



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

Agenda & Summons

Finance & Governance Committee - 20/05/2026 6:30pm

14th May 2026

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 20th May 2026 in the Council Chamber, Welshpool Town Hall at 6:30pm to transact the business outlined below.

Yours sincerely,

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

In accordance with the [Local Government and Elections \(Wales\) Act 2021](#), this meeting is available by remote means. Please visit <https://us02web.zoom.us/j/82686730608?pwd=OE0aznJqeCjefwVgaZdUbqu2OqWLal.1> to join online or use Zoom Meeting ID 826 8673 0608 and passcode 318862.

Agenda

1. 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]

2. 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]

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 of 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 15/04/2026. [Para. 35(1), Sch 12, Local Government Act 1972]

[Appendix B]

4.2. Matters Arising

To report for information purposes only matters arising from the Finance & Governance Committee on 15/04/2026.

5. BUSINESS PLANNING & FINANCIAL MATTERS

5.1. Council Accounts (April - Period 1)

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

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

[Appendix C]

[Appendix D]

5.2. Payment of Invoices - May

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

[Appendix E]

5.3. Scrutiny of Payments

To hear the feedback from April 2026 (Cllr Rowell) for the scrutiny of payments exercise as set out in Financial Regulations and to nominate members to scrutinise May, June and July.

5.4. Interim Strategic Plan Action Plan

To consider the approved committee Interim Strategic Plan action plan.

[Appendix F]

6. GOVERNANCE

6.1. Standing Orders

To consider the changes proposed to Standing Orders and recommend adoption for 2026/27. [Para. 42, Sch 12, Local Government Act 1972]

[Appendix G]

[Appendix H]

6.2. Financial Regulations

To consider any changes to Financial Regulations and recommend adoption for 2026/27.

[Appendix I]

6.2. Scheme of Delegation

To consider any changes the Scheme of Delegation and recommend adoption for 2026/27. [Section 101(1), Local Government Act 1972]

[Appendix J]

6.4. Investments & Reserves Strategy

To consider any changes to the Investments & Reserves Strategy and recommend adoption for 2026/27. [Section 12, Local Government Act 2003]

[Appendix K]

6.5. Council Committees

To consider any changes the terms of reference of Council Committees and recommend adoption for 2026/27. [Section 101(1), Local Government Act 1972]

[Appendix L]

6.6. Bank Mandate

To consider the bank mandate and recommend changes to Full Council.

[Appendix M]
[Appendix N]

6.7. Civility and Respect

To consider the Welsh Civility and Respect pledge and recommend adoption.

[Appendix O]

7. 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 Finance & Governance Committee will be held on 17th June 2026 at 6:30pm.

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

9.1. WIC Staffing [CONFIDENTIAL]

To consider the update from the Town Clerk in relation to the WIC staffing structure prior to filling the vacancy. [Confidential - information relating to any negotiation in connection with any labour relations matter arising between the Council and employees.]

9.2. Other Staffing [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

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.

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
Tel: 01938 553142 Email: office@welshpooltowncouncil.gov.uk

DRAFT

Minutes of the Finance & Governance Committee held on 15/04/2026 6:30pm in Council Chamber, Welshpool Town Hall.

PRESENT:

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

Apologies for absence:

Councillor Estelle Bleivas

Absent:

Councillor David France

Also in attendance:

Councillor Nick Howells
Richard Williams - Town Clerk & Responsible Finance Officer

FG150426/1. WELCOME, CODE OF CONDUCT AND APOLOGIES FOR ABSENCE

The Chair welcomed all to the meeting and reminded attendees to show respect for all throughout the meeting. Apologies were received by Cllr Estelle Bleivas.

FG150426/2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None.

FG150426/3. PUBLIC PARTICIPATION

None.

FG150426/4. MINUTES AND MATTERS ARISING

FG150426/4.1 Previous Minutes

The Town Clerk explained that Cllr Carol Robinson had given her apologies however was wrongly recorded in the minutes.

Cllr Nick Howells left the meeting.

RESOLVED

To approve as amended, the minutes from the meeting of the Finance & Governance Committee on 18/03/2026.

WTCM622 - Proposed by Cllr Alison Davies, seconded by Cllr Phil Owen

FG150426/4.2 Matters Arising

Cllr Richard Church joined the meeting.

A query was raised regarding WTCM587 and the Town Clerk explained that this was in hand and a presentation planned.

FG150426/5. BUSINESS PLANNING & FINANCIAL MATTERS

FG150426/5.1 Council Accounts (February - Period 12)

The committee thanked the Town Clerk & RFO for their and the team's hard work on the financial situation this year. Members remarked that the finances are moving in the right direction.

FG150426/5.2 Payment of Invoices - April

The Town Clerk summarised the payments and answered any queries.

RECOMMENDED

To consider payment of invoices for April 2026.

WTCM623 - Proposed by Cllr Alison Davies, seconded by Cllr Revd William Rowell

FG150426/5.3 Scrutiny of Payments

Cllr Richard Church reported back on the scrutiny of payments from February which were successful. Cllr Phil Owen swapped with Cllr William Rowell who is unable to do the scrutiny as he is a bank signatory and the check is a quarterly one.

FG150426/5.4 Interim Strategic Plan Action Plan

The Chair summarised the report.

Cllr Nick Howells joined the meeting.

FG150426/6. END OF YEAR 2025/26

The Town Clerk summarised the reports and answered any queries. Members thanked the whole team for their work.

FG150426/7. OTHER MATTERS

FG150426/7.1 Digital Engagement - Q4 2025

The Town Clerk summarised the report and answered queries. A query was raised regarding metrics for articles on MyWelshpool about the Town Council - Town Clerk to investigate.

FG150426/7.2 Section 137 Expenditure Limit for 2026/27

The committee noted that the limit on expenditure for the year under Section 137 powers is £57,652.

FG150426/7.3 DBCC Annual Report 2026/27

The committee noted the report from the DBCC.

FG150426/8. FINANCIAL YEAR 2026/27

FG150426/8.1 BACS/CHAPS

The Town Clerk explained that Financial Regulations required that each year the Council has to approve the continuation of BACS as a means of payment.

RECOMMENDED

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

WTCM624 - Proposed by Cllr Morag Bailey, seconded by Cllr Revd William Rowell

FG150426/8.2 Bank Mandate

The Town Clerk summarised the bank mandate and members explained that anyone who wanted to be a bank signatory was previously added. At the last Annual Meeting, the mandate was changed and new categories introduced.

A debate took place regarding the levels of permissions given to bank signatories. The Town Clerk is to research the permission levels to the next meeting.

FG150426/8.3 Direct Debits

The committee reviewed the list of direct debits for 2026/27.

RECOMMENDED

To approve the list of direct debits for for the 2026/27 financial year.

WTCM625 - Proposed by Cllr Alison Davies, seconded by Cllr Revd William Rowell

FG150426/8.4 Salaries

The Town Clerk explained that this is not approval of salaries as they will still appear on the approval list however there are times when Full Council meets after the salary payment date.

RECOMMENDED

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

WTCM626 - Proposed by Cllr Revd William Rowell, seconded by Cllr Phil Owen

FG150426/8.5 Insurance

The Town Clerk explained the insurances and answered queries. A query was raised about insurance during Tour de France which will be picked up in the Committee.

RECOMMENDED

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

WTCM627 - Proposed by Cllr Phil Pritchard, seconded by Cllr Revd William Rowell

FG150426/8.6 HR & HS Support

The Town Clerk summarised the report and a debate over took place over providers.
Cllr Nick Howells left the meeting.

RECOMMENDED

To approve the renewal contract with WorkNest for Health and Safety, Fire Safety support and optional Health & Safety prosecution insurance for 5 years at £5546.48 per annum

WTCM628 - Proposed by Cllr Phil Pritchard, seconded by Cllr Alison Davies

RECOMMENDED

To approve the contract with WorkNest for Employment / HR support for 5 years.

WTCM629 - Proposed by Cllr Alison Davies, seconded by Cllr Richard Church

FG150426/8.7 Community Angels

Members explained that during Covid-19, volunteers & staff delivered meals and collecting shopping/prescriptions and this group became known as the Community Angels.

A proposal was made to disperse the funds to a organisation with similar aims which would satisfy the objects of how the money was raised. It was suggested that Welshpool Community Haven would be a similar organisation however it was suggested that the North Montgomeryshire Volunteer Bureau were setting up a similar scheme.

A proposal was made to speak to County Cllr Graham Breeze about the monies and speak to the NMVB about their scheme and split the funds between their scheme and Welshpool Community Haven.

RECOMMENDED

**To ask officers to speak to County Cllr Graham Breeze about the Community Angel monies held by the Council and speak to the NMVB about their potential similar scheme; and
To split the funds between their scheme (if progressing) and Welshpool Community Haven as organisations with similar objectives.**

WTCM630 - Proposed by Cllr Revd William Rowell, seconded by Cllr Alison Davies. A recorded vote was requested.

For: Alison Davies, Carol Robinson, Morag Bailey, Phil Owen, Richard Church, Revd William Rowell

Against:

Abstain: Phil Pritchard

FG150426/9. ITEMS FOR FUTURE AGENDA & DATE OF NEXT MEETING

The next meeting of Finance & Governance Committee will be held on 20th May 2026 at 6:30pm

FG150426/10. CONFIDENTIAL SESSION - EXCLUSION

WR / AD - approve

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

WTCM631 - Proposed by Cllr Revd William Rowell, seconded by Cllr Alison Davies

FG150426/11. STAFFING

FG150426/11.1 Temporary Cover [CONFIDENTIAL]

The Town Clerk explained the issues facing recruitment and asked members to make a decision regarding temporary cover.

RECOMMENDED

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

WTCM632 - Proposed by Cllr Morag Bailey, seconded by Cllr Revd William Rowell. A recorded vote was requested.

For: Alison Davies, Carol Robinson, Morag Bailey, Phil Owen, Richard Church, Revd William Rowell

Against: Phil Pritchard

Abstain:

FG150426/11.2 Staffing [CONFIDENTIAL]

The Town Clerk updated the committee on staffing updates.

The meeting finished at 20:21.

Signed:

Dated:

Councillor Morag Bailey (Chair)

Decision/Action Log

ID		Assigned
WTCM622	RESOLUTION FG150426/4.1 Previous Minutes To approve as amended, the minutes from the meeting of the Finance & Governance Committee on 18/03/2026.	Town Clerk & Responsible Finance Officer
WTCM623	RECOMMENDATION FG150426/5.2 Payment of Invoices - April To consider payment of invoices for April 2026.	Town Clerk & Responsible Finance Officer
WTCM624	RECOMMENDATION FG150426/8.1 BACS/CHAPS To approve the continuation of BACS/CHAPS for the 2026/27 financial year.	Town Clerk & Responsible Finance Officer
WTCM625	RECOMMENDATION FG150426/8.3 Direct Debits To approve the list of direct debits for for the 2026/27 financial year.	Town Clerk & Responsible Finance Officer
WTCM626	RECOMMENDATION FG150426/8.4 Salaries To approve the payment of salaries in accordance with the approved Staffing Structure prior to monthly approval for the 2026/27 financial year.	Town Clerk & Responsible Finance Officer

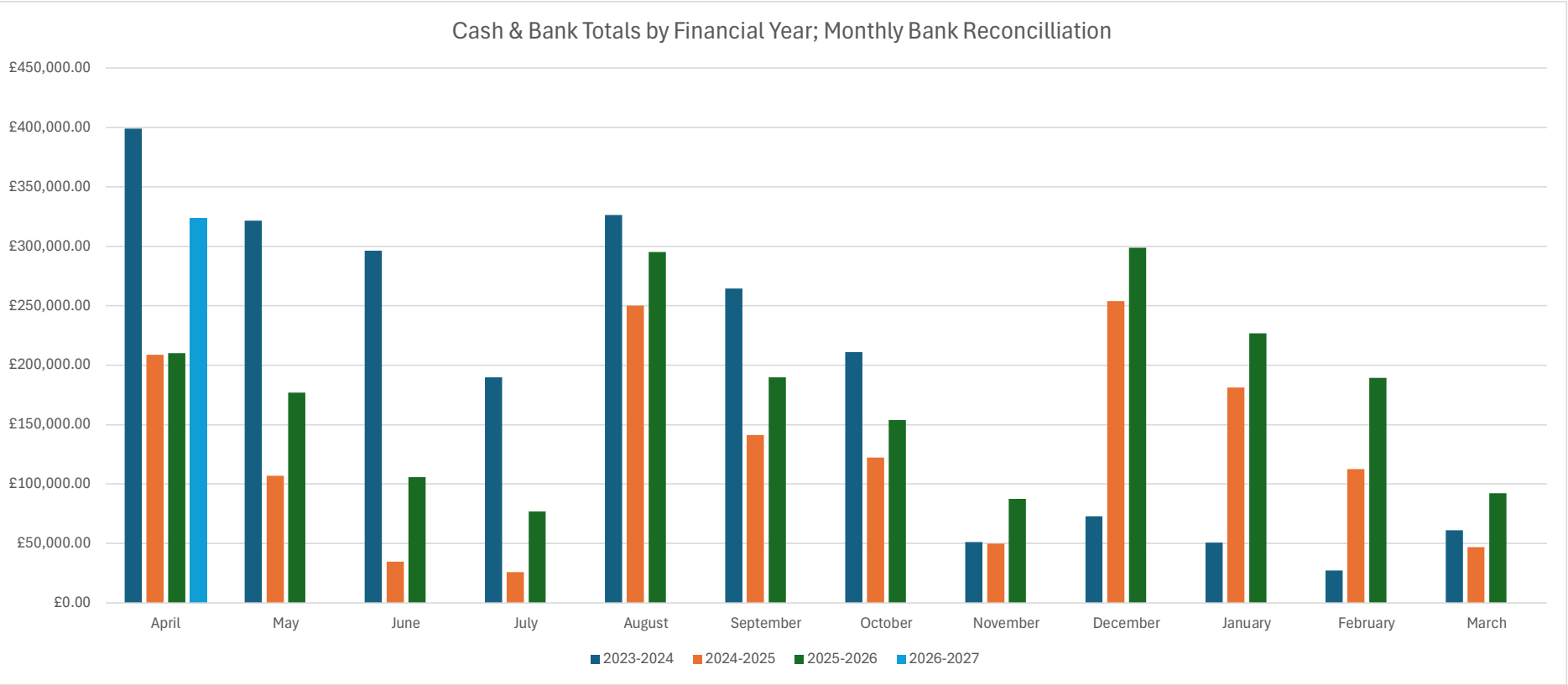
ID		Assigned
WTCM627	RECOMMENDATION FG150426/8.5 Insurance To retrospectively approve the insurance quotes for the next three years as set out in the agenda.	Town Clerk & Responsible Finance Officer
WTCM628	RECOMMENDATION FG150426/8.6 HR & HS Support To approve the renewal contract with WorkNest for Health and Safety, Fire Safety support and optional Health & Safety prosecution insurance for 5 years at £5546.48 per annum	Town Clerk & Responsible Finance Officer
WTCM629	RECOMMENDATION FG150426/8.6 HR & HS Support To approve the contract with WorkNest for Employment / HR support for 5 years.	Town Clerk & Responsible Finance Officer
WTCM630	RECOMMENDATION FG150426/8.7 Community Angels To ask officers to speak to County Cllr Graham Breeze about the Community Angel monies held by the Council and speak to the NMVB about their potential similar scheme; and To split the funds between their scheme (if progressing) and Welshpool Community Haven as organisations with similar objectives.	Town Clerk & Responsible Finance Officer
WTCM631	RESOLUTION FG150426/10 Confidential Session - Exclusion That members of the public and press be requested to leave the meeting by reason of the confidential nature of the business about to be transacted	Town Clerk & Responsible Finance Officer
WTCM632	RECOMMENDATION FG150426/11.1 Temporary Cover To authorise the Town Clerk to pursue temporary agency cover for the cleaning position at best value which is to be reviewed in three months time to consider continuation or direct employment of the role.	Town Clerk & Responsible Finance Officer

Appendix C

Welshpool Town Council

Cash & Bank Totals

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



Appendix D

12:04

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

Month No: 1

Committee Report

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

12:04

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

Month No: 1

Committee Report

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

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

212 Members Allowances

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

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

213 IT Costs

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

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

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

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

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

Operations & Development100 Town Hall

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

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

Month No: 1

Committee Report

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

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

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Committee Report

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

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

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Committee Report

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

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Committee Report

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

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4860 Professional Fees	0	0	1,000	1,000		1,000	0.0%	
Domen Castell :- Indirect Expenditure	4,491	4,491	8,929	4,438	0	4,438	50.3%	0
Net Expenditure	(4,491)	(4,491)	(8,929)	(4,438)				
<u>190 Ann Holloway Centre</u>								
1300 Income - Rent	0	0	1,000	1,000			0.0%	
1365 Income - Other	0	0	1	1			0.0%	
Ann Holloway Centre :- Income	0	0	1,001	1,001			0.0%	0
Net Income	0	0	1,001	1,001				
<u>200 Meals on Wheels</u>								
4000 Salary	0	0	250	250		250	0.0%	
4005 HMRC	0	0	225	225		225	0.0%	
4100 Cleaning & Materials	0	0	100	100		100	0.0%	
4400 Vehicles	1,148	1,148	2,904	1,756		1,756	39.5%	
4710 Meal Costs	0	0	500	500		500	0.0%	
Meals on Wheels :- Indirect Expenditure	1,148	1,148	3,979	2,831	0	2,831	28.8%	0
Net Expenditure	(1,148)	(1,148)	(3,979)	(2,831)				
Operations & Development :- Income	4,581	4,581	41,281	36,700			11.1%	
Expenditure	68,283	68,283	459,835	391,552	2,277	389,276	15.3%	
Movement to/(from) Gen Reserve	(63,702)	(63,702)	(418,554)	(354,852)				

Events & Planning

<u>103 Place Plan</u>								
4661 Commission Costs	0	0	1,500	1,500		1,500	0.0%	
Place Plan :- Indirect Expenditure	0	0	1,500	1,500	0	1,500	0.0%	0
Net Expenditure	0	0	(1,500)	(1,500)				
<u>180 Tourist Information</u>								
1500 Income - Commission Sales	4,922	4,922	42,000	37,078			11.7%	
1505 Income - Rail Ticket	694	694	8,000	7,306			8.7%	
1510 Income - Direct Sales	1,299	1,299	12,000	10,701			10.8%	
Tourist Information :- Income	6,914	6,914	62,000	55,086			11.2%	0
4000 Salary	5,216	5,216	67,390	62,174		62,174	7.7%	
4005 HMRC	681	681	7,860	7,179		7,179	8.7%	

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Committee Report

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

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Committee Report

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

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Committee Report

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

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Committee Report

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

Appendix E

Invoices / Payments for Approval - Month 26-2

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

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

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

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

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

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

Appendix F



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
Ensure financial sustainability						
FS1	FG	Continue disposal of unused assets such as Berriew St toilets	TC £	Year 1-2	In progress	Work is in progress to dispose of the asset. FC approved discussions on next steps. Going to auction on 8th May.
FS2	FG	Benchmark administration costs against other towns and identify efficiencies	TC £	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 £	Year 1	Completed	Full Council approved new structure to go live on 1st January.
FS4	FG	Develop a three year budget to balance savings with new income generation	TC £	Year 2-3	Completed	Council considered 3 year budget in January 2026.
Improve communication, transparency and accountability						
CO2	FG	Build on existing platforms & continue with broadcasting meetings and update new democracy platform with more open data	TC £	Year 1	Ongoing	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 £	Year 1-3	Ongoing	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. Next Newsletter delayed due to pre-election period.
CO4	FG	Publish simple infographics of finances, projects and performance	TC £	Year 1-2	Ongoing	Work on Budget 2627 friendly page launched and new explorable graphs added. More work to continue to publish this - awaiting communications resource.
CO5	FG	Consider business case around expanding team to include dedicated communications resource	TC £	Year 1-2	Completed	Full Council approved new structure to go live on 1st January.
Strengthen engagement with the community						
EN1	FG	Run community workshops linked to Place Plan, Town Hall transformation and events	TC/EO/CM £	Year 1-3	In progress	Community workshops around Town Hall held in January, further events planned in April/May.
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 G



WELSHPOOL TOWN COUNCIL

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

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

BASED ON MODEL STANDING ORDERS 2025 (WALES)

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1. RULES OF DEBATE AT MEETINGS

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

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

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

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

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

2. DISORDERLY CONDUCT AT MEETINGS

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

3. MEETINGS GENERALLY

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

- a Notices of meetings

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

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

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

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

b Multi-location meetings

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

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

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

c. Meetings Generally – Other.

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

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

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

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Chair of the Council (if there is one).

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

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

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

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

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

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

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councillors with voting rights;

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

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

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

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

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

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

4. COMMITTEES AND SUB-COMMITTEES

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

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

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

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5. ORDINARY COUNCIL MEETINGS

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

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

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

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

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

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

7. PREVIOUS RESOLUTIONS

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

8. VOTING ON APPOINTMENTS

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

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

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

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

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

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

11. MANAGEMENT OF INFORMATION

See also standing order 20.

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

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

12. DRAFT MINUTES

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

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

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

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(s).

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

14. CODE OF CONDUCT COMPLAINTS

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

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

- d Upon notification from the Public Services Ombudsman for Wales that a complaint has been concluded, the Proper Officer shall place the report from the Ombudsman on the next Council agenda and Council shall take such actions as they consider appropriate.

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15. PROPER OFFICER

- a The Proper Officer shall be either (i) the Town Clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- i. The Proper Officer shall **at least three clear days before a meeting of the council, a committee** or a sub-committee:
- a) Arrange for the serving of the notice (including how the meeting may be accessed virtually, (if applicable) which must be published electronically and in a conspicuous place in the community at least three clear days before the meeting, or if the meeting is convened at shorter notice, at the time it is convened.
- b) If a member wants to receive the summons in writing rather than electronically, they must give notice in writing to the Proper Officer~~clerk~~ and specify the postal address to which the summons should be sent.
- c) The notice must provide details about how to access the meeting remotely, and the time and place of the meeting. The place may be omitted if the meeting is held by remote means only.
- d) The notice must be available in a conspicuous place giving notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them) and published electronically with notice of the time and place and, as far as reasonably practicable, any documents relating to the business to be transacted at the meeting unless they relate to business which is likely to be considered in private or if their disclosure would be contrary to any enactment.
- See standing order 3 (a) and (b) (Meetings Generally – Other) for the meaning of clear days for a meeting of a full council and for a meeting of a committee;*
- ii. subject to standing order 9, include on the agenda all motions in

the order received unless a councillor has given written notice at least five days before the meeting confirming their withdrawal of it;

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

facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the committee;

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

16. RESPONSIBLE FINANCIAL OFFICER

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

17. ACCOUNTS AND ACCOUNTING STATEMENTS

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

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

18. FINANCIAL CONTROLS AND PROCUREMENT

- a The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£30,000** due to special circumstances are exempt from a tendering process or procurement exercise.
 - b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- ~~c — A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the~~

~~Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).~~

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

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

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19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by the

committee with responsibility for staffing is subject to standing order 11.

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

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

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

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- a The Proper Officer shall act as the Data Protection Officer.

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

22. RELATIONS WITH THE PRESS/MEDIA

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

23. EXECUTION AND SEALING OF LEGAL DEEDS

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

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

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

24. COMMUNICATING WITH COUNTY COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the County Council

representing the area of the Council.

- b Unless the Council determines otherwise, a copy of each letter sent to the County Council shall be sent to the ward councillor(s) of the County Council representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

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

26. COUNCILLOR CHAMPIONS

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

27. COMMUNITY YOUTH

REPRESENTATIVES REPRESENTATIVES

- a **The Council may appoint up to two community youth representatives, who shall be between the ages of 16 and 25 and who the Council considers to be suitable to act as a community representative to represent the interests of those individuals who live, work or receive education or training in community area who have not attained the age of 26.**
- b **Any community youth representative is not a member of the**

Council and shall not count towards any quorum, or be entitled to vote or participate in meetings where a resolution has been made to exclude the public and press.

- c Any community youth representative shall hold and vacate office in accordance with terms of their appointment **and shall cease if they attain the age of 26.**
- d **Prior to appointment of any community youth representatives, the Council must give public notice of its intention to appoint a community youth representative and notice must be given to the head teacher or proprietor of any school and the governing body of any further or higher education institution within its community area.**
- e **The Council must have regard for any statutory guidance issued by the Welsh Ministers in accordance with Section 120 of the Local Government Measure 2009 before exercising any power under this Standing Order.**

28. STANDING ORDERS GENERALLY

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

Appendix H

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

Document / Report #691

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

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

The group recommend no changes to committee structure.

Changes

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

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

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

Appendix I



WELSHPOOL TOWN COUNCIL

FINANCIAL REGULATIONS 2025-26 (AS AMENDED)

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

1. General

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

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

1.7. In addition, the council shall:

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

2. Risk management and internal control

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

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

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

3. Accounts and audit

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

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

3.9. The Internal auditor may not under any circumstances:

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

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

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

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

4. Budget and precept

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

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

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

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

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

5. Procurement

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

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

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

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

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

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

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

6. Banking and payments

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

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

7. Electronic payments

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

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

8. Cheque payments

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

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

9. Payment cards

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

10. Petty Cash

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

11. Payment of salaries and allowances

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

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

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

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

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

12. Loans and investments

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

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

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

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

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

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

13. Income

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

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

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

14. Payments under contracts for building or other construction works

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

15. Stores and equipment

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

16. Assets, properties and estates

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

17. Insurance

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

18. Charities

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

19. Suspension and revision of Financial Regulations

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

Appendix 1 - Tender process

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

Appendix J

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Document / Report #690

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

1. Introduction

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

2. Council

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

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

3. Committees

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

4. Proper Officer and other officers

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

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

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

5. Urgent Matters

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

6. Limitations

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

Appendix K

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Document / Report #696

Author	Richard Williams Town Clerk & Responsible Finance Officer
Title	Investments & Reserves Strategy 2026-27
Date	8th May 2026

Investments and Reserves Strategy 2026-27

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

Investments

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

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

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

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

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

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

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

Reserves

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

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

Appendix L

FINANCE AND GOVERNANCE COMMITTEE

(Standing Committee)

Purpose

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

The matters referred to this Committee are:

- Financial Management
- Staffing including capability, discipline and grievances
- Information Management
- Grants and Fundraising
- Engagement and Communications
- Strategy (but not approval of)
- Policy (but not approval of)
- Transfer of Services (but not approval of)

Delegated Powers and Responsibilities

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

To approve the previous minutes of the committee.

Membership

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

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

Frequency

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

EVENTS AND PLANNING COMMITTEE

(Standing Committee)

Purpose

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

The matters referred to this Committee are:

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

Delegated Powers and Responsibilities

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

To approve the previous minutes of the committee.

Membership

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

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

Frequency

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

OPERATIONS AND DEVELOPMENT COMMITTEE

(Standing Committee)

Purpose

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

The matters referred to this Committee are:

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

Delegated Powers and Responsibilities

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

To approve the previous minutes of the committee.

Membership

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

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

Frequency

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

HEALTH AND SAFETY COMMITTEE

(Advisory)

Purpose

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

Delegated Powers and Responsibilities

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

Membership

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

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

Frequency

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

AUDIT COMMITTEE

(Advisory)

Purpose

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

Delegated Powers and Responsibilities

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

Membership

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

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

Frequency

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

TOUR DE FRANCE SPECIAL COMMITTEE

(Advisory)

Purpose

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

Delegated Powers and Responsibilities

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

Membership

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

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

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

Frequency

On demand as required.

Appendix M

Bank Mandates and Signatories – as of 7th April 2026

Current Mandate

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

Mandate approved by Council

Annual Meeting – 28th May 2025 / Resolution WTCM113

RESOLVED

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

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

Changes in the 2025/26 Year

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

Appendix N

Lloyds Banking Mandate – Responsibilities

Bank Mandate

Full Signatories

Full Signatories, sometimes known as Full Power Signatories, can:

- make and authorise payments from the business accounts
- discuss the business accounts with us
- open and close accounts for the business
- apply for new products and services - extra requirements may be applicable for certain credit products
- change who can access your business accounts
- have full access to Online for Business.

Limited Signatories

Limited Signatories, sometimes known as Limited Power Signatories, can:

- make payments from the business accounts
- discuss the business accounts with us
- have delegate access to Online for Business.

Non Signatories

Non Signatories can:

- request and view information for selected accounts
- be a beneficial owner, partner, director, trustee or other controlling official
- delegate or view-only access to Online for Business.

Online Banking Access

Full Access Users

Full Access Users can:

- view accounts and transactions
- make online payments
- set up online payment controls
- add and remove people from the business accounts

- change the business details, for example update the address
- apply for new products and services - extra requirements may be applicable for certain credit products.

Delegate Access Users

Delegate Access Users can:

- view accounts and transactions
- make online payments.

View Only Users

View Only Users can:

- view accounts and transactions.

Appendix O

Civility and Respect Pledge

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

Date of Council Meeting

Signature

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