               |                         |

## Detailed Income &amp; Expenditure by Budget Heading 07/11/2025

Month No: 7

## Committee Report

|                                             | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|---------------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| <b>190 Ann Holloway Centre</b>              |                       |                        |                       |                          |                          |                    |              |                         |
| 1110 Income - Other Rooms                   | 0                     | 2,153                  | 5,000                 | 2,847                    |                          |                    | 43.1%        |                         |
| 1300 Income - Rent                          | 90                    | 375                    | 0                     | (375)                    |                          |                    | 0.0%         |                         |
| 1635 Income - Lease                         | 0                     | 0                      | 6,000                 | 6,000                    |                          |                    | 0.0%         |                         |
| Ann Holloway Centre :- Income               | <b>90</b>             | <b>2,528</b>           | <b>11,000</b>         | <b>8,472</b>             |                          |                    | <b>23.0%</b> | <b>0</b>                |
| 4060 Services                               | 489                   | 6,925                  | 12,000                | 5,075                    |                          | 5,075              | 57.7%        |                         |
| 4085 Repairs & Maintenance                  | 814                   | 3,683                  | 5,000                 | 1,317                    | 185                      | 1,132              | 77.4%        |                         |
| 4100 Cleaning & Materials                   | 0                     | 952                    | 4,000                 | 3,048                    |                          | 3,048              | 23.8%        |                         |
| 4200 Waste Collection                       | 0                     | 589                    | 1,500                 | 911                      |                          | 911                | 39.3%        |                         |
| 4866 IT Costs                               | 0                     | 0                      | 200                   | 200                      |                          | 200                | 0.0%         |                         |
| 4875 Health & Safety                        | 0                     | 0                      | 200                   | 200                      |                          | 200                | 0.0%         |                         |
| 4900 Miscellaneous Costs                    | 0                     | 0                      | 200                   | 200                      |                          | 200                | 0.0%         |                         |
| Ann Holloway Centre :- Indirect Expenditure | <b>1,304</b>          | <b>12,150</b>          | <b>23,100</b>         | <b>10,950</b>            | <b>185</b>               | <b>10,765</b>      | <b>53.4%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>          | <b>(1,214)</b>        | <b>(9,622)</b>         | <b>(12,100)</b>       | <b>(2,478)</b>           |                          |                    |              |                         |
| <b>200 Meals on Wheels</b>                  |                       |                        |                       |                          |                          |                    |              |                         |
| 1650 Income - Meals on Wheels               | 2,075                 | 14,772                 | 20,000                | 5,228                    |                          |                    | 73.9%        |                         |
| Meals on Wheels :- Income                   | <b>2,075</b>          | <b>14,772</b>          | <b>20,000</b>         | <b>5,228</b>             |                          |                    | <b>73.9%</b> | <b>0</b>                |
| 4000 Salary                                 | 1,246                 | 8,312                  | 21,735                | 13,423                   |                          | 13,423             | 38.2%        |                         |
| 4005 HMRC                                   | 46                    | 2,039                  | 801                   | (1,238)                  |                          | (1,238)            | 254.6%       |                         |
| 4010 Pension Payments                       | (546)                 | 0                      | 0                     | 0                        |                          | 0                  | 0.0%         |                         |
| 4100 Cleaning & Materials                   | 0                     | 163                    | 500                   | 337                      |                          | 337                | 32.5%        |                         |
| 4202 Consumables                            | 12                    | 25                     | 250                   | 225                      |                          | 225                | 10.0%        |                         |
| 4340 Equipment                              | 0                     | 0                      | 500                   | 500                      |                          | 500                | 0.0%         |                         |
| 4400 Vehicles                               | 211                   | 1,264                  | 4,000                 | 2,736                    |                          | 2,736              | 31.6%        |                         |
| 4710 Meal Costs                             | 0                     | 1,920                  | 8,000                 | 6,080                    |                          | 6,080              | 24.0%        |                         |
| 4900 Miscellaneous Costs                    | 0                     | 0                      | 200                   | 200                      |                          | 200                | 0.0%         |                         |
| Meals on Wheels :- Indirect Expenditure     | <b>969</b>            | <b>13,723</b>          | <b>35,986</b>         | <b>22,263</b>            | <b>0</b>                 | <b>22,263</b>      | <b>38.1%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>          | <b>1,106</b>          | <b>1,050</b>           | <b>(15,986)</b>       | <b>(17,036)</b>          |                          |                    |              |                         |
| Operations & Development :- Income          | <b>7,287</b>          | <b>39,186</b>          | <b>63,400</b>         | <b>24,214</b>            |                          |                    | <b>61.8%</b> |                         |
| Expenditure                                 | <b>30,828</b>         | <b>305,449</b>         | <b>457,140</b>        | <b>151,691</b>           | <b>21,139</b>            | <b>130,552</b>     | <b>71.4%</b> |                         |
| <b>Movement to/(from) Gen Reserve</b>       | <b>(23,541)</b>       | <b>(266,264)</b>       | <b>(393,740)</b>      | <b>(127,476)</b>         |                          |                    |              |                         |

Events & Planning

## Detailed Income &amp; Expenditure by Budget Heading 07/11/2025

Month No: 7

## Committee Report

|                                                    | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|----------------------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| <b>180 Tourist Information</b>                     |                       |                        |                       |                          |                          |                    |               |                         |
| 1110 Income - Other Rooms                          | 347                   | 347                    | 0                     | (347)                    |                          |                    | 0.0%          |                         |
| 1370 Income - Grant                                | 11,888                | 23,775                 | 0                     | (23,775)                 |                          |                    | 0.0%          | 11,888                  |
| 1500 Income - Commission Sales                     | 7,812                 | 45,111                 | 40,000                | (5,111)                  |                          |                    | 112.8%        |                         |
| 1505 Income - Rail Ticket                          | 801                   | 4,746                  | 8,000                 | 3,254                    |                          |                    | 59.3%         |                         |
| 1510 Income - Direct Sales                         | 1,027                 | 8,305                  | 13,500                | 5,195                    |                          |                    | 61.5%         |                         |
| <b>Tourist Information :- Income</b>               | <b>21,875</b>         | <b>82,285</b>          | <b>61,500</b>         | <b>(20,785)</b>          |                          |                    | <b>133.8%</b> | <b>11,888</b>           |
| 4000 Salary                                        | 5,216                 | 34,468                 | 63,145                | 28,677                   |                          | 28,677             | 54.6%         |                         |
| 4005 HMRC                                          | 681                   | 9,478                  | 4,325                 | (5,153)                  |                          | (5,153)            | 219.2%        |                         |
| 4010 Pension Payments                              | 769                   | 5,103                  | 7,552                 | 2,449                    |                          | 2,449              | 67.6%         |                         |
| 4055 Rates                                         | 1,608                 | 6,436                  | 4,700                 | (1,736)                  |                          | (1,736)            | 136.9%        |                         |
| 4060 Services                                      | 173                   | 1,715                  | 10,000                | 8,285                    |                          | 8,285              | 17.1%         |                         |
| 4085 Repairs & Maintenance                         | 0                     | 288                    | 2,000                 | 1,712                    |                          | 1,712              | 14.4%         |                         |
| 4100 Cleaning & Materials                          | 0                     | 804                    | 1,000                 | 196                      |                          | 196                | 80.4%         |                         |
| 4660 Direct Stock                                  | 2,019                 | 3,944                  | 15,000                | 11,056                   |                          | 11,056             | 26.3%         |                         |
| 4661 Commission Costs                              | 0                     | 27,221                 | 35,000                | 7,779                    |                          | 7,779              | 77.8%         |                         |
| 4662 Train ticket costs                            | 0                     | 0                      | 5,000                 | 5,000                    |                          | 5,000              | 0.0%          |                         |
| 4866 IT Costs                                      | 0                     | 49                     | 200                   | 151                      |                          | 151                | 24.3%         |                         |
| 4875 Health & Safety                               | 0                     | 257                    | 200                   | (57)                     |                          | (57)               | 128.3%        |                         |
| 4900 Miscellaneous Costs                           | 57                    | 677                    | 500                   | (177)                    |                          | (177)              | 135.4%        |                         |
| 4991 Capital Works                                 | (0)                   | 23,775                 | 0                     | (23,775)                 |                          | (23,775)           | 0.0%          |                         |
| <b>Tourist Information :- Indirect Expenditure</b> | <b>10,522</b>         | <b>114,213</b>         | <b>148,622</b>        | <b>34,409</b>            | <b>0</b>                 | <b>34,409</b>      | <b>76.8%</b>  | <b>0</b>                |
| <b>Net Income over Expenditure</b>                 | <b>11,353</b>         | <b>(31,929)</b>        | <b>(87,122)</b>       | <b>(55,193)</b>          |                          |                    |               |                         |
| 6001 less Transfer to EMR                          | 0                     | 11,888                 | 0                     | (11,888)                 |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b>              | <b>11,353</b>         | <b>(43,816)</b>        | <b>(87,122)</b>       | <b>(43,306)</b>          |                          |                    |               |                         |
| <b>230 Events</b>                                  |                       |                        |                       |                          |                          |                    |               |                         |
| 1365 Income - Other                                | 0                     | 6                      | 0                     | (6)                      |                          |                    | 0.0%          |                         |
| 1850 Income - Carnival                             | 0                     | 677                    | 1,000                 | 323                      |                          |                    | 67.7%         |                         |
| 1860 Income -Flicks in the Sticks                  | 106                   | 502                    | 1,200                 | 698                      |                          |                    | 41.8%         |                         |
| 1870 Income - Fireworks Display                    | 120                   | 395                    | 2,000                 | 1,605                    |                          |                    | 19.8%         |                         |
| 1880 Income - Winter Festival                      | 195                   | 1,123                  | 700                   | (423)                    |                          |                    | 160.5%        |                         |
| 1895 Income - Other Events                         | 0                     | 931                    | 1,500                 | 569                      |                          |                    | 62.1%         |                         |
| <b>Events :- Income</b>                            | <b>421</b>            | <b>3,634</b>           | <b>6,400</b>          | <b>2,766</b>             |                          |                    | <b>56.8%</b>  | <b>0</b>                |
| 4065 Mobile Phones                                 | 16                    | 110                    | 250                   | 140                      |                          | 140                | 43.9%         |                         |
| 4900 Miscellaneous Costs                           | 74                    | 249                    | 500                   | 251                      |                          | 251                | 49.8%         |                         |
| 5100 Flicks in the Sticks                          | 300                   | 600                    | 1,500                 | 900                      |                          | 900                | 40.0%         |                         |
| 5105 Fireworks Display                             | 0                     | 0                      | 2,500                 | 2,500                    |                          | 2,500              | 0.0%          |                         |

## Detailed Income &amp; Expenditure by Budget Heading 07/11/2025

Month No: 7

Committee Report

|                                       | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|---------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 5115 Remembrance                      | 250                   | 250                    | 500                   | 250                      |                          | 250                | 50.0%         |                         |
| 5120 Winter Festival                  | 1,050                 | 1,050                  | 2,000                 | 950                      |                          | 950                | 52.5%         |                         |
| 5121 Christmas Lights                 | 9,489                 | 11,701                 | 2,000                 | (9,701)                  |                          | (9,701)            | 585.0%        |                         |
| 5140 Easter Egg Hunt                  | 0                     | 28                     | 0                     | (28)                     |                          | (28)               | 0.0%          |                         |
| 5145 Community Awards                 | 80                    | 80                     | 0                     | (80)                     |                          | (80)               | 0.0%          |                         |
| 5190 Community Events                 | 277                   | 2,431                  | 3,000                 | 569                      |                          | 569                | 81.0%         |                         |
| 5192 Carnival                         | 0                     | 3,221                  | 2,500                 | (721)                    |                          | (721)              | 128.8%        |                         |
| Events :- Indirect Expenditure        | <b>11,536</b>         | <b>19,719</b>          | <b>14,750</b>         | <b>(4,969)</b>           | <b>0</b>                 | <b>(4,969)</b>     | <b>133.7%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>    | <b>(11,115)</b>       | <b>(16,085)</b>        | <b>(8,350)</b>        | <b>7,735</b>             |                          |                    |               |                         |
| Events & Planning :- Income           | <b>22,297</b>         | <b>85,918</b>          | <b>67,900</b>         | <b>(18,018)</b>          |                          |                    | <b>126.5%</b> |                         |
| Expenditure                           | <b>22,058</b>         | <b>133,933</b>         | <b>163,372</b>        | <b>29,439</b>            | <b>0</b>                 | <b>29,439</b>      | <b>82.0%</b>  |                         |
| <b>Net Income over Expenditure</b>    | <b>239</b>            | <b>(48,014)</b>        | <b>(95,472)</b>       | <b>(47,458)</b>          |                          |                    |               |                         |
| less Transfer to EMR                  | <b>0</b>              | <b>11,888</b>          | <b>0</b>              | <b>(11,888)</b>          |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b> | <b>239</b>            | <b>(59,902)</b>        | <b>(95,472)</b>       | <b>(35,570)</b>          |                          |                    |               |                         |
| Grand Totals:- Income                 | <b>29,838</b>         | <b>908,493</b>         | <b>913,400</b>        | <b>4,907</b>             |                          |                    | <b>99.5%</b>  |                         |
| Expenditure                           | <b>67,501</b>         | <b>587,158</b>         | <b>889,164</b>        | <b>302,006</b>           | <b>21,140</b>            | <b>280,866</b>     | <b>68.4%</b>  |                         |
| <b>Net Income over Expenditure</b>    | <b>(37,662)</b>       | <b>321,334</b>         | <b>24,236</b>         | <b>(297,098)</b>         |                          |                    |               |                         |
| less Transfer to EMR                  | <b>0</b>              | <b>11,888</b>          | <b>0</b>              | <b>(11,888)</b>          |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b> | <b>(37,662)</b>       | <b>309,447</b>         | <b>24,236</b>         | <b>(285,211)</b>         |                          |                    |               |                         |

# Appendix F



## Cyngor Tref y Trallwng | Welshpool Town Council

### Invoices / Payments for Approval - Month 8

| Date                                                           | Invoice No.     | Ref No. | Detail                         | Total      | Status             |
|----------------------------------------------------------------|-----------------|---------|--------------------------------|------------|--------------------|
| <b>Arts Alive [ARTS]</b>                                       |                 |         |                                |            |                    |
| 07/10/2025                                                     | FP-141          | 6002    | Flicks in the Sticks Oct 25    | £180.00    |                    |
| <b>Autorama Vanrama [AUTORAMA] - paid by Direct Debit</b>      |                 |         |                                |            |                    |
| 15/10/2025                                                     | OCT             | 6012    | October autorama               | £58.82     | Paid on 15/10/2025 |
| <b>British Gas [BGAS] - paid by Direct Debit</b>               |                 |         |                                |            |                    |
| 31/10/2025                                                     | 803901914       | 6033    | Electric M+B                   | £12.60     |                    |
| <b>Border Janitorial Supplies Ltd [BORDER]</b>                 |                 |         |                                |            |                    |
| 23/10/2025                                                     | 240262          | 5998    | Cleaning Materials TH          | £167.35    |                    |
| <b>Boys &amp; Boden Ltd [BOYS]</b>                             |                 |         |                                |            |                    |
| 22/10/2025                                                     | W/357485        | 5999    | Silicon etc                    | £13.10     |                    |
| 05/11/2025                                                     | W/359166        | 6046    | bark for memorial garden       | £257.15    |                    |
| <b>C&amp;L 24HR Emergency Drainage Ltd [CLDRAIN]</b>           |                 |         |                                |            |                    |
| 01/11/2025                                                     | SI-6022         | 6042    | Water Leak Fixes               | £2,742.00  |                    |
| <b>D &amp; R Corfield [CORFIELD]</b>                           |                 |         |                                |            |                    |
| 27/10/2025                                                     | RENT2526        | 6006    | Rent of Country Park 2025/26   | £500.00    |                    |
| <b>Derand Ltd [DERAND]</b>                                     |                 |         |                                |            |                    |
| 29/10/2025                                                     | 0183148         | 6015    | Christmas Lights Installatoin  | £11,120.40 |                    |
| <b>Enreach [ENREACH]</b>                                       |                 |         |                                |            |                    |
| 31/10/2025                                                     | 434882          | 6030    | Telephone Oct 25               | £603.82    |                    |
| <b>Grenke Leasing Ltd [GRENKE] - paid by Direct Debit</b>      |                 |         |                                |            |                    |
| 01/10/2025                                                     | 170010398OCT    | 6009    | Q2 photocopier lease           | £1,680.01  | Paid on 03/10/2025 |
| 01/10/2025                                                     | 0000441243/2025 | 6010    | Monthly telephone rental Octob | £81.60     | Paid on 03/10/2025 |
| <b>Hardings Shed and Garden Supplis [HARDINGS]</b>             |                 |         |                                |            |                    |
| 31/10/2025                                                     | 202500001802    | 6031    | Fuel Oct                       | £81.70     |                    |
| <b>HM Land Registry [HMLR]</b>                                 |                 |         |                                |            |                    |
| 14/10/2025                                                     | OCT1            | 6021    | HMLR official copies Oct       | £21.00     | Paid on 14/10/2025 |
| 28/10/2025                                                     | OCT3            | 6024    | HLMR official copies CYM500394 | £14.00     | Paid on 28/10/2025 |
| <b>John Deere Financial [JOHNDEERE] - paid by Direct Debit</b> |                 |         |                                |            |                    |
| 30/10/2025                                                     | JD OCT          | 6026    | Tractor Finance October        | £667.76    | Paid on 30/10/2025 |
| 30/10/2025                                                     | JD OCT 2        | 6028    | Tractor Finance October 2      | £10.00     | Paid on 30/10/2025 |
| <b>Jolly's Circus [JOLLY]</b>                                  |                 |         |                                |            |                    |
| 14/10/2025                                                     | 002             | 5985    | Jollys Circus Winter Fest '25  | £500.00    |                    |
| <b>Lex AutoLease [LEXAUTO] - paid by Direct Debit</b>          |                 |         |                                |            |                    |
| 16/10/2025                                                     | MIN7828604      | 6001    | Black van lease                | £532.68    |                    |
| 19/10/2025                                                     | RFI1245308      | 6003    | Van Road Fund Recharge         | £12.00     |                    |
| <b>Links Electrical [LINKS]</b>                                |                 |         |                                |            |                    |

| Date                                                            | Invoice No.  | Ref No. | Detail                         | Total     | Status             |
|-----------------------------------------------------------------|--------------|---------|--------------------------------|-----------|--------------------|
| 31/10/2025                                                      | 01076015     | 6034    | LEC Bulbs                      | £13.37    |                    |
| <b>Lloyds Bank Cardnet [LLOYDS1] - paid by Direct Debit</b>     |              |         |                                |           |                    |
| 14/10/2025                                                      | CN OCT       | 6020    | CardNet Fees October           | £72.69    | Paid on 14/10/2025 |
| <b>Lloyds Bank Credit Card [LLOYDS2] - paid by Direct Debit</b> |              |         |                                |           |                    |
| 27/10/2025                                                      | OCT          | 6022    | Credit card items etc          | £572.20   | Paid on 27/10/2025 |
| <b>Lloyds Bank Charges [LLOYDS3] - paid by Direct Debit</b>     |              |         |                                |           |                    |
| 28/10/2025                                                      | OCT25        | 6023    | Lloyds Bank Charges October    | £82.71    | Paid on 28/10/2025 |
| <b>Lloyds Bank Debit Card [LLOYDS4]</b>                         |              |         |                                |           |                    |
| 13/10/2025                                                      | 9072396330   | 5987    | RM Newsletter Oct 25           | £240.60   | Paid on 20/10/2025 |
| 20/10/2025                                                      | 4888255      | 5988    | Posters for WF+F               | £130.78   |                    |
| 13/10/2025                                                      | 4876642      | 5989    | Newsletter Print Oct 25        | £474.95   | Paid on 20/10/2025 |
| 13/10/2025                                                      | INV622065    | 5990    | S137 Equipment for CF          | £708.99   | Paid on 20/10/2025 |
| 21/10/2025                                                      | 37805519     | 6000    | Christmas Story Books          | £300.00   | Paid on 20/10/2025 |
| 22/10/2025                                                      | 9074386030   | 6004    | Loyal Handover Service         | £27.00    | Paid on 20/10/2025 |
| 26/10/2025                                                      | INV327344244 | 6005    | Zoom workplace licence         | £129.90   |                    |
| 01/10/2025                                                      | REEVOOCT     | 6008    | Scarfs and jewellery Oct       | £186.48   | Paid on 07/10/2025 |
| 20/10/2025                                                      | CTC5         | 6016    | Planning Aid Wales Training KW | £40.00    | Paid on 20/10/2025 |
| <b>Moprgan Fire and Security Systems Ltd [MFSS]</b>             |              |         |                                |           |                    |
| 03/11/2025                                                      | 1133272      | 6039    | Alarm Monitoring AHC           | £126.07   |                    |
| <b>National Express Ltd [NATEXP]</b>                            |              |         |                                |           |                    |
| 31/10/2025                                                      | B44220251031 | 6049    | nat ex october                 | £561.29   |                    |
| <b>Nick Roberts [NROBERTS]</b>                                  |              |         |                                |           |                    |
| 22/10/2025                                                      | 3017         | 5997    | additional electrical sockets  | £180.00   |                    |
| <b>Office Express UK [OFFICEEX]</b>                             |              |         |                                |           |                    |
| 31/10/2025                                                      | 2016         | 6041    | Paper and Planners             | £151.91   |                    |
| <b>One Voice Wales [ONEVOICE]</b>                               |              |         |                                |           |                    |
| 28/10/2025                                                      | 10181        | 6035    | Councillor Training            | £42.00    |                    |
| <b>Owens Coaches [OWENC]</b>                                    |              |         |                                |           |                    |
| 31/10/2025                                                      | OCT25        | 6032    | Owens Coaches Oct              | £7,599.00 |                    |
| <b>Powys County Council [PCC1]</b>                              |              |         |                                |           |                    |
| 30/10/2025                                                      | TIC RATES 2  | 6027    | TIC and Office Rates Additiona | £1,607.79 | Paid on 30/10/2025 |
| 05/11/2025                                                      | 20251924     | 6036    | Hire of Ch St Car Park Dec 25  | £819.30   |                    |
| 05/11/2025                                                      | 20251923     | 6037    | Hire of Ch St Car Park Dec 25  | £371.50   |                    |
| <b>Phils Tool Hire [PHILSTOO]</b>                               |              |         |                                |           |                    |
| 05/11/2025                                                      | 01792        | 6038    | Equipment hire                 | £199.80   |                    |
| <b>Playdale Playgrounds Ltd [PLAYDALE]</b>                      |              |         |                                |           |                    |
| 21/10/2025                                                      | 062665       | 5994    | 062665/WPO6/Repair Country Par | £448.19   |                    |
| 29/10/2025                                                      | 0000062802   | 6040    | Basket Seat, Secondary support | £2,388.62 |                    |
| <b>POS Terminal Rent [POS] - paid by Direct Debit</b>           |              |         |                                |           |                    |
| 30/10/2025                                                      | OCT POS      | 6025    | October POS rental             | £29.40    | Paid on 30/10/2025 |
| <b>Potters Recycling [POTTERS]</b>                              |              |         |                                |           |                    |
| 31/10/2025                                                      | 61932        | 6047    | waste collection potters oct   | £163.84   |                    |

| Date                                                                | Invoice No.  | Ref No. | Detail                         | Total     | Status             |
|---------------------------------------------------------------------|--------------|---------|--------------------------------|-----------|--------------------|
| <b>Permanent Recruitment Solutions [PRS]</b>                        |              |         |                                |           |                    |
| 20/10/2025                                                          | 6903         | 5995    | Cleaning Supply w/e 19th Oct   | £412.22   |                    |
| 28/07/2025                                                          | 6667         | 6029    | Cleaning Costs 28/7/25         | £542.40   |                    |
| <b>TA &amp; J Ratledge [RATLEDGE]</b>                               |              |         |                                |           |                    |
| 14/10/2025                                                          | 01688        | 5986    | Childrens disco halloween '25  | £200.00   |                    |
| <b>Royal British Legion [RBL]</b>                                   |              |         |                                |           |                    |
| 07/11/2025                                                          | NOV 25       | 6045    | 4 poppy wreaths                | £110.00   |                    |
| <b>RCI Mobilize Financial Services [RCI] - paid by Direct Debit</b> |              |         |                                |           |                    |
| 01/11/2025                                                          | 83466131     | 6043    | MoW van lease Nov              | £252.85   |                    |
| <b>Sefe Energy [SEFE] - paid by Direct Debit</b>                    |              |         |                                |           |                    |
| 14/10/2025                                                          | INV03987956  | 6007    | Day Centre Gas Bill Oct 25     | £166.40   | Paid on 27/10/2025 |
| 14/10/2025                                                          | INV03987970  | 6014    | Town Hall Gas Sept 2025        | £894.93   | Paid on 27/10/2025 |
| <b>Swift Maintenance Services Ltd [SWIFT]</b>                       |              |         |                                |           |                    |
| 16/10/2025                                                          | 2037424      | 5996    | Inspection of Equipment after  | £162.00   |                    |
| 31/10/2025                                                          | 2037608      | 6048    | 2037608/WPO7/PPM repairs quote | £1,108.22 |                    |
| <b>3 Business Services [THREEBUS]</b>                               |              |         |                                |           |                    |
| 01/11/2025                                                          | 987745022038 | 6044    | Mobile phones Nov              | £56.41    |                    |
| <b>United Technology [UMICRO] - paid by Direct Debit</b>            |              |         |                                |           |                    |
| 01/11/2025                                                          | INV-005256   | 6050    | IT support nov                 | £298.78   |                    |
| 01/11/2025                                                          | INV-005257   | 6051    | AP management Nov              | £16.74    |                    |
| <b>Universal Fire Protection Ltd [UNIVFIRE]</b>                     |              |         |                                |           |                    |
| 24/10/2025                                                          | 9967         | 6017    | Fire Alarm System Check TH     | £192.00   |                    |
| 24/10/2025                                                          | 9968         | 6018    | Fire Alarm Check AHC           | £84.00    |                    |
| 24/10/2025                                                          | 9969         | 6019    | Fire Alarm System Check TIC    | £72.00    |                    |
| <b>Wrexham Concert Band [WREXHAM]</b>                               |              |         |                                |           |                    |
| 22/10/2025                                                          | 28           | 5993    | Drummer for Remembrance 091125 | £250.00   | Paid on 24/10/2025 |

Total to Approve £41,743.32



## **Appendix G**



## Cyngor Tref y Trallwng | Welshpool Town Council

### Interim Strategic Plan - Action Plan - FG

The below actions form part of the adopted Interim Strategic Plan. Each committee is required each month to monitor progress against each action.

#### Improving the Council

| Ref                                                           | Committee | Action                                                                                                                    | Resource    | Timescale | Progress    | Comments                                                                                                                                                                                                        |
|---------------------------------------------------------------|-----------|---------------------------------------------------------------------------------------------------------------------------|-------------|-----------|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Ensure financial sustainability</b>                        |           |                                                                                                                           |             |           |             |                                                                                                                                                                                                                 |
| FS1                                                           | FG        | Continue disposal of unused assets such as Berriew St toilets                                                             | TC<br>£     | Year 1    | In progress | Work is in progress to dispose of the asset. FC approved discussions on next steps.                                                                                                                             |
| FS2                                                           | FG        | Benchmark administration costs against other towns and identify efficiencies                                              | TC<br>£     | Year 1-2  | In progress | Work started to find comparison councils - review of all Band D precepts across Wales completed.                                                                                                                |
| FS3                                                           | FG        | Complete staffing review                                                                                                  | TC<br>£     | Year 1    | In progress | Full Council approved new structure to go live on 1st January - staff consultation being held.                                                                                                                  |
| FS4                                                           | FG        | Develop a three year budget to balance savings with new income generation                                                 | TC<br>£     | Year 2-3  | Not started | Council to consider 3 year budget in January.                                                                                                                                                                   |
| <b>Improve communication, transparency and accountability</b> |           |                                                                                                                           |             |           |             |                                                                                                                                                                                                                 |
| CO2                                                           | FG        | Build on existing platforms ??? continue with broadcasting meetings and update new democracy platform with more open data | TC<br>£0.00 | Year 1    | In progress | Live streaming for Council meetings now active and built into procedures. Democracy platform is established and updated twice weekly with payment information - all other information is provided in real time. |

| Ref                                             | Committee | Action                                                                                                     | Resource             | Timescale | Progress    | Comments                                                                                                                                                         |
|-------------------------------------------------|-----------|------------------------------------------------------------------------------------------------------------|----------------------|-----------|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CO3                                             | FG        | Launch printed newsletter to every household and continue every sixth months                               | TC/EO/CM<br>£2000.00 | Year 1-3  | In progress | Work has commenced on newsletter and name 'Our Welshpool' topped the online poll. Booked in for Royal Mail Door 2 Door (Boundary Matched) for 27th October 2025. |
| CO4                                             | FG        | Publish simple infographics of finances, projects and performance                                          | TC<br>£              | Year 1-2  | Not started |                                                                                                                                                                  |
| CO5                                             | FG        | Consider business case around expanding team to include dedicated communications resource                  | TC<br>£14000.00      | Year 1-2  | Completed   | Full Council approved new structure to go live on 1st January - staff consultation being held.                                                                   |
| <b>Strengthen engagement with the community</b> |           |                                                                                                            |                      |           |             |                                                                                                                                                                  |
| EN1                                             | FG        | Run community workshops linked to Place Plan, Town Hall transformation and events                          | TC/EO/CM<br>£        | Year 1-3  | Not started |                                                                                                                                                                  |
| EN2                                             | All       | Establish regular working groups e.g. Carnival, Markets, Open Spaces                                       | EO<br>£              | Year 2    | Not started | See EV1                                                                                                                                                          |
| EN3                                             | All       | Create a volunteer strategy and explore possible coordination roles to support more structured involvement | ALL<br>£             | Year 2-3  | Not started |                                                                                                                                                                  |

# Appendix H



# Cyngor Tref y Trallwng | Welshpool Town Council

Welshpool Town Council, Tourist Information Centre, The Vicarage Gardens, Welshpool, SY21 7DD  
Tel: 01938 553142 Email: [town.clerk@welshpooltowncouncil.gov.uk](mailto:town.clerk@welshpooltowncouncil.gov.uk)

## Document / Report

|        |                                                 |
|--------|-------------------------------------------------|
| Author | Richard Williams<br>Town Clerk & Proper Officer |
| Title  | FG Draft 2 Budget 2627                          |
| Date   | 7th November 2025                               |

### 1. Purpose

1. To update the Committee on the Draft 2 2026/27 Budget and outline the main movements from Draft 1, and set out next steps for the review to identify potential savings or income opportunities.

### 2. Background

1. On the 22nd October 2025, Council asked committees to review Draft 2 budgets in November with a view to finding additional areas where savings can be achieved.
2. The Committee discussed the Draft 1 budget in October and Draft 2 now contains updates on staffing structure and market testing on utilities.

### 3. Advice

1. Draft 2 now reflects market testing, the new staffing structure, in-house cleaning model and updated income forecasts based on year to date performance.
2. Key changes include:
  1. Staffing pay - pay uplift reduced from 5% to 4% as emerging national increases filter through - this reduces spending in majority of cost centres by a small amount.
  2. Staffing re-allocation - Draft 2 reflects the decision made to employ two cleaners in-house so reduction in Cleaning & Material account codes but addition of salary, pension and HMRC elements in Public Toilets (150). 25% of the Community Services Manager salary has also been allocated to Meals on Wheels to reflect operational responsibilities.
  3. Utilities and Electric Costs - market testing completed for most lines however Town Hall utilities remain provisional pending new contract confirmations.
  4. Hygiene Contract - was previously £9000 in each Town Hall and Public Toilets, however should be £9000 overall so split £4500 each cost centre (a £9000 saving on Draft 1).
  5. Town Hall - repairs and maintenance reduced down slightly
  6. Cleaning and Materials - reductions following the move to in-house cleaners.

7. Vehicles - all vehicle account codes now accurately reflect the current lease arrangements.
8. Income - Town Hall income revised along projected basis, Market income revised along projected basis, Open Spaces income from sports clubs changed to reflect leases, Meals on Wheels income increased reflecting projected volumes of sales.

#### 4. Committee by Committee

1. F&G
  1. New legal fees account code added to reflect on-going lease works
  2. IT costs moved to dedicated cost centre with more detail and breakdown e.g. photocopiers
  3. Bank Interest income increased from £500 to £750.
2. O&D
  1. Hygiene contracts now split between TH and Toilets.
  2. Utilities recoded correctly.
3. E&P
  1. TIC budgets refined with increase in income and a rebalancing of the TIC Agency fees cost centre to reflect the current agency commission split.
  2. New line added for Place Plan work.

#### 5. Specific Considerations

1. None

#### 6. Links to Strategic Objectives and Interim Strategic Plan

1. Action FS4 - Develop a three year budget to balance savings with new income generation.

#### 7. Resource & Legal Implications

1. Draft 2 provides a clearer and more accurate picture of costs directly aligned with the new staffing structure. Any amendments or savings must be reported by the end of November so that Council can discuss Draft 3 budget in January 2026.
2. The Council must approve a budget and set its precept for 2026/27 in accordance with Section 50 of the Local Government Finance Act 1992.

#### 8. Specific Implications

1. **Crime and Disorder** - N/A (Crime and Disorder Act 1998).
2. **Biodiversity** - the budget includes provision for biodiversity enhancements as per the Section 6 duty (Environment (Wales) Act 2016).
3. **Well-being** - supports a Prosperous, Resilient and Vibrant Wales by investing in people, infrastructure and community spaces (Well-being of Future Generations (Wales) Act 2015).
4. **Risk Management** - the budget looks at a range of risks including income generation (ID 6), adequacy of precept and budget (ID 4) and allocation to reserves (ID 10). A higher than expected pay award or energy increase would place further pressure on the budget.

#### 9. Decision

1. To suggest changes to the Draft 2 budget as appropriate (having regard to Council's instruction to make savings where possible while considering the Council's approval of the Interim Strategic Plan projects).

# Appendix I



## **Draft Complaints Policy**

### **1. Introduction**

The Council is committed to dealing effectively with any concerns or complaints you may have about our service. We aim to clarify any issues about which you are not sure about. If possible, we'll put right any mistakes we may have made. We will provide any service you're entitled to which we have failed to deliver.

The Council has powers to provide many different services and must meet many governance requirements.

If we are in the wrong, we'll apologise and where possible we'll try to put things right.

We also aim to learn from our mistakes and use the information we gain to improve our services.

### **2. When to use this policy**

When you express your concerns or complain to us, we will usually respond in the way we explain below.

However, sometimes you may have a right of appeal to another body, so, rather than investigate your concern, we will explain to you how you can appeal or complain.

This policy does not apply if the matter relates to a Freedom of Information or Data Protection issue. In this circumstance, you should contact the Town Clerk separately.

### **3. Have you asked us yet?**

If you are approaching us for a service for the first time, then this policy does not apply.

Please first give us a chance to respond to your request. If you make a request for a service and then are not happy with our response, you will be able to make your concern known as we describe below.

### **4. Informal resolution**

If possible, we believe it's best to deal with things straight away rather than try to sort them out later. If you have a concern, raise it with the person you're dealing with. He or she will try to resolve it for you there and then. If there are any lessons to learn from addressing your concern then the member of staff will draw them to our attention. If the member of staff can't help, they will explain why and you can then ask for a formal investigation.

## 5. How to express a concern or complain formally

We prefer any formal complaint to be submitted in writing.

You can express your concern in any of the ways below.

- You can ask for a copy of our form from the person with whom you are already in contact. Tell them that you want us to deal with your concern formally.
- If that person is not the Town Clerk, you can contact the Town Clerk via this address.

[town.clerk@welshpooltowncouncil.gov.uk](mailto:town.clerk@welshpooltowncouncil.gov.uk) or

Welshpool Town Council  
Vicarage Gardens  
Welshpool  
Powys  
SY21 7DD

- If your complaint is about the Town Clerk, you may wish to submit your complaint via the Town Mayor. Full details are available on our website.
- You can use the form on our website at [www.welshpooltowncouncil.gov.uk](http://www.welshpooltowncouncil.gov.uk)
- You can also contact us by phone using this number.

01938 553142

We aim to have concern and complaint forms available at all of our service outlets if appropriate and public areas and also at appropriate locations in the community. Copies of our policy and complaint form are available in Welsh on request at no extra cost.

## 6. Dealing with your concern

- We will formally acknowledge your concern within 5 working days and let you know how we intend to deal with it.
- Please tell us how you would like us to communicate with you and establish whether you have any particular requirements, such as a relevant disability.
- We will deal with your concern in an open and honest way.
- We will make sure that your dealings with us in the future do not suffer just because you have expressed a concern or made a complaint.

- Normally, we will only be able to look at your concerns if you tell us about them within 12 months. This is because it's better to look into your concerns while the issues are still fresh in everyone's mind.
- We may exceptionally be able to look at concerns which are brought to our attention later than this. However, please explain why you have not been able to bring it to our attention earlier so that we can decide.
- Complaints in Welsh will receive a reply in Welsh.
- Finally, if you are expressing a concern on behalf of somebody else, please provide their written agreement to you acting on their behalf.

## **7. What if there is more than one body involved?**

If your complaint also covers another body, we will try to work with them to decide who should take a lead in dealing with your concerns.

If the complaint is about a body working on our behalf, such as a contractor, you may wish to raise the matter informally with them first. However, if you want to express your concern or complaint formally, we will look into this ourselves and respond to you.

## **8. Investigation**

We will tell you who we have asked to look into your concern or complaint.

If your concern is straightforward, somebody from the Council will look into it and reply.

If it is more serious, we may ask someone from elsewhere, such as the County Council, to assist.

We will set out to you our understanding of your concerns and ask you to confirm that we have understood the complaint. We will also ask you to tell us what outcome you're hoping for.

The person looking at your complaint may need to see the files we hold relevant to your complaint. If you don't want this to happen, it's important that you tell us.

If there is a simple solution to your problem, we may ask you if you're happy to accept this. For example, where you asked for a service and we see straight away that you should have had it, we will offer to provide the service rather than investigate and produce a report.

We aim to resolve concerns as quickly as possible and expect to deal with the vast majority within 20 working days.

If your complaint is more complex, we will:

- let you know within this time why we think it may take longer to investigate.

- tell you how long we expect it to take.
- let you know where we have reached with the investigation, and
- give you regular updates, including telling you whether any developments might change our original estimate.

The person who is investigating your concerns will aim first to establish the facts.

The extent of this investigation will depend on how complex and how serious the issues you have raised are.

In some instances, we may ask to meet you to discuss your concerns.

Occasionally, we might suggest mediation or another method to try to resolve disputes.

We'll look at relevant evidence. This could include files, notes of conversations, letters, e-mails or whatever may be relevant to your particular concern. If necessary, we'll talk to the staff or others involved and look at our policies and any legal entitlement and guidance.

## **9. Outcome**

If we formally investigate your complaint, we will let you know what we have found in keeping with your preferred form of communication. This could be by letter or e-mail, for example. If necessary, we will produce a longer report. We'll explain how and why we came to our conclusions.

If we find that we were in the wrong, we'll explain what happened. We'll show how the mistake affected you.

If we find there is a fault in our systems or the way we do things, we'll tell you what it is and how we plan to change things to stop it happening again.

When we were wrong, we will always apologise.

## **10. Putting Things Right**

If we didn't provide a service, you should have had, we'll aim to provide it now if that's possible. If we didn't do something well, we'll aim to put it right. If you have lost out as a result of a mistake on our part we'll try to put you back in the position you should have been in.

If you had to pay for a service yourself, when you should have had one from us, we will try to make good any loss.

## **11. Ombudsman**

If we do not succeed in resolving your complaint, you may complain to the Public

Services Ombudsman for Wales. The Ombudsman is independent of all government bodies and Councils and can look into your complaint if you believe that you personally, or the person on whose behalf you are complaining:

- have been treated unfairly or received a bad service through some failure on the part of the body providing it.
- have been disadvantaged personally by a service failure or have been treated unfairly.

The Ombudsman expects you to bring your concerns to our attention first and to give us a chance to put things right. You can contact the Ombudsman by:

- phone: 0845 601 0987 [ask@ombudsman-](mailto:ask@ombudsman-wales.org.uk)
- e-mail: [wales.org.uk](mailto:ask@ombudsman-wales.org.uk) [www.ombudsman-](http://www.ombudsman-wales.org.uk)
- the website [wales.org.uk](http://www.ombudsman-wales.org.uk)
- writing to: Public Services Ombudsman for Wales

1 Ffordd yr Hen Gae, Pencoed CF35 5LJ

There are also other organisations that consider complaints. For example, the Welsh Language Commissioner about services in Welsh. We can advise you about such organisations.

## 12. Learning lessons

We take your concerns and complaints seriously and try to learn from any mistakes we've made. Our Council (insert "Senior Management Team" if you have one) considers a summary of all complaints quarterly as well as details of any serious complaints. Our Council also considers our response to complaints at least quarterly.

Where there is a need for change, we will develop an action plan setting out what we will do, who will do it and when we plan to do it by. We will let you know when changes we've promised have been made.

## 13. What if I need help?

Our staff will aim to help you make your concerns known to us. If you need extra assistance, we will try to put you in touch with someone who can help. For example, you may wish to contact Age Concern or Shelter who may be able to assist you.

You can also use this concerns and complaints policy if you are someone under the age of 18. If you need help, you can speak to someone on the Meic Helpline (phone 080880 23456, [www.meiccymru.org](http://www.meiccymru.org)) or contact the Children's Commissioner for Wales. Contact details are:

01792 765600 (South Wales) 01492  
523333 (North Wales)  
[post@childcomwales.org.uk](mailto:post@childcomwales.org.uk)

<https://www.childcomwales.org.uk>  
/

**South Wales Office:** Oystermouth House, Phoenix Way, Llansamlet, Swansea SA8 9FS

**North Wales Office:** Penrhos Manor, Oak Drive, Colwyn Bay, Conwy LL29 7YW

#### **14. What we expect from you**

In times of trouble or distress, some people may act out of character. There may have been upsetting or distressing circumstances leading up to a concern or a complaint. We do not view behaviour as unacceptable just because someone is forceful or determined.

We believe that all complainants have the right to be heard, understood, and respected. However, we also consider that our staff have the same rights. We, therefore, expect you to be polite and courteous in your dealings with us. We will not tolerate aggressive or abusive behaviour, unreasonable demands, or unreasonable persistence. We have a separate policy to manage situations where we find that someone's actions are unacceptable.

# Model Concern/Complaint form

(This form can also be provided as a Word document)

## A: Your details

|                      |              |                                                    |
|----------------------|--------------|----------------------------------------------------|
| Surname              | Forename(s): | Title:<br>Mr/Mrs/Miss/Ms/if<br>other please state: |
| Address and postcode |              |                                                    |
| Email address        |              |                                                    |
| Daytime phone number |              |                                                    |

Please state by which of the above methods you would prefer us to contact you

## Your requirements

If our usual way of dealing with complaints makes it difficult for you to use our service, for example if English or Welsh is not your first language or you need to engage with us in a particular way, please tell us so that we can discuss how we might help you.

The person who experienced the problem should normally fill in this form.

If you are filling this in on behalf of someone else, please fill in section B. Please note that before taking forward the complaint we will need to satisfy ourselves that you have the authority to act on behalf of the person concerned.

## B: Making a complaint on behalf of someone else: Their details

|                      |  |
|----------------------|--|
| Their name in full   |  |
| Address and postcode |  |

|                                                 |  |
|-------------------------------------------------|--|
| Why are you making a complaint on their behalf? |  |
| What is your relationship to them?              |  |

**C: About your concern/complaint (Please continue your answers to the following questions on a separate sheet(s) if necessary)**

|                                                                                                                                                               |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Describe the service you are complaining about                                                                                                                |  |
| What do you think we did wrong or failed to do?                                                                                                               |  |
| Describe how you or the person you are acting for has personally suffered or been affected.                                                                   |  |
| What do you think should be done to put things right?                                                                                                         |  |
| When did you first become aware of the problem?                                                                                                               |  |
| Have you already put your concern to the frontline staff responsible for delivering the service? If so, please give brief details of how and when you did so. |  |



|                                                                                                                                                 |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <p>If it is more than 12 months since you became first aware of the problem, please give the reason why you have not complained before now.</p> |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------|--|

If you have any documents to support your concern/complaint, please submit them with this form.

Full name:

Signature:

Date:

## **Appendix J**



## **FOI PUBLICATION SCHEME**

Prepared in accordance with the Freedom of Information Act 2000

This Publication Scheme was adopted by the Council on XXXXX based on the Model Scheme issued by the Office of the Information Commissioner.

### **INTRODUCTION**

---

Welshpool Town Council welcomes the Freedom of Information Act 2000 and its intention to promote greater openness and transparency of the Council's work.

A model publication scheme is issued by the Information Commissioner. It was adopted by the Council and is valid until further notice.

This Scheme consists of 2 parts:

- a) Part 1: The Definition of the Publication Scheme**
- b) Part 2: Information Available Under the Publication Scheme**

## **PART 1: THE DEFINITION OF THE PUBLICATION SCHEME**

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### **The Council's Commitments**

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This publication scheme commits the Council to make information available to the public as part of its normal business activities. The information covered is included in classes of information (mentioned below) where it is held by the council. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits the Council:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Council and falls within the classifications below
- To specify the information which is held by the Council and falls within the classifications below
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public
- To review and update on a regular basis the information the Council makes available under this scheme
- To produce a schedule of any fees charged for access to information which is made proactively available
- To make this publication scheme available to the public
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public.

## **Classes Of Information The Council Will Publish If It Is Held**

---

**Class 1 – Who We Are And What We Do:** Organisational information, locations and contacts, constitutional and legal governance.

**Class 2 – What We Spend And How We Spend It:** Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

**Class 3 – What Our Priorities Are And How We Are Doing:** Strategy and performance information, plans, assessments, inspections and reviews.

**Class 4 – How We Make Decisions:** Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

**Class 5 – Our Policies And Procedures:** Current written protocols for delivering our functions and responsibilities.

**Class 6 – Lists And Registers:** Information held in registers required by law and other lists and registers relating to the functions of the Council.

**Class 7 – The Services We Offer:** Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure
- Information in draft form
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

## **Method of Publication**

---

The Council will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of the Council, information will be provided on its website. Where it is impracticable to make information available on its website or when an individual does not wish to access the information via the website, the Council will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances, some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Council is legally required to translate any information, it will do so.

Obligations disability and discrimination legislation, and any other legislation to provide information in other forms and formats, will be adhered to when providing information in accordance with this scheme.

## **Charges**

---

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the Council for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information.

Charges may also be made for information provided under this scheme where they are legally authorised, and where they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with this published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

### **Written Requests**

---

Information held by the Council that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 or subsequent Acts or Regulations.

### **Contact Details**

---

Members of the public wishing to inspect information that cannot be posted or emailed are requested to contact the Clerk to the Council to ensure that the information requested is available and to make an appointment to view. Contact details are as below:

|                 |                                                                                                    |
|-----------------|----------------------------------------------------------------------------------------------------|
| Email:          | <a href="mailto:town.clerk@welshpooltowncouncil.gov.uk">town.clerk@welshpooltowncouncil.gov.uk</a> |
| Tel:            | 01938 553142                                                                                       |
| Contact Address | Town Clerk<br>Welshpool Town Council<br>Vicarage Gardens<br>Welshpool<br>Powys<br>SY21 7DD         |

To help the Council process requests quickly, please mark your email or letter 'Information Request'.

## **PART 2 INFORMATION AVAILABLE UNDER THE PUBLICATION SCHEME FOLLOWS**

| <b>Information to be published</b>                                                                    | <b>How the information can be obtained</b> |
|-------------------------------------------------------------------------------------------------------|--------------------------------------------|
| <b>Class1 - Who we are and what we do</b>                                                             |                                            |
| Who's who on the Council and its Committees                                                           | Website                                    |
| Contact details for Town Clerk and Council members (named contacts where possible with email address) | Website                                    |
| Location of main Council office and accessibility details                                             | Website                                    |
| Staffing structure                                                                                    | Website                                    |

|                                                         |                              |
|---------------------------------------------------------|------------------------------|
| <b>Class 2 – What we spend and how we spend it</b>      |                              |
| Annual return form and report by auditor                | Website                      |
| Finalised budget                                        | Website                      |
| Precept                                                 | Website                      |
| Borrowing Approval letter                               | Hard Copy c/o the Town Clerk |
| Financial Standing Orders and Regulations               | Website                      |
| Grants given and received                               | Hard Copy c/o the Town Clerk |
| List of current contracts awarded and value of contract | Hard Copy c/o the Town Clerk |
| Members' allowances and expenses                        | Website                      |



| <b>Class 3 – What our priorities are and how we are doing</b>                       |         |
|-------------------------------------------------------------------------------------|---------|
| Strategic Plans                                                                     | Website |
| Annual Report to Town or Community Meeting (current and previous year as a minimum) | Website |
| Local charters drawn up in accordance with Welsh Government guidelines (if any)     | Website |

| <b>Class 4 – How we make decisions</b>                                                                                          |                              |
|---------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| Timetable of meetings (Council and any committee/sub-committee meetings and town meetings)                                      | Website                      |
| Agendas of meetings (as above)                                                                                                  | Website                      |
| Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.        | Website                      |
| Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting. | Website                      |
| Responses to consultation papers                                                                                                | Hard Copy c/o the Town Clerk |
| Responses to planning applications                                                                                              | Website                      |
| Byelaws (if any)                                                                                                                | Website                      |
| Decision Log                                                                                                                    | Website                      |

| <b>Class 5 – Our policies and procedures</b>                                                                   |                                |
|----------------------------------------------------------------------------------------------------------------|--------------------------------|
| Governance Policies                                                                                            | Website                        |
| Employment Policies                                                                                            | Website                        |
| Health & Safety Policies                                                                                       | Website                        |
| Procedural Standing Orders and Financial Regulations                                                           | Website                        |
| Committee and sub-committee terms of reference                                                                 | Website                        |
| Scheme of delegation                                                                                           | Website                        |
| Code of Conduct                                                                                                | Website                        |
| Complaints procedures (including those covering requests for information and operating the publication scheme) | Website                        |
| Schedule of charges (for the publication of information)                                                       | Website and end of this scheme |

|                                                                 |                              |
|-----------------------------------------------------------------|------------------------------|
| <b>Class 6 – Lists and Registers</b>                            |                              |
| Assets register                                                 | Website                      |
| Freedom of Information Log                                      | Hard Copy c/o the Town Clerk |
| Register of Members' interests – not compulsory in Wales        | None                         |
| Register of Declarations of Members' Interests made in meetings | Website                      |
| Register of gifts and hospitality                               | Hard Copy c/o the Town Clerk |

|                                                                                                          |         |
|----------------------------------------------------------------------------------------------------------|---------|
| <b>Class 7 – The services we offer</b>                                                                   |         |
| Allotments                                                                                               | Website |
| Parks, playing fields and recreational facilities                                                        | Website |
| Seating, litter bins, clocks, memorials and lighting                                                     | Website |
| Bus shelters                                                                                             | Website |
| Markets                                                                                                  | Website |
| Public conveniences                                                                                      | Website |
| Agency agreements (if any)                                                                               | Website |
| Services for which the council is entitled to recover a fee, together with those fees (e.g. market fees) | Website |
|                                                                                                          |         |

|                                                                                                                        |                       |
|------------------------------------------------------------------------------------------------------------------------|-----------------------|
| <b>Additional Information</b>                                                                                          |                       |
| This section will provide Councils with the opportunity to publish information that is not itemised in the lists above | Under constant Review |

**Contact details:**

Town Clerk, Welshpool Town Council, Vicarage Gardens, Welshpool, Powys, SY21 7DD

Telephone: 01938 553142

Email: [town.clerk@welshpooltowncouncil.gov.uk](mailto:town.clerk@welshpooltowncouncil.gov.uk)

Web: [www.welshpooltowncouncil.gov.uk](http://www.welshpooltowncouncil.gov.uk)

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide. The Council reserves the right to implement or waive these charges.

| TYPE OF CHARGE           | DESCRIPTION                                                                                         | BASIS OF CHARGE                      |
|--------------------------|-----------------------------------------------------------------------------------------------------|--------------------------------------|
| <b>Disbursement cost</b> | Photocopying 50p                                                                                    | As per the Fees and Charges Register |
|                          | Postage                                                                                             | Actual cost incurred by the Council  |
| <b>Statutory Fee</b>     | None                                                                                                |                                      |
| <b>Other</b>             | Staff time for supervised viewing of hard copy documents not requested under Freedom of Information | Actual cost incurred by the Council  |