



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

Agenda & Summons

Operations & Development Committee - 10/06/2026 6:30pm

5th June 2026

To: Councillor(s) Chris Davies, David France, Estelle Bleivas, Kelly Meredith, Nick Howells, Phil Owen, Phil Pritchard, Revd William Rowell

Dear Councillor,

You are hereby summoned to attend a meeting of the Operations & Development Committee of Welshpool Town Council which will be held on Wednesday 10th June 2026 in the Council Chamber, Welshpool Town Hall at 6:30pm to transact the business outlined below.

Yours sincerely,

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

In accordance with the [Local Government and Elections \(Wales\) Act 2021](#), this meeting is available by remote means. Please visit <https://us02web.zoom.us/j/84584477939?pwd=Lb7ftbgkr1uaCYJaNnPoo9YzH2gMSu.1> to join online or use Zoom Meeting ID 845 8447 7939 and passcode 741461.

Agenda

1. ELECTION OF CHAIR

To receive nominations and to elect the Chair of the Operations and Development Committee for the 2026-2027 municipal year.

2. ELECTION OF VICE CHAIR

To receive nominations and to elect the Vice Chair of the Operations and Development Committee for the 2026-2027 municipal year.

3. WELCOME, CODE OF CONDUCT AND APOLOGIES FOR ABSENCE

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

4. DECLARATIONS OF INTERESTS AND DISPENSATIONS

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

[Appendix A]

5. 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 of the questioner or any other named person. [Para. 27A, Sch 12, Local Government Act 1972]

6. MINUTES AND MATTERS ARISING

6.1. Previous Minutes

To approve and sign as a correct record, the minutes from the meeting of the Operations & Development Committee on 13/05/2026. [Para. 35(1), Sch 12, Local Government Act 1972]

[Appendix B]

6.2. Matters Arising

To report for information purposes only matters arising from the Operations & Development Committee on 13/05/2026.

7. LAND AND BUILDINGS

7.1. General Update

To receive, and resolve if desired, an update from the Operations Manager in respect of Council land and buildings.

7.2. Playgrounds and Bike Shelters

To consider any improvements to outdoor assets (Cllr Kelly Meredith).

7.3. End of Season Works

To consider the end of season works quotations.

7.4. End of Season Works - Recommended Equipment

To consider the purchase of a second hand Verti-Cut 1300 at a cost of £4400 from Charlies AG (as recommended by the STRI Report - Budget 133/4345 has £23k).

7.5. Cutting Equipment

To consider the purchase a Grillo Climber 1027 to assist with cutting the difficult to reach areas around our estate.

[Appendix C]

8. SERVICES

8.1. Markets

To receive an update in respect of the indoor and outdoor market from the Events and Market Manager.

8.2. The Hub - May 2026

To receive an update from the Community Services Manager in respect of the Hub.

8.3. Allotments

To receive an update from the Community Services Manager in respect of allotments.

8.4. Community Fridge

To receive an update from the Town Clerk in respect of the Community Fridge.

9. BUSINESS PLANNING & FINANCIAL MATTERS

9.1. Interim Strategic Plan Action Plan

To consider the approved committee Interim Strategic Plan action plan.

[Appendix E]

9.2. Budget and Committee Finance (Month 2)

To consider the current spending position against the budget for the committee for May 2026 (Month 2).

[Appendix F]

10. PROJECTS & NEW DEVELOPMENTS

10.1. Town Hall Transformation

To receive an update in respect of the Town Hall Transformation project.

10.2. Welshpool Town Centre Improvement

To receive an update in respect of the Welshpool Town Centre Improvement Project.

[Appendix G]

10.3. Changing Places

To receive a verbal update in respect of the changing places project

10.4. Maes y Dre Alternative Premises

To consider the quote for planning consultancy for the Maes y Dre Alternative Premises project.

[Appendix H]

10.5. Oldford Estate - Play Provision

To receive a verbal update in respect of play provision at Oldford Estate.

10.6. Soft Play Trial

To consider the report from the Town Clerk in respect of a soft play trial in the Town Hall.

[Appendix I]

11. ITEMS FOR FUTURE AGENDA & DATE OF NEXT MEETING

To receive items for consideration by the Town Clerk for future agendas and to note that the next meeting of Operations & Development Committee will be held on 8th July 2026.

12. 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]

13. EXTENSION OF LEASE [CONFIDENTIAL]

To consider the report from the Town Clerk in respect of the lease extension requested by the Trustees of Welshpool Cricket and Rugby Union Football Club. [Confidential - information related to the financial or business affairs of a person and/or the authority.]

Confidential Document [Appendix J]

14. LAND ADJ TO PURE BEAUTY [CONFIDENTIAL]

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

Confidential Document [Appendix K]

Confidential Document [Appendix L]

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:	
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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

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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.

DATE OF MEETING OF THE STANDARDS COMMITTEE/SUB-COMMITTEE	
EXACT WORDING OF DISPENSATION [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:

DATE:	
SIGNATURE:	

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



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

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

PRESENT:

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

Apologies for absence:

Councillor Dr Ben Gwalchmai
Councillor Estelle Bleivas
Councillor Sally Fitzgerald

Absent:

Also in attendance:

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

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

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

OD130526/2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None.

OD130526/3. PUBLIC PARTICIPATION

None.

OD130526/4. MINUTES AND MATTERS ARISING

OD130526/4.1 Previous Minutes

RESOLVED

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

OD130526/4.2 Matters Arising

The Town Clerk updated that all items had been completed.

OD130526/5. LAND AND BUILDINGS

OD130526/5.1 STRI Report

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

OD130526/5.2 General Update

The Operations Manager updated councillors on general activities, including:

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

OD130526/5.3 Biodiversity Action Plan

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

RECOMMENDED

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

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

OD130526/5.4 Trees

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

adjoining Information Centre building and recommended works be carried out.

RECOMMENDED

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

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

OD130526/6. SERVICES

OD130526/6.1 Bookings Q4

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

OD130526/6.2 Markets

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

OD130526/6.3 The Hub - April 2026

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

OD130526/6.4 Allotments

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

RECOMMENDED

To note the report;

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

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

OD130526/6.5 Community Fridge

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

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

OD130526/7. BUSINESS PLANNING & FINANCIAL MATTERS

OD130526/7.1 Interim Strategic Plan Action Plan

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

OD130526/7.2 Budget and Committee Finance (Month 1)

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

OD130526/8. PROJECTS & NEW DEVELOPMENTS

OD130526/8.1 Town Hall Transformation

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

OD130526/8.2 Welshpool Town Centre Improvement

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

OD130526/8.3 Changing Places

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

OD130526/8.4 Maes y Dre Alternative Premises

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

OD130526/8.5 Oldford Estate - Play Provision

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

OD130526/9. OTHER MATTERS

OD130526/9.1 Asset Register

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

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

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

OD130526/11. CONFIDENTIAL SESSION - EXCLUSION

RESOLVED

That members of the public and press be requested to leave the meeting by reason of the confidential nature of the business about to be transacted.

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

OD130526/12. BERRIEW ST TOILETS [CONFIDENTIAL]

Cllr Nick Howells left the meeting.

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

The meeting finished at 20:33.

Signed:

Dated:

Councillor Phil Pritchard (Chair)

Decision/Action Log

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

Appendix C

Welshpool Town Council, The Vicarage Gardens, Welshpool, Powys, SY21 7DD
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Document / Report #755

Author	Paul McGrath Operations Manager
Title	Cutting Equipment - Grillo
Date	4th June 2026

OFFICERS RECOMMENDATION

- To approve the purchase of a Grillo Commercial Mowing Equipment Climber 1027 from Supplier A outright at a cost of £10,900.**

1. Purpose

- To consider the purchase of a commercial mowing machine for use by the Council's Operations Team and determine the preferred procurement and financing option.

2. Background

- The Council's Operations Team is responsible for the maintenance of a significant number of open spaces, recreation grounds and landscaped areas across Welshpool. Reliable and efficient mowing equipment is essential to ensure these areas are maintained to an appropriate standard and to minimise downtime during the growing season.
- Following an assessment of operational requirements, officers have identified the Grillo Climber 10.27 commercial mower as a suitable machine capable of meeting the Council's needs. The machine is specifically designed for demanding environments and is suitable for both routine grass cutting and more challenging terrain.
- In accordance with the Council's procurement requirements, three quotations have been obtained.

3. Quotations

- Supplier A - £10,900.00
- Supplier B - £10,906.20
- Supplier C - £13,000.00
- All quotations are ex VAT.

4. Financing

1. The quotes are for outright purchase but officers have also obtained quotations for finance until March 2029 from John Deere Finance via Charlies AG.
2. 0% Deposit - £331.94 per month
3. £2k Deposit - £271.03 per month

5. Resource & Legal Implications

1. Dependant on the quote selected for end of season works and any decisions relating to the scarifier, there should be adequate budget provision in End of Season works to purchase outright.
2. However finance package would preserve the Council's cash balances but would end up costing more than outright purchase.
3. Procurement requirements have been met through the obtaining of three quotations.

6. Specific Implications

1. **Crime and Disorder** - N/A (Crime and Disorder Act 1998).
2. **Biodiversity** - would assist the Council in maintenance of managed green space (Environment (Wales) Act 2016).
3. **Well-being** - N/A
4. **Risk Management** - N/A.

7. Recommendation

1. To approve the purchase of a Grillo Commercial Mowing Equipment Climber 1027 from Supplier A outright at a cost of £10,900.

8. Decision

1. To resolve to adopt the recommendations as above.

Appendix D

Welshpool Town Council, The Vicarage Gardens, Welshpool, Powys, SY21 7DD
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Document / Report #756

Author	Richard Williams Town Clerk & Responsible Finance Officer
Title	Hub Performance - May 26
Date	4th June 2026

1. Purpose

1. To provide Members with a performance update on the operation of the Community Hub, including visitor numbers and donation income, and to highlight trends and observations from the most recent sessions.

2. Background

1. The Community Hub operates as a warm, welcoming space for residents, providing informal support, social contact and access to refreshments and activities. The Hub is funded in part through voluntary donations, with footfall used as a key indicator of community engagement and reach.
2. In line with the Hub's established operating arrangements, the service reverted to Thursday-only sessions from 14th May 2026 for the summer period. The Hub is expected to return to twice-weekly operation in October 2026. This seasonal approach reflects historically lower demand during the summer months while ensuring the service remains available throughout the year.

3. Performance Summary

1. The Community Hub welcomed 309 visitors during May. The Hub moved from twice-weekly operation to Thursday-only sessions from 14th May 2026, with two-day provision scheduled to resume in October.
2. The final week operating on both Tuesday and Thursday sessions attracted 122 visitors, whilst the subsequent Thursday-only sessions averaged 62 visitors per week, demonstrating continued strong demand despite the reduction in operating days.
3. The Hub generated £347.81 in voluntary contributions during the month, with weekly income ranging from £55.92 to £136.79. Contributions remain strong and continue to demonstrate the value placed on the service by attendees.
4. A total of 201 meals were served during May. Based on reported food purchasing costs, the average food cost was approximately £2.08 per meal. Whilst higher than previous months, this reflects the seasonal reduction in sessions and the fixed nature of some food purchasing requirements.

4. Financial Overview

1. The Hub generated £374.81 in voluntary contributions from sessions.
2. As of 31st May 2025, the Community Hub bank account stood at £3,759.80.

Appendix E



Interim Strategic Plan - Action Plan - OD

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

Town Centre & Regeneration

Ref	Committee	Action	Resource	Timescale	Progress	Comments
Enhance the town centre environment						
TC1	OD	Roll out shopfront/window dressing scheme for empty premises in partnership with landlords	TC/EO/CM £	Year 2	Not started	Awaiting communications resource to commence employment.
TC2	OD	Pilot town centre planting and hanging basket sponsorship scheme	TC/OM/CM £	Year 2	Not started	To explore as part of the Welshpool Town Centre Improvement Project during Year 2.
TC3	OD	Develop long-term "clean and green" action plan for pavements, signage and public spaces	TC/OM/CM £	Year 2-3	Not started	To explore as part of the Welshpool Town Centre Improvement Project during Year 2.
Redevelop the Town Hall as a modern community and civic hub						
TH1	OD	Progress existing Expression of Interest to full National Lottery Heritage Fund application (??4.2m project)	TC £4200000.00	Year 1	Ongoing	EOI approved, work now progressing on full application. FC approved Governance Paper on 22nd October. Regular meetings now taking place of Board and on track for submission of application form in early June.
TH2	OD	Launch community fundraising campaign and sponsorship scheme alongside grant bid	TC £1000.00	Year 2	Not started	

Ref	Committee	Action	Resource	Timescale	Progress	Comments
TH3	OD	Begin phased transformation works as required by lottery application	ALL £4200000.00	Year 3	Not started	
Revitalise the indoor and outdoor markets						
MA1	OD	Trial themed markets (e.g. farmers, crafts, seasonal) and promote through social media and newsletters	MO/CM £	Year 2	In progress	E&P have been discussing about themed markets, need to continue to have discussions with traders.
MA2	OD	Improve signage to both markets from car parks, train station and main areas	TC/MO £	Year 1-2	In progress	Signage work now taking place across the town to enhance provision, also ties into the Welshpool Town Centre Improvement Project.
MA3	OD	Support traders with joint marketing and promotion campaigns	MO/CM £	Year 1-3	In progress	Officers have visited local markets and produced marketing materials to encourage further traders to attend. Publicity on the website for current market traders has begun.
MA4	OD	Assess financial sustainability of Monday market and explore feasibility of adding a second trading day	TC/MO £	Year 2	Not started	

Open Spaces

Ref	Committee	Action	Resource	Timescale	Progress	Comments
Improve facilities for dog owners						
DO1	OD	Audit existing dog waste bins and identify priority locations for additional bins across parks, recreation grounds and key walking routes.	TC/OM £	Year 1-2	Completed	Assets now mapped and audit session taken place with team - O&D discussed in April and approved by Council.

Ref	Committee	Action	Resource	Timescale	Progress	Comments
DO2	OD	Launch a public campaign on responsible dog ownership, including posters, social media messaging and signage in parks.	TC/CM £	Year 1-2	Not started	To be launched in Spring 2026, awaiting communications resource to commence employment.
DO3	OD	Introduce new dog waste bins in under-served areas and ensure they are clearly signposted.	OM/CM £	Year 2	In progress	Approved changes to be implemented.
DO4	OD	Explore the creation of a designated dog-friendly zone or enclosed dog exercise area within one of the open spaces.	TC/OM £	Year 2-3	Not started	
DO5	OD	Pilot new initiatives such as "Dog-Friendly Businesses" scheme to encourage shops and cafe's to welcome responsible dog owners.	TC/EO/CM £	Year 3	Not started	
Maintain and invest in open spaces						
OS1	OD	Audit all play areas, pitches, open spaces and income generation	TC/OM £	Year 1	Completed	Assets now mapped and consideration to asset improvement included in budget.
OS2	OD	Develop phased upgrade programme, beginning with most used play areas	OM/CM £	Year 2-3	Not started	Year 2 budget contains provision for new fencing at Little Henfaes playground, work now needs three quotes to proceed.
OS3	OD	Work with schools and sports clubs to align investment	TC/OM £	Year 2-3	Not started	
Protect and enhance the environment						
EN1	OD	Audit all biodiversity measures and prepare Section 6 report and action plan	TC/OM £	Year 1	In progress	Community workshops around Town Hall held in January, further events planned in April/May.

Ref	Committee	Action	Resource	Timescale	Progress	Comments
EN2	OD	Implement Section 6 action plan for next 3 years, which should include tree planting, community green days and growing volunteer base	OM/CM £	Year 2-3	In progress	See EV1 - Carnival Working Group created.
Redevelop the Motte and Bailey as a historical leisure and recreational space						
MB1	OD	Produce concept designs with heritage groups, schools and local community	ALL £	Year 1-2	In progress	Working Group examined plan to bid for ??50k from Landfill Disposals Tax for enhanced events space - unfortunately did not get grant - seek alternative funding.
MB2	OD	Explore funding options via Cadw, National Lottery, heritage tourism and Public Sector Works Board borrowing	TC £	Year 1-2	In progress	Current funding opportunities being explored.
MB3	OD	Begin phased works	TC/OM/CM £	Year 3	Not started	

Community Services

Ref	Committee	Action	Resource	Timescale	Progress	Comments
Maintain and protect public toilets						
PT1	OD	Promotion and marketing with enhanced signage around the town along with data capture technology to measure usage	TC/OM/CM £	Year 1-2	Delayed	Footfall counters proved to be ineffective - exploring other options including smart AI solutions.
PT2	OD	Resolve outstanding repairs to enable full use of Changing Places facility	OM/CM £	Year 1-2	In progress	Sink sourced just awaiting TPG installation date.
PT3	OD	Explore sponsorship and community toilet scheme with local businesses	TC/OM/EO £	Year 2-3	In progress	New donation signage has gone up in toilets and is proving effective.

Ref	Committee	Action	Resource	Timescale	Progress	Comments
Secure the future of the Ann Holloway Day Centre						
DC1	OD	Continue negotiations with charity and health board on leases	TC/TICM/OM £	Year 1	Completed	Leases signed off and executed.
Strengthen the Meals on Wheels service						
WM1	OD	Review operational model and explore opportunities for transfer to charity as part of Day Centre	TC/TICM/OM £	Year 1	Completed	Service transferred on 16th Feb 26.
WM2	OD	If service retained then begin expanded promotional campaign and trials of further expansion of offering	TICM/CM £	Year 2-3	Completed	No longer required.

Improving the Council

Ref	Committee	Action	Resource	Timescale	Progress	Comments
Strengthen engagement with the community						
EN2	All	Establish regular working groups e.g. Carnival, Markets, Open Spaces	EO £	Year 2	In progress	See EV1 - Carnival Working Group created.
EN3	All	Create a volunteer strategy and explore possible coordination roles to support more structured involvement	ALL £	Year 2-3	In progress	Volunteer Policy created but strategy now needs working alongside new Comm Engagement Officer.

Appendix F

Detailed Income & Expenditure by Budget Heading 04/06/2026

Month No: 2

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Operations & Development								
100 Town Hall								
1100 Income - Corn Exchange	712	1,238	5,000	3,762			24.8%	
1103 Refreshments - Corn Exchange	60	60	0	(60)			0.0%	
1105 Income - Assembly Rooms	92	543	3,500	2,957			15.5%	
1110 Income - Other Rooms	155	155	1,250	1,095			12.4%	
1120 Income - Telephone Mast Rental	0	0	5,000	5,000			0.0%	
1206 Income - Utilities Recharge	172	340	600	260			56.7%	
Town Hall :- Income	1,190	2,336	15,350	13,014			15.2%	0
4055 Rates	0	31,877	31,877	0		0	100.0%	
4061 Electricity	2,078	4,625	25,000	20,375		20,375	18.5%	
4062 Gas	1,898	5,366	30,000	24,634		24,634	17.9%	
4063 Water	0	0	2,500	2,500		2,500	0.0%	
4064 Hygiene Contract	0	1,528	4,500	2,972		2,972	33.9%	
4066 Statutory Testing	0	2,083	4,500	2,417		2,417	46.3%	
4085 Repairs & Maintenance	1,138	1,738	6,000	4,262		4,262	29.0%	
4095 Licenses	0	0	1,000	1,000		1,000	0.0%	
4098 Community Fridge	0	6	250	244		244	2.5%	
4100 Cleaning & Materials	123	126	375	250		250	33.5%	
4200 Waste Collection	108	139	2,750	2,611		2,611	5.1%	
4202 Consumeables	0	34	250	216		216	13.8%	
4340 Equipment	0	0	250	250		250	0.0%	
4900 Miscellaneous Costs	42	54	1,000	946		946	5.4%	
Town Hall :- Indirect Expenditure	5,387	47,576	110,252	62,676	0	62,676	43.2%	0
Net Income over Expenditure	(4,197)	(45,240)	(94,902)	(49,662)				
101 Town Hall Transformation								
1450 Income - Donations	182	182	0	(182)			0.0%	
Town Hall Transformation :- Income	182	182	0	(182)				0
4097 Borrowing	0	0	24,000	24,000		24,000	0.0%	
4900 Miscellaneous Costs	0	0	250	250		250	0.0%	
4930 Fundraiser/Consultants	0	0	5,000	5,000		5,000	0.0%	
5458 TH2 - Fundraising Campaign	0	0	500	500		500	0.0%	
Town Hall Transformation :- Indirect Expenditure	0	0	29,750	29,750	0	29,750		0
Net Income over Expenditure	182	182	(29,750)	(29,932)				

Detailed Income & Expenditure by Budget Heading 04/06/2026

Month No: 2

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
102	Town Centre								
5453	TC1 - Shopfront Scheme	0	0	500	500		500	0.0%	
5454	TC2 - Planting	0	0	2,000	2,000		2,000	0.0%	
	Town Centre :- Indirect Expenditure	0	0	2,500	2,500	0	2,500		0
	Net Expenditure	0	0	(2,500)	(2,500)				
110	Markets								
1200	Income - Market Stalls	1,394	2,796	13,000	10,204			21.5%	
1205	Income - Outdoor Markets	50	158	1,000	842			15.8%	
1300	Income - Rent	383	843	5,980	5,137			14.1%	
	Markets :- Income	1,827	3,797	19,980	16,183			19.0%	0
4000	Salary	616	1,231	8,070	6,839		6,839	15.3%	
4005	HMRC	112	224	1,030	806		806	21.8%	
4010	Pension Payments	50	101	570	469		469	17.7%	
4095	Licenses	0	0	500	500		500	0.0%	
4205	Marketing	0	0	1,000	1,000		1,000	0.0%	
	Markets :- Indirect Expenditure	778	1,556	11,170	9,614	0	9,614	13.9%	0
	Net Income over Expenditure	1,049	2,241	8,810	6,569				
130	Recreation								
4085	Repairs & Maintenance	0	0	0	0	2,277	(2,277)	0.0%	
	Recreation :- Indirect Expenditure	0	0	0	0	2,277	(2,277)		0
	Net Expenditure	0	0	0	0				
131	Operations								
4000	Salary	9,915	20,018	126,630	106,612		106,612	15.8%	
4002	Overtime	0	0	3,000	3,000		3,000	0.0%	
4005	HMRC	1,800	3,637	15,460	11,823		11,823	23.5%	
4010	Pension Payments	988	1,947	8,620	6,673		6,673	22.6%	
4020	Training Staff	0	0	3,000	3,000		3,000	0.0%	
4025	Uniforms	0	0	400	400		400	0.0%	
4026	PPE	0	0	500	500		500	0.0%	
4065	Mobile Phones	49	65	200	135		135	32.7%	
4202	Consumeables	0	0	500	500		500	0.0%	
4400	Vehicles	489	978	5,865	4,888		4,888	16.7%	
4401	Vehicle Running Costs	0	68	1,200	1,132		1,132	5.6%	
4875	Health & Safety	0	0	250	250		250	0.0%	

Detailed Income & Expenditure by Budget Heading 04/06/2026

Month No: 2

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4900 Miscellaneous Costs	0	0	300	300		300	0.0%	
Operations :- Indirect Expenditure	13,240	26,712	165,925	139,213	0	139,213	16.1%	0
Net Expenditure	(13,240)	(26,712)	(165,925)	(139,213)				
<u>132 Playparks</u>								
4085 Repairs & Maintenance	0	0	8,000	8,000		8,000	0.0%	
4342 Play Area Fencing	0	0	10,000	10,000		10,000	0.0%	
Playparks :- Indirect Expenditure	0	0	18,000	18,000	0	18,000	0.0%	0
Net Expenditure	0	0	(18,000)	(18,000)				
<u>133 Open Spaces</u>								
1340 Income - Rec Club Rents etc	0	0	3,700	3,700			0.0%	
Open Spaces :- Income	0	0	3,700	3,700			0.0%	0
4063 Water	0	0	2,600	2,600		2,600	0.0%	
4085 Repairs & Maintenance	367	912	7,000	6,088		6,088	13.0%	
4087 Tree Surveys / Works	0	0	1,500	1,500		1,500	0.0%	
4202 Consumeables	0	206	500	294		294	41.1%	
4340 Equipment	0	883	5,000	4,117		4,117	17.7%	
4345 End of Season Works	0	0	23,000	23,000		23,000	0.0%	
4355 Country Park Lease	0	0	500	500		500	0.0%	
4360 Outer Park Lease	0	0	1,500	1,500		1,500	0.0%	
4365 STRI/ROSPA	0	0	1,500	1,500		1,500	0.0%	
4400 Vehicles	0	565	6,778	6,213		6,213	8.3%	
4401 Vehicle Running Costs	0	25	500	475		475	5.0%	
4515 Buttington Cemetery	0	1,358	1,400	42		42	97.0%	
Open Spaces :- Indirect Expenditure	367	3,949	51,778	47,829	0	47,829	7.6%	0
Net Income over Expenditure	(367)	(3,949)	(48,078)	(44,129)				
<u>135 Waste Collection</u>								
4200 Waste Collection	536	897	2,750	1,853		1,853	32.6%	
4400 Vehicles	590	1,180	7,082	5,902		5,902	16.7%	
4401 Vehicle Running Costs	0	0	1,200	1,200		1,200	0.0%	
5455 DO3 - Dog Waste Bins	0	0	1,000	1,000		1,000	0.0%	
5456 DO2 - Campaign Dog Friendly	0	0	250	250		250	0.0%	
Waste Collection :- Indirect Expenditure	1,127	2,077	12,282	10,205	0	10,205	16.9%	0
Net Expenditure	(1,127)	(2,077)	(12,282)	(10,205)				

Detailed Income & Expenditure by Budget Heading 04/06/2026

Month No: 2

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
136 Allotments								
1350 Income - Allotments	0	675	750	75			90.0%	
Allotments :- Income	0	675	750	75			90.0%	0
4063 Water	0	0	500	500		500	0.0%	
4085 Repairs & Maintenance	0	6	250	244		244	2.6%	
Allotments :- Indirect Expenditure	0	6	750	744	0	744	0.9%	0
Net Income over Expenditure	0	669	0	(669)				
137 Biodiversity & Horticulture								
4383 Flowers & Gardens	0	0	1,000	1,000		1,000	0.0%	
5457 EN2 - Biodiversity Action	0	0	2,000	2,000		2,000	0.0%	
Biodiversity & Horticulture :- Indirect Expenditure	0	0	3,000	3,000	0	3,000	0.0%	0
Net Expenditure	0	0	(3,000)	(3,000)				
138 Bus Shelters/Street Furniture								
4085 Repairs & Maintenance	0	0	250	250		250	0.0%	
4991 Capital Works	0	0	3,000	3,000		3,000	0.0%	
Bus Shelters/Street Furniture :- Indirect Expenditure	0	0	3,250	3,250	0	3,250	0.0%	0
Net Expenditure	0	0	(3,250)	(3,250)				
139 The Hub								
1455 Income - Warm Hub Donations	396	1,175	0	(1,175)			0.0%	
The Hub :- Income	396	1,175	0	(1,175)				0
5450 Warm Hub Expenditure	628	993	0	(993)		(993)	0.0%	
The Hub :- Indirect Expenditure	628	993	0	(993)	0	(993)		0
Net Income over Expenditure	(231)	182	0	(182)				
150 Toilets								
1365 Income - Other	0	0	500	500			0.0%	
1450 Income - Donations	6	17	0	(17)			0.0%	
Toilets :- Income	6	17	500	483			3.4%	0
4000 Salary	1,100	2,201	21,120	18,919		18,919	10.4%	
4005 HMRC	111	221	1,670	1,449		1,449	13.2%	
4010 Pension Payments	89	179	1,480	1,301		1,301	12.1%	
4061 Electricity	39	39	2,000	1,961		1,961	2.0%	

Detailed Income & Expenditure by Budget Heading 04/06/2026

Month No: 2

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4063 Water	0	0	5,000	5,000		5,000	0.0%	
4064 Hygiene Contract	0	0	4,500	4,500		4,500	0.0%	
4085 Repairs & Maintenance	0	0	1,000	1,000		1,000	0.0%	
4100 Cleaning & Materials	205	205	500	295		295	41.0%	
4991 Capital Works	0	0	1,000	1,000		1,000	0.0%	
Toilets :- Indirect Expenditure	1,544	2,844	38,270	35,426	0	35,426	7.4%	0
Net Income over Expenditure	(1,538)	(2,827)	(37,770)	(34,943)				
<u>160 Domen Castell</u>								
4055 Rates	0	1,481	779	(702)		(702)	190.1%	
4061 Electricity	17	27	200	173		173	13.3%	
4063 Water	0	0	100	100		100	0.0%	
4085 Repairs & Maintenance	155	155	1,500	1,345		1,345	10.3%	
4500 CCTV	570	570	1,000	430		430	57.0%	
4550 Rent Private Land	0	3,000	3,000	0		0	100.0%	
4555 Rent Powis Estates	0	0	1,350	1,350		1,350	0.0%	
4860 Professional Fees	0	0	1,000	1,000		1,000	0.0%	
Domen Castell :- Indirect Expenditure	741	5,232	8,929	3,697	0	3,697	58.6%	0
Net Expenditure	(741)	(5,232)	(8,929)	(3,697)				
<u>190 Ann Holloway Centre</u>								
1300 Income - Rent	0	0	1,000	1,000			0.0%	
1365 Income - Other	0	0	1	1			0.0%	
Ann Holloway Centre :- Income	0	0	1,001	1,001			0.0%	0
4085 Repairs & Maintenance	450	450	0	(450)		(450)	0.0%	
Ann Holloway Centre :- Indirect Expenditure	450	450	0	(450)	0	(450)		0
Net Income over Expenditure	(450)	(450)	1,001	1,451				
<u>200 Meals on Wheels</u>								
4000 Salary	0	0	250	250		250	0.0%	
4005 HMRC	0	0	225	225		225	0.0%	
4100 Cleaning & Materials	0	0	100	100		100	0.0%	
4400 Vehicles	0	1,148	2,904	1,756		1,756	39.5%	
4710 Meal Costs	211	211	500	289		289	42.1%	
Meals on Wheels :- Indirect Expenditure	211	1,358	3,979	2,621	0	2,621	34.1%	0
Net Expenditure	(211)	(1,358)	(3,979)	(2,621)				
Operations & Development :- Income	3,601	8,182	41,281	33,099			19.8%	
Expenditure	24,472	92,755	459,835	367,080	2,277	364,803	20.7%	
Movement to/(from) Gen Reserve	(20,871)	(84,573)	(418,554)	(333,981)				

Detailed Income & Expenditure by Budget Heading 04/06/2026

Month No: 2

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	3,601	8,182	41,281	33,099			19.8%	
Expenditure	24,472	92,755	459,835	367,080	2,277	364,803	20.7%	
Net Income over Expenditure	(20,871)	(84,573)	(418,554)	(333,981)				
Movement to/(from) Gen Reserve	(20,871)	(84,573)	(418,554)	(333,981)				

Appendix G

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

Document / Report #749

Author	Richard Williams Town Clerk & Responsible Finance Officer
Title	WTCIP - June 26
Date	2nd June 2026

OFFICERS RECOMMENDATION

- 1. To note the successful award of £83,000 under the Pride in Place Impact Fund for the Welshpool Town Centre Improvement Project.**
- 2. To authorise the Town Clerk to obtain further quotations for landscape architecture, design and project development services in accordance with the Council's procurement requirements.**
- 3. To approve a period of public engagement and consultation on emerging proposals.**

1. Purpose

1. To update Members on the successful award of funding under the Pride in Place Impact Fund, consider the next steps required to develop the Welshpool Town Centre Improvement Project and seek authority to obtain further quotations for professional design and project development services.

2. Background

1. Members will be aware that Welshpool Town Council submitted an application to the Pride in Place Impact Fund for the Welshpool Town Centre Improvement Project.
2. The project seeks to deliver a coordinated package of public realm improvements across Welshpool, including enhanced wayfinding and signage, replacement street furniture, tree planting and greening, improvements to public spaces, installation of a digital information board, town identity features and improvements to visitor infrastructure.
3. The Council has now received confirmation that the application has been successful and has been awarded £83,000 under the Pride in Place Impact Fund.
4. The grant offer requires the Council to enter into a formal funding agreement and complete all works by 31 March 2027. Any material changes to the approved project scope will require agreement from Powys County Council.

5. At its meeting in April 2026, Full Council considered arrangements for project delivery and resolved to establish a dedicated Project Board to oversee implementation of the project and provide recommendations to Council as required - the Project Board consists of Cllrs Phil Pritchard, Phil Owen, Nick Howells, Estelle Bleivas and William Rowell.

3. Advice

1. Whilst the Council has secured funding for the project, the current application represents a high-level concept rather than a fully designed scheme.
2. The next stage will therefore involve developing the approved concept into a deliverable project through:
 1. Site assessments;
 2. Development of design options;
 3. Public engagement and consultation;
 4. Preparation of drawings and specifications;
 5. Development of planting and public realm proposals;
 6. Identification of statutory approvals and permissions;
 7. Production of tender documentation where required.
3. The Council has received an initial fee proposal from a landscape architecture practice experienced in public realm and town centre improvement projects.
4. The proposal includes support with site assessment, concept development, consultation material, masterplanning and design development. Whilst the proposal appears broadly aligned with the Council's aspirations, it is considered prudent and consistent with the Council's procurement requirements to obtain additional quotations before making any appointment.
5. Once quotations have been received, a further report can be presented setting out the options available and seeking authority to appoint a preferred consultant.

4. Links to Strategic Objectives and Interim Strategic Plan

1. Describe how the topic relates to the Council's ISP.

5. Resource & Legal Implications

1. The project has been awarded £83,000 through the Pride in Place Impact Fund.
2. Match funding contributions have previously been identified by the Council towards planting and bus stop improvements.
3. There will be professional fees associated with project design, consultation, procurement and delivery. These costs are expected to be met from within the overall project budget, subject to approval and compliance with grant conditions.
4. The Council must comply with the terms of the grant funding agreement and its own Financial Regulations and procurement procedures. Certain elements of the project may require permissions or approvals, including highways approvals, landowner consents and advertisement consent for the proposed digital noticeboard.

6. Specific Implications

1. **Crime and Disorder** - no direct implications (Crime and Disorder Act 1998).

2. **Biodiversity** - positive implications through increased planting, tree provision and green enhancements (Environment (Wales) Act 2016).
3. **Well-being** - supports the goals of a Prosperous Wales, Resilient Wales, Healthier Wales and Cohesive Communities. (Well-being of Future Generations (Wales) Act 2015).
4. **Risk Management** - N/A.

7. Recommendation

1. To note the successful award of £83,000 under the Pride in Place Impact Fund for the Welshpool Town Centre Improvement Project.
2. To authorise the Town Clerk to obtain further quotations for landscape architecture, design and project development services in accordance with the Council's procurement requirements.
3. To approve a period of public engagement and consultation on emerging proposals.

8. Decision

1. To resolve to adopt the recommendations as above.

Appendix H



LETTER OF APPOINTMENT FOR PARTIAL SERVICES

ILA

Our Ref: NE4507

22 May 2026

Richard Williams - Welshpool Town Council
By Email

Dear Richard

Letter of Appointment for Partial Services **Project: Siting 2 Shipping Containers**

Partial – Preparation and submission of a planning application.

I write as promised to set out details of our services and fees and our terms of appointment for your project.

Services

We will provide the services described in the attached schedule of services for the stages listed below:

Stage 3a

Fees

We will charge the following **fixed** fee for Stage 3a (*up to and including submission of a planning application*):

£850

We will charge hourly fee for Stage 3a (negotiation with the Local Planning Authority once application submitted) based on the hourly rates listed below:

Part II Architectural Technologist	£85.00
Senior Part II Architectural Technologist	£95.00
Senior Architect	£130.00
Director	£150.00
Conservation Architect	£200.00

This fee excludes VAT, expenses, disbursements, local authority fees or charges associated with statutory approvals and other professional or specialist services

Our fees are allocated to each stage of works as below and invoices will be issued monthly for services performed during the course of each stage of works:

Stage 3a – Planning submission	£850
Stage 3a – Planning negotiation	£Hourly

Total **£850** *(estimated)*

Terms of Engagement

The terms that apply to our appointment are the terms set out in this letter of appointment) and the Terms of Appointment (TA) enclosed. Please note that where our Terms of Appointment conflict with the terms set out in this letter, then the terms set out in this letter will prevail. If you have any queries about these terms, please let us know.

Although your continuing instructions will amount to acceptance of these terms of engagement, please would you sign and return the duplicate copy of this letter as confirmation of the terms of our appointment.

Yours sincerely

A handwritten signature in black ink, appearing to read 'R. Lewis', with a long horizontal flourish extending to the right.

Richard Lewis (RIBA)
Director/Architect

I/We confirm my/our agreement to the appointment of Douglas Hughes Architects Limited on the basis of this letter and the terms of appointment attached.

.....
Richard Williams – For and on behalf of Welshpool Town Council

Enc. Hughes Architects Terms of Appointment
 Services Spreadsheet
 Cancellation Notice

Client's right to cancel

If you are a consumer client, you have the right to cancel this contract within 14 days without giving any reason.

The cancellation period will expire after 14 days from the day of the conclusion of the contract.

To exercise the right to cancel, you must inform us, Hughes Architects of 29 Broad Street, Newtown, Powys, SY16 2BQ, (Tel: 01686 610311; E: enquiries@hughesarchitects.co.uk) of your decision to cancel this contract by a clear statement (e.g. a letter sent by post or email). You may use the attached model Cancellation Form (CF), but it is not obligatory.

To meet the cancellation deadline, it is sufficient for you to send your communication concerning your exercise of the right to cancel before the cancellation period has expired.

Effects of Cancellation

If you cancel this contract, we will reimburse to you all payments received from you, excluding the costs of delivery (including the supplementary costs arising if you choose a type of delivery other than the least expensive type of standard delivery offered by us).

We may make a deduction from the reimbursement for loss in value of any goods supplied, if the loss is the result of unnecessary handling by you.

We will make the reimbursement without undue delay, and not later than:

- (a) 14 days after the day we receive back from you any goods supplied or,
- (b) (If earlier) 14 days after the day you provide evidence that you have returned the goods, or
- (c) If there were no goods supplied, 14 days after the day on which we are informed about your decision to cancel this contract.

We will make the reimbursement using the same means of payment as you used for the initial transaction, unless you have expressly agreed otherwise; in any event, you will not incur any fees as a result of the reimbursement.

If you requested to begin the performance of services during the cancellation, you shall pay us an amount which is in proportion to what has been performed until you have communicated to us your cancellation from this contract, in comparison with the full coverage of the contract.

Appendix I

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

Document / Report #743

Author	Richard Williams Town Clerk & Responsible Finance Officer
Title	Community Soft Play Trial
Date	5th June 2026

OFFICERS RECOMMENDATION

1. To approve the soft play trial project within the vacant Market Business Unit and to allocate a budget of up to £3000 for the purchase of equipment, signage and setup costs;
2. To delegate authority to the Town Clerk to implement the trial and undertake all necessary risk assessments and operational arrangements;
3. To approve the proposal to operate entry fee of £1 per child with payments accepted via contactless payment facilities, QR code payments and cash collection, and with a proportionate and pragmatic approach taken to enforcement during the trial period; and
4. To request a trial evaluation report be presented to the Committee upon completion of the trial.

1. Purpose

1. To consider the establishment of a temporary Community Play Space Pilot within the vacant Market Business Unit during Summer 2026.

2. Background

1. Welshpool Town Council continues to explore opportunities to increase activity within the Market Hall, support town-centre footfall, and make productive use of vacant Council-owned space.
2. The Market Business Unit is expected to become vacant and officers have explored the potential for a temporary family-focused Community Play Space within the unit during the summer holiday period.
3. The proposal would utilise modular and temporary soft play equipment suitable for younger children and families. The intention is not to establish a permanent soft play centre at this stage, but instead to undertake a low-cost pilot project to assess community demand, operational requirements and wider benefits.

4. The facility would operate on the basis that children remain under the active supervision and responsibility of accompanying parents or carers at all times.
5. The pilot would be established for a defined period during Summer 2026 and would be subject to formal review upon completion.

3. Operating Model

1. It is proposed that the Community Play Space operate as a free-to-access facility supported by voluntary donations. Visitors would be charged £1 per child during the trial period to minimise setup costs.
2. The proposed approach is intended to:
 1. maximise access for families
 2. encourage community involvement
 3. minimise administrative requirements
 4. avoid the need for booking systems or access control arrangements
3. Payment will be accepted through contactless payment facility outside the Market Business Unit.
4. The facility would operate only during advertised opening hours

4. Objectives

1. The pilot seeks to assess the demand for family recreational provision within the town centre, which is a constant query picked up online and through the Council's engagement on its Interim Strategic Plan last year.
2. It will also assess the operational and maintenance requirements for anything more long term.
3. The proposal would make productive temporary use of a currently vacant unit within the Market Hall and would encourage additional family visits to the town centre and increase dwell time. The pilot would provide an additional recreational activity for local families and visitors during the summer holiday period.
4. Should the pilot proceed, officers would ensure:
 1. appropriate risk assessments are completed
 2. insurance in place
 3. daily inspection procedures are implemented
 4. suitable cleaning arrangements are established
 5. adequate CCTV coverage is maintained.
5. Signage would make clear that children remain the responsibility of their parent or carer at all times and must be actively supervised whilst using the facility.

5. Financial Implications

1. The estimated setup cost is between £2,000 and £3,000. The proposal would utilise temporary and modular equipment to minimise financial risk and maximise flexibility.
2. It is proposed that funding be met from a new budget line with a virement from Special Projects and Community Events cost codes (Finance & Governance Committee to discuss the virement)

3. With a fee of £1 per child, the income will most likely not exceed expenditure however does help offset some of the setup costs involved and also keeps costs down for families during the cost of living crisis.
4. Use of the vacant Market Business Unit for the duration of the pilot will delay the re-letting of the unit and therefore will cause loss of rental income. However, officers consider that the pilot would provide valuable evidence to support future decision-making regarding family-focused activity within the Town Hall.
5. The Council has powers to provide recreational facilities and community amenities for the benefit of residents and visitors. Appropriate insurance arrangements and risk assessments would be completed prior to commencement.

6. Recommendation

1. To approve the soft play trial project within the vacant Market Business Unit and to allocate a budget of up to £3000 for the purchase of equipment, signage and setup costs;
2. To delegate authority to the Town Clerk to implement the trial and undertake all necessary risk assessments and operational arrangements;
3. To approve the proposal to operate entry fee of £1 per child with payments accepted via contactless payment facilities, QR code payments and cash collection, and with a proportionate and pragmatic approach taken to enforcement during the trial period; and
4. To request a trial evaluation report be presented to the Committee upon completion of the trial.

7. Decision

1. To resolve the recommendations as above.