



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

Agenda & Summons

Finance & Governance Committee - 21/10/2026 6:30pm

16th October 2026

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

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 21st October 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 & Responsible Finance 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/88064322628?pwd=A8X2We5Rvif5Zp5l9lfHhJNC0lXp6I.1> to join online or use Zoom Meeting ID 880 6432 2628 and passcode 523363.

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 16/09/2026. [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 16/09/2026.

5. BUSINESS PLANNING & FINANCIAL MATTERS

5.1. Council Accounts (September - Period 6)

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

- General Fund - £18,908.70
- 30 Day Account - £250,614.77
- Petty Cash - £35.03
- Hub Community Account - £4,281.62

[Appendix C]

[Appendix D]

5.2. Payment of Invoices - October

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

[Appendix E]

5.3. Scrutiny of Payments

To hear the feedback from September 2026 (Cllr Phil Owen) for the scrutiny of payments exercise as set out in Financial Regulations and to elect for October, November and December 2026.

5.4. Interim Strategic Plan Action Plan

To consider the approved committee Interim Strategic Plan action plan.

[Appendix F]

5.5. Draft 1 Budget 2027/28

To consider the report from the Town Clerk in respect of Draft 1 budget for 2027/28.

[Appendix G]

[Appendix H]

6. POLICY

6.1. Draft Maternity & Family Friendly Policy

To consider adoption of the draft Maternity & Family Friendly Policy.

[Appendix I]

6.2. Draft AI Policy

To consider adoption of the draft AI Policy.

[Appendix J]

7. OTHER MATTERS

7.1. Digital Engagement - Q2 2026

To note the digital engagement report for Q2 2026 (April 2026 to June 2026).

[Appendix K]

7.2. Our Welshpool Newsletter

To consider the update from the Town Clerk on the Our Welshpool newsletter.

8. 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 18th November 2026 at 6:30pm.

9. 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]

10. STAFFING [CONFIDENTIAL]

To consider the monthly staffing report for the previous month; to note the Town Clerk's appraisal objectives and consider any other 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.]

Confidential Document [Appendix L]
Confidential Document [Appendix M]

Appendix A



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

What matters are being discussed at the meeting?

Do any relate to my interests?

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

More than other people in the authority's area?

NO

YES

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

You may have a
personal interest in
the matter

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

NO

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

YES

You may have a
prejudicial interest

This matter relates to:

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

NO

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

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

YES

Personal Interest

Prejudicial Interest

LOCAL GOVERNMENT ACT 2000

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

NOTIFICATION IN RESPECT OF:-

(1) PERSONAL INTEREST ORALLY DISCLOSED AT MEETING

[(2) DISPENSATION RELIED UPON AT MEETING]

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

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

DATE:	
MEETING:	

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

AGENDA ITEM:	
BUSINESS CONSIDERED:	

4. DETAILS OF PERSONAL INTEREST

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

--

5. PREJUDICIAL INTEREST

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

The personal interest detailed in Section 4 above:-

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

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

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

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

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

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 16/09/2026 6:30pm in Council Chamber, Welshpool Town Hall.

PRESENT:

Cllr Alison Davies
Cllr Morag Bailey (Chair)
Cllr Phil Pritchard
Cllr Richard Church
Cllr Revd William Rowell

Apologies for absence:

Cllr Carol Robinson
Cllr David France

Absent:

Also in attendance:

Kimberly Wright - Events & Markets Manager
Sonja Willems - Finance & Administration Assistant

FG160926/1. 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, in line with the obligations of the Code of Conduct. Apologies were received from Cllr Carol Robinson and Cllr David France.

FG160926/2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None.

FG160926/3. PUBLIC PARTICIPATION

None.

FG160926/4. MINUTES AND MATTERS ARISING

FG160926/4.1 Previous Minutes

RESOLVED

To approve the minutes from the meeting of the Finance & Governance Committee on 15/07/2026

WTCM859 - Proposed by Cllr Alison Davies, seconded by Cllr Revd William Rowell

FG160926/4.2 Matters Arising

None.

FG160926/5. BUSINESS PLANNING & FINANCIAL MATTERS

FG160926/5.1 Council Accounts (July - Period 4)

Members discussed the Inc & Exp report for Month 4

Cllr Alison Davies is concerned that the miscellaneous costs percentage is high.

Town Clerk to inform Committee what is covered in Miscellaneous.

Cllr Bill Rowell was confused over the percentages recorded in the Carnival figures. Sonja explained how the system creates the percentage figures.

Cllr Richard Church highlighted the percentage spent on end-of-season works and asked how much is yet to come out of it.

RESOLVED

To note the bank balances, accounts and overspends for Period 4

WTCM860 - Proposed by Cllr Alison Davies, seconded by Cllr Richard Church

FG160926/5.2 Council Accounts (August - Period 5)

Members discussed the Inc & Exp report for Month 5

Cllr Alison Davies raised the archives budget heading, as this has not been used to date. Alison asked if the years 2024/2025 have been archived yet.

Cllr Alison Davies also highlighted that the operations mobile phone has high expenditure.

Cllr Bill Rowell asked about the Borfa Green bus shelter: when we replace the concrete base, would that make Welshpool Town Council responsible for the bus shelter?

Cllr Alison Davies asked for the Biodiversity Plan to be brought back to Committee and explained that ties for trees have not yet been completed.

Cllr Richard Church asked what the waste collection heading was for. Kimberly explained that waste, such as cardboard and glass, is collected from outside the Town Hall.

RESOLVED

To note the bank balances, accounts and overspends for Period 5

WTCM861 - Proposed by Cllr Alison Davies, seconded by Cllr Richard Church

FG160926/5.2 Payment of Invoices - September

Members scrutinised the payment of invoices.

RECOMMENDED

To approve payment of invoices for September 2026

WTCM862 - Proposed by Cllr Alison Davies, seconded by Cllr Revd William Rowell

FG160926/5.3 Scrutiny of Payments

Cllr Alison Davies met with Sonja and went through the accounts. System working well.

Cllr Richard Church updated the Committee after he came in to scrutinise payments in July. Cllr

Richard Church also checked expenditure against the budget.

FG160926/5.4 Interim Strategic Plan Action Plan

Members are pleased to see actions in progress, ongoing or completed.

FG160926/5.5 Budget Virements

The Committee read and considered the budget virements.

RECOMMENDED

To approve the budget virements as set out in the report.

WTCM863 - Proposed by Cllr Alison Davies, seconded by Cllr Revd William Rowell

FG160926/6. POLICY

FG160926/6.1 Disciplinary Policy

Members of the committee discussed the policy page by page.

Cllr Morag Bailey would like an amendment made. Page 5, item 9, under the misconduct heading, says 'minor breaches of employment contract'. Cllr Morag Bailey suggested adding 'serious breaches of employment contract' under the Gross Misconduct heading.

Cllr Bill Rowell added that item 1.4 has an 'it' that is not needed.

Cllr Morag Bailey suggested that something be added to explain whether, if a member of staff appeals, a suspension will still be in place or not.

RECOMMENDED

To adopt the Disciplinary Policy with the following amendments;

- Page 5, item 9, under the misconduct heading, says 'minor breaches of employment contract'; add 'serious breaches of employment contract' under the Gross Misconduct heading.**
- Item 1.4 has an 'it' that is not needed.**
- Add an explanation of whether, if a member of staff appeals, a suspension will still be in place or not.**

WTCM864 - Proposed by Cllr Alison Davies, seconded by Cllr Revd William Rowell

FG160926/6.2 Grievance Policy

Members agreed that the policy is good and clear.

RECOMMENDED

To adopt the Grievance Policy.

WTCM865 - Proposed by Cllr Alison Davies, seconded by Cllr Richard Church

FG160926/6.3 Policy Review

Members considered the review of policies against the Finance and Governance Toolkit.

RECOMMENDED

To note the comparison of the Council's current employment policy framework with section B.12 of the Finance & Governance Toolkit.

To instruct officers, with support from the Council's human resources provider, to prioritise the preparation or review of policies covering adoption and paternity leave, capability, recruitment and shared parental leave.

To establish and maintain a central employment policy schedule recording approval and review dates.

WTCM866 - Proposed by Cllr Alison Davies, seconded by Cllr Revd William Rowell

FG160926/7. OTHER MATTERS

FG160926/7.1 Newsletter

Members discussed and agreed to review the Newsletter distribution after it has taken place.

Members also noted that there were no alternative options for the distribution.

Cllr Alison Davies suggested encouraging anyone who does not receive a Newsletter to contact the office directly with their address.

Cllr Morag Bailey added that perhaps anyone who does not receive a newsletter through the post can get in touch with the office and have a digital copy sent to them via email.

RECOMMENDED

To approve the printing and Royal Mail door-to-door distribution to SY21 7, SY21 8 and SY21 9 of the Council newsletter at a cost not exceeding £1,400.

WTCM867 - Proposed by Cllr Revd William Rowell, seconded by Cllr Richard Church

FG160926/7.2 Budget Setting Timetable 2027-2028

Cllr Bill Rowell raised caution on the timeframe of the budget-setting process, due to the possibility of cold weather.

FG160926/8. ITEMS FOR FUTURE AGENDA & DATE OF NEXT MEETING

Noting that the next meeting will be held on Wednesday, 21st October 2026.

No future items suggested.

FG160926/9. CONFIDENTIAL SESSION - EXCLUSION

RESOLVED

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

WTCM868 - Proposed by Cllr Morag Bailey, seconded by Cllr Revd William Rowell

FG160926/10. UTILITIES [CONFIDENTIAL]

Members thanked the Town Clerk for all his work.

RECOMMENDED

To note the chronology of the competing gas contracts and the circumstances in which the British Gas contract failed to go live.

To note that GEAB has agreed to waive in full its potential Non-Live Administration Fee and any other associated termination, cancellation or administration fees, that British Gas is not pursuing any sum, and that the matter has been concluded in full and final settlement.

To note that, following receipt of GEAB's written confirmation, the Council entered into the TotalEnergies electricity agreement for the period from 1 February 2029 to 31 January 2032.

WTCM869 - Proposed by Cllr Alison Davies, seconded by Cllr Revd William Rowell

FG160926/11. DEBTORS UPDATE - SEPTEMBER [CONFIDENTIAL]

The Finance & Administration Assistant provided members with an update and answered queries.

RECOMMENDED**To note the current debtor position; and****To approve the action as outlined in Section 3 of the Report in relation to Stage 3 debts***WTCM870 - Proposed by Cllr Richard Church, seconded by Cllr Revd William Rowell***FG160926/12. STAFFING [CONFIDENTIAL]**

Councillors discussed the reports and expressed their appreciation to all staff over the last couple of months for the standard of work being produced.

The meeting finished at 19:50.

Signed:

Dated:

Councillor Morag Bailey (Chair)

Decision/Action Log

ID		Assigned
WTCM859	RESOLUTION FG160926/4.1 Previous Minutes To approve the minutes from the meeting of the Finance & Governance Committee on 15/07/2026	Town Clerk & Responsible Finance Officer
WTCM860	RESOLUTION FG160926/5.1 Council Accounts (July - Period 4) To note the bank balances, accounts and overspends for Period 4	Town Clerk & Responsible Finance Officer
WTCM861	RESOLUTION FG160926/5.2 Council Accounts (August - Period 5) To note the bank balances, accounts and overspends for Period 5	Town Clerk & Responsible Finance Officer
WTCM862	RECOMMENDATION FG160926/5.2 Payment of Invoices - September To approve payment of invoices for September 2026	Town Clerk & Responsible Finance Officer
WTCM863	RECOMMENDATION FG160926/5.5 Budget Virements To approve the budget virements as set out in the report.	Town Clerk & Responsible Finance Officer
WTCM864	RECOMMENDATION FG160926/6.1 Disciplinary Policy To adopt the Disciplinary Policy with the following amendments; - Page 5, item 9, under the misconduct heading, says 'minor breaches of employment contract'; add 'serious breaches of employment contract' under the Gross Misconduct heading. - Item 1.4 has an 'it' that is not needed. - Add an explanation of whether, if a member of staff appeals, a suspension will still be in place or not.	Town Clerk & Responsible Finance Officer
WTCM865	RECOMMENDATION FG160926/6.2 Grievance Policy To adopt the Grievance Policy.	Town Clerk & Responsible Finance Officer

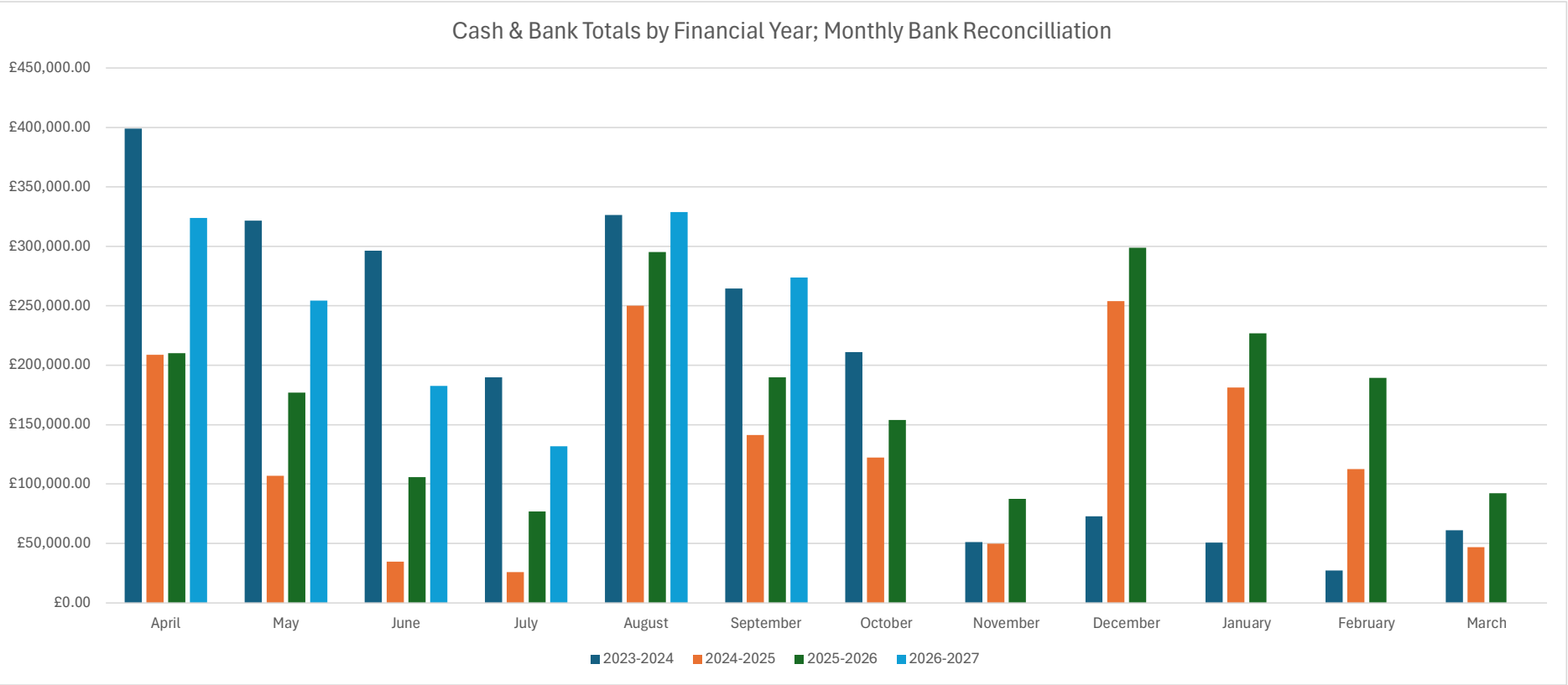
ID		Assigned
WTCM866	RECOMMENDATION FG160926/6.3 Policy Review To note the comparison of the Council's current employment policy framework with section B.12 of the Finance & Governance Toolkit. To instruct officers, with support from the Council's human resources provider, to prioritise the preparation or review of policies covering adoption and paternity leave, capability, recruitment and shared parental leave. To establish and maintain a central employment policy schedule recording approval and review dates.	Town Clerk & Responsible Finance Officer
WTCM867	RECOMMENDATION FG160926/7.1 Newsletter To approve the printing and Royal Mail door-to-door distribution to SY21 7, SY21 8 and SY21 9 of the Council newsletter at a cost not exceeding £1,400.	Town Clerk & Responsible Finance Officer
WTCM868	RESOLUTION FG160926/9 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
WTCM869	RECOMMENDATION FG160926/10 Utilities To note the chronology of the competing gas contracts and the circumstances in which the British Gas contract failed to go live. To note that GEAB has agreed to waive in full its potential Non-Live Administration Fee and any other associated termination, cancellation or administration fees, that British Gas is not pursuing any sum, and that the matter has been concluded in full and final settlement. To note that, following receipt of GEAB's written confirmation, the Council entered into the TotalEnergies electricity agreement for the period from 1 February 2029 to 31 January 2032.	Town Clerk & Responsible Finance Officer
WTCM870	RECOMMENDATION FG160926/11 Debtors Update - September To note the current debtor position; and To approve the action as outlined in Section 3 of the Report in relation to Stage 3 debts	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	£254,328.70	£182,667.83	£131,616.25	£328,831.35	£273,840.12						



Appendix D

Detailed Income & Expenditure by Budget Heading 12/10/2026

Month No: 6

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>Finance & Governance</u>								
<u>210 Administration & Management</u>								
1076 Precept	0	538,616	807,924	269,308			66.7%	
1080 Income - Interest	56	416	700	284			59.4%	
1365 Income - Other	0	1	0	(1)			0.0%	
Administration & Management :- Income	56	539,033	808,624	269,591			66.7%	0
4000 Salary	10,097	47,480	99,890	52,410		52,410	47.5%	
4005 HMRC	1,106	6,260	12,550	6,290		6,290	49.9%	
4010 Pension Payments	106	3,383	7,000	3,617		3,617	48.3%	
4011 PCC Pension Shortfall	0	6,100	6,100	0		0	100.0%	
4020 Training Staff	75	741	4,500	3,759		3,759	16.5%	
4021 Training Councillors	88	384	1,250	866		866	30.7%	
4025 Uniforms	0	0	200	200		200	0.0%	
4065 Mobile Phones	0	49	200	151		151	24.6%	
4205 Marketing	19	319	1,000	681		681	31.9%	
4330 Special Projects	1,678	2,528	16,000	13,472		13,472	15.8%	
4340 Equipment	0	0	500	500		500	0.0%	
4445 Conferences	0	535	750	215		215	71.4%	
4470 Bank Charges	43	344	1,000	656		656	34.4%	
4725 Stationery	44	393	1,500	1,107		1,107	26.2%	
4850 Insurance	0	34,541	33,000	(1,541)		(1,541)	104.7%	
4855 Audit	0	1,979	2,500	521		521	79.1%	
4860 Professional Fees	0	1,844	2,500	656		656	73.8%	
4861 Legal Fees	360	2,958	2,500	(458)		(458)	118.3%	
4875 Health & Safety	0	7,704	7,250	(454)		(454)	106.3%	
4880 Electrical Testing	0	0	500	500		500	0.0%	
4885 Elections	260	260	5,000	4,740		4,740	5.2%	
4890 Welsh Language	0	0	250	250		250	0.0%	
4895 Subscriptions	0	2,264	2,500	236		236	90.6%	
4900 Miscellaneous Costs	5	510	500	(10)		(10)	102.0%	
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	13,880	120,576	232,743	112,167	0	112,167	51.8%	0
Net Income over Expenditure	(13,824)	418,457	575,881	157,424				

Detailed Income & Expenditure by Budget Heading 12/10/2026

Month No: 6

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
211 Office								
4055 Rates	0	2,824	2,824	0		0	100.0%	
4061 Electricity	85	1,491	6,000	4,509		4,509	24.9%	
4085 Repairs & Maintenance	0	890	0	(890)		(890)	0.0%	
4100 Cleaning & Materials	0	0	250	250		250	0.0%	
4340 Equipment	0	504	3,618	3,114		3,114	13.9%	
Office :- Indirect Expenditure	85	5,709	12,692	6,983	0	6,983	45.0%	0
Net Expenditure	(85)	(5,709)	(12,692)	(6,983)				
212 Members Allowances								
1450 Income - Donations	0	182	0	(182)			0.0%	
Members Allowances :- Income	0	182	0	(182)				0
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
Net Income over Expenditure	0	182	(4,620)	(4,802)				
213 IT Costs								
4095 Licenses	0	282	240	(42)		(42)	117.5%	
4340 Equipment	0	868	2,500	1,632		1,632	34.7%	
4865 Web Site	45	154	500	346		346	30.9%	
4920 Accounts Software	0	4,844	4,000	(844)		(844)	121.1%	
4921 IT Support	270	1,641	3,156	1,515		1,515	52.0%	
4922 Photocopier	1,400	4,200	5,600	1,400		1,400	75.0%	
4923 Telephone & Broadband	702	3,651	6,855	3,204		3,204	53.3%	
IT Costs :- Indirect Expenditure	2,417	15,641	22,851	7,210	0	7,210	68.4%	0
Net Expenditure	(2,417)	(15,641)	(22,851)	(7,210)				
Finance & Governance :- Income	56	539,215	808,624	269,409			66.7%	
Expenditure	16,382	141,926	272,906	130,980	0	130,980	52.0%	
Movement to/(from) Gen Reserve	(16,326)	397,289	535,718	138,429				

Operations & Development

100 Town Hall								
1100 Income - Corn Exchange	498	3,402	5,000	1,598			68.0%	
1103 Refreshments - Corn Exchange	0	60	0	(60)			0.0%	

Detailed Income & Expenditure by Budget Heading 12/10/2026

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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
1105 Income - Assembly Rooms	2,280	3,188	3,500	312			91.1%	
1110 Income - Other Rooms	62	465	1,250	785			37.2%	
1120 Income - Telephone Mast Rental	1,250	2,500	5,000	2,500			50.0%	
1206 Income - Utilities Recharge	0	340	600	260			56.7%	
Town Hall :- Income	4,090	9,955	15,350	5,395			64.9%	0
4055 Rates	0	31,877	31,877	0		0	100.0%	
4061 Electricity	1,659	14,756	25,000	10,244		10,244	59.0%	
4062 Gas	387	7,410	30,000	22,590		22,590	24.7%	
4063 Water	0	1,566	2,500	934		934	62.6%	
4064 Hygiene Contract	1,673	5,642	4,500	(1,142)		(1,142)	125.4%	
4066 Statutory Testing	1,085	4,181	4,500	319		319	92.9%	
4085 Repairs & Maintenance	5,999	11,233	10,500	(733)		(733)	107.0%	
4095 Licenses	0	295	1,000	705		705	29.5%	
4098 Community Fridge	0	6	250	244		244	2.5%	
4100 Cleaning & Materials	145	579	1,375	796		796	42.1%	
4200 Waste Collection	298	661	2,750	2,089		2,089	24.0%	
4202 Consumeables	0	63	250	187		187	25.2%	
4340 Equipment	0	277	250	(27)		(27)	110.7%	
4900 Miscellaneous Costs	14	258	1,000	742		742	25.8%	
5126 Soft Play Trial	0	0	3,000	3,000		3,000	0.0%	
Town Hall :- Indirect Expenditure	11,259	78,805	118,752	39,947	0	39,947	66.4%	0
Net Income over Expenditure	(7,170)	(68,850)	(103,402)	(34,552)				
101 Town Hall Transformation								
1450 Income - Donations	0	184	0	(184)			0.0%	
Town Hall Transformation :- Income	0	184	0	(184)				0
4097 Borrowing	0	0	24,000	24,000		24,000	0.0%	
4861 Legal Fees	1,741	1,741	0	(1,741)		(1,741)	0.0%	
4900 Miscellaneous Costs	0	200	250	50		50	80.0%	
4930 Fundraiser/Consultants	0	6,376	5,000	(1,376)		(1,376)	127.5%	
5458 TH2 - Fundraising Campaign	6	423	500	77		77	84.7%	
Town Hall Transformation :- Indirect Expenditure	1,747	8,740	29,750	21,010	0	21,010	29.4%	0
Net Income over Expenditure	(1,747)	(8,556)	(29,750)	(21,194)				
102 Town Centre								
5453 TC1 - Shopfront Scheme	0	0	500	500		500	0.0%	
Town Centre :- Indirect Expenditure	0	0	500	500	0	500	0.0%	0
Net Expenditure	0	0	(500)	(500)				

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110 Markets								
1200 Income - Market Stalls	1,173	7,885	13,000	5,115			60.7%	
1205 Income - Outdoor Markets	72	551	1,000	449			55.1%	
1300 Income - Rent	0	843	5,980	5,137			14.1%	
Markets :- Income	1,245	9,279	19,980	10,701			46.4%	0
4000 Salary	767	3,933	8,070	4,137		4,137	48.7%	
4005 HMRC	99	604	1,030	426		426	58.6%	
4010 Pension Payments	54	309	570	261		261	54.2%	
4095 Licenses	0	0	500	500		500	0.0%	
4205 Marketing	0	0	1,000	1,000		1,000	0.0%	
Markets :- Indirect Expenditure	920	4,846	11,170	6,324	0	6,324	43.4%	0
Net Income over Expenditure	325	4,434	8,810	4,377				
130 Recreation								
4085 Repairs & Maintenance	0	2,277	0	(2,277)		(2,277)	0.0%	
Recreation :- Indirect Expenditure	0	2,277	0	(2,277)	0	(2,277)		0
Net Expenditure	0	(2,277)	0	2,277				
131 Operations								
4000 Salary	13,849	64,267	126,630	62,363		62,363	50.8%	
4002 Overtime	0	0	3,000	3,000		3,000	0.0%	
4005 HMRC	1,569	9,556	15,460	5,904		5,904	61.8%	
4010 Pension Payments	(431)	4,463	8,620	4,157		4,157	51.8%	
4020 Training Staff	0	526	3,000	2,474		2,474	17.5%	
4025 Uniforms	0	0	400	400		400	0.0%	
4026 PPE	43	43	500	457		457	8.6%	
4065 Mobile Phones	0	147	200	53		53	73.7%	
4202 Consumables	0	0	500	500		500	0.0%	
4400 Vehicles	489	2,933	5,865	2,933		2,933	50.0%	
4401 Vehicle Running Costs	342	577	1,200	623		623	48.1%	
4875 Health & Safety	0	0	250	250		250	0.0%	
4900 Miscellaneous Costs	0	0	300	300		300	0.0%	
Operations :- Indirect Expenditure	15,861	82,513	165,925	83,412	0	83,412	49.7%	0
Net Expenditure	(15,861)	(82,513)	(165,925)	(83,412)				
132 Playparks								
4085 Repairs & Maintenance	779	779	8,000	7,221		7,221	9.7%	

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4342 Play Area Fencing	0	0	10,000	10,000		10,000	0.0%	
Playparks :- Indirect Expenditure	779	779	18,000	17,221	0	17,221	4.3%	0
Net Expenditure	(779)	(779)	(18,000)	(17,221)				
133 Open Spaces								
1340 Income - Rec Club Rents etc	0	(29)	3,700	3,729			(0.8%)	
Open Spaces :- Income	0	(29)	3,700	3,729			(0.8%)	0
4063 Water	0	1,041	2,600	1,559		1,559	40.1%	
4085 Repairs & Maintenance	64	4,172	7,000	2,828		2,828	59.6%	
4087 Tree Surveys / Works	0	0	1,500	1,500		1,500	0.0%	
4202 Consumables	291	424	500	76		76	84.8%	
4340 Equipment	0	1,542	5,000	3,458		3,458	30.8%	
4345 End of Season Works	0	15,400	23,000	7,600		7,600	67.0%	
4355 Country Park Lease	500	500	500	0		0	100.0%	
4360 Outer Park Lease	0	1,500	1,500	0		0	100.0%	
4365 STRI/ROSPA	0	538	1,500	962		962	35.9%	
4400 Vehicles	1,130	3,389	6,778	3,389		3,389	50.0%	
4401 Vehicle Running Costs	36	72	500	428		428	14.5%	
4515 Buttington Cemetery	0	1,358	1,400	42		42	97.0%	
4861 Legal Fees	531	531	0	(531)		(531)	0.0%	
Open Spaces :- Indirect Expenditure	2,551	30,468	51,778	21,310	0	21,310	58.8%	0
Net Income over Expenditure	(2,551)	(30,497)	(48,078)	(17,581)				
135 Waste Collection								
4200 Waste Collection	442	2,152	2,750	598		598	78.2%	
4400 Vehicles	590	3,541	7,082	3,541		3,541	50.0%	
4401 Vehicle Running Costs	15	114	1,200	1,086		1,086	9.5%	
5455 DO3 - Dog Waste Bins	163	789	1,000	211		211	78.9%	
5456 DO2 - Campaign Dog Friendly	0	0	250	250		250	0.0%	
Waste Collection :- Indirect Expenditure	1,210	6,595	12,282	5,687	0	5,687	53.7%	0
Net Expenditure	(1,210)	(6,595)	(12,282)	(5,687)				
136 Allotments								
1350 Income - Allotments	75	775	750	(25)			103.3%	
Allotments :- Income	75	775	750	(25)			103.3%	0
4063 Water	0	197	500	303		303	39.4%	
4085 Repairs & Maintenance	0	102	250	148		148	41.0%	
Allotments :- Indirect Expenditure	0	299	750	451	0	451	39.9%	0
Net Income over Expenditure	75	476	0	(476)				

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137 Biodiversity & Horticulture								
4383 Flowers & Gardens	0	584	1,000	416		416	58.4%	
5457 EN2 - Biodiversity Action	0	0	2,000	2,000		2,000	0.0%	
Biodiversity & Horticulture :- Indirect Expenditure	0	584	3,000	2,416	0	2,416	19.5%	0
Net Expenditure	0	(584)	(3,000)	(2,416)				
138 Bus Shelters/Street Furniture								
4085 Repairs & Maintenance	0	0	250	250		250	0.0%	
Bus Shelters/Street Furniture :- Indirect Expenditure	0	0	250	250	0	250	0.0%	0
Net Expenditure	0	0	(250)	(250)				
139 The Hub								
1455 Income - Warm Hub Donations	480	2,431	0	(2,431)			0.0%	
The Hub :- Income	480	2,431	0	(2,431)				0
5450 Warm Hub Expenditure	179	1,618	0	(1,618)		(1,618)	0.0%	
The Hub :- Indirect Expenditure	179	1,618	0	(1,618)	0	(1,618)		0
Net Income over Expenditure	301	813	0	(813)				
150 Toilets								
1365 Income - Other	0	0	500	500			0.0%	
1450 Income - Donations	0	18	0	(18)			0.0%	
Toilets :- Income	0	18	500	482			3.6%	0
4000 Salary	1,638	10,224	21,120	10,896		10,896	48.4%	
4005 HMRC	113	863	1,670	807		807	51.7%	
4010 Pension Payments	13	362	1,480	1,118		1,118	24.4%	
4061 Electricity	27	152	2,000	1,848		1,848	7.6%	
4063 Water	0	1,622	5,000	3,378		3,378	32.4%	
4064 Hygiene Contract	0	0	4,500	4,500		4,500	0.0%	
4085 Repairs & Maintenance	205	355	1,000	645		645	35.5%	
4100 Cleaning & Materials	0	694	1,500	806		806	46.2%	
4991 Capital Works	0	714	1,000	286		286	71.4%	
Toilets :- Indirect Expenditure	1,996	14,985	39,270	24,285	0	24,285	38.2%	0
Net Income over Expenditure	(1,996)	(14,967)	(38,770)	(23,803)				

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160 Domen Castell								
4055 Rates	0	1,481	779	(702)		(702)	190.1%	
4061 Electricity	1	75	200	125		125	37.7%	
4063 Water	0	0	100	100		100	0.0%	
4085 Repairs & Maintenance	37	192	1,500	1,308		1,308	12.8%	
4500 CCTV	0	659	1,000	341		341	65.9%	
4550 Rent Private Land	0	3,000	3,000	0		0	100.0%	
4555 Rent Powis Estates	0	0	1,350	1,350		1,350	0.0%	
4860 Professional Fees	0	0	1,000	1,000		1,000	0.0%	
Domen Castell :- Indirect Expenditure	38	5,407	8,929	3,522	0	3,522	60.6%	0
Net Expenditure	(38)	(5,407)	(8,929)	(3,522)				
190 Ann Holloway Centre								
1300 Income - Rent	93	343	1,000	658			34.3%	
1365 Income - Other	0	1,397	1	(1,396)			139710.0	
Ann Holloway Centre :- Income	93	1,740	1,001	(739)			173.8%	0
4085 Repairs & Maintenance	0	450	450	0		0	100.0%	
Ann Holloway Centre :- Indirect Expenditure	0	450	450	0	0	0	100.0%	0
Net Income over Expenditure	93	1,290	551	(739)				
200 Meals on Wheels								
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	211	2,509	2,904	395		395	86.4%	
4710 Meal Costs	0	0	500	500		500	0.0%	
Meals on Wheels :- Indirect Expenditure	211	2,509	3,979	1,470	0	1,470	63.0%	0
Net Expenditure	(211)	(2,509)	(3,979)	(1,470)				
239 Pride in Place								
1370 Income - Grant	0	0	83,000	83,000			0.0%	
Pride in Place :- Income	0	0	83,000	83,000			0.0%	0
4991 Capital Works	3,868	4,277	86,000	81,723		81,723	5.0%	
5454 TC2 - Planting	0	0	2,000	2,000		2,000	0.0%	
Pride in Place :- Indirect Expenditure	3,868	4,277	88,000	83,723	0	83,723	4.9%	0
Net Income over Expenditure	(3,868)	(4,277)	(5,000)	(723)				
Operations & Development :- Income	5,982	24,352	124,281	99,929			19.6%	
Expenditure	40,619	245,151	552,785	307,634	0	307,634	44.3%	
Movement to/(from) Gen Reserve	(34,637)	(220,799)	(428,504)	(207,705)				

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Events & Planning								
<u>103</u> <u>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</u> <u>Information Centre</u>								
1500 Income - Commission Sales	4,702	39,047	42,000	2,953			93.0%	
1505 Income - Rail Ticket	1,288	5,077	8,000	2,923			63.5%	
1510 Income - Direct Sales	1,208	6,479	12,000	5,521			54.0%	
Information Centre :- Income	7,198	50,602	62,000	11,398			81.6%	0
4000 Salary	6,236	31,914	67,390	35,476		35,476	47.4%	
4005 HMRC	691	3,789	7,860	4,071		4,071	48.2%	
4010 Pension Payments	34	2,589	7,030	4,441		4,441	36.8%	
4055 Rates	0	2,824	2,824	1		1	100.0%	
4061 Electricity	27	307	2,000	1,693		1,693	15.3%	
4085 Repairs & Maintenance	95	725	1,500	775		775	48.3%	
4100 Cleaning & Materials	0	229	250	21		21	91.7%	
4205 Marketing	0	263	500	237		237	52.5%	
4470 Bank Charges	55	349	1,000	651		651	34.9%	
4660 Direct Stock	1,087	3,157	7,500	4,343		4,343	42.1%	
4661 Commission Costs	14,020	37,969	35,000	(2,969)		(2,969)	108.5%	
4662 Train Tickets / Other Tourism	0	0	650	650		650	0.0%	
4875 Health & Safety	0	40	500	460		460	8.0%	
4900 Miscellaneous Costs	25	139	500	361		361	27.8%	
Information Centre :- Indirect Expenditure	22,270	84,294	134,504	50,210	0	50,210	62.7%	0
Net Income over Expenditure	(15,071)	(33,692)	(72,504)	(38,812)				
<u>182</u> <u>Tourism</u>								
5451 VW1 - Tourism Brand	475	724	3,000	2,276		2,276	24.1%	
5452 VW2 - Promotion Tourism	0	529	1,500	971		971	35.3%	
Tourism :- Indirect Expenditure	475	1,254	4,500	3,246	0	3,246	27.9%	0
Net Expenditure	(475)	(1,254)	(4,500)	(3,246)				
<u>230</u> <u>Events</u>								
1450 Income - Donations	630	685	0	(685)			0.0%	

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1895 Income - Other Events	0	60	1,500	1,440			4.0%	
Events :- Income	630	746	1,500	754			49.7%	0
4000 Salary	1,533	7,714	16,140	8,426		8,426	47.8%	
4005 HMRC	199	1,185	2,050	865		865	57.8%	
4010 Pension Payments	107	607	1,130	523		523	53.7%	
4065 Mobile Phones	0	49	200	151		151	24.6%	
4205 Marketing	0	55	1,000	945		945	5.5%	
4900 Miscellaneous Costs	0	50	250	200		200	20.0%	
5175 Bunting & Flags	0	241	2,000	1,759		1,759	12.1%	
5180 Road Closure	0	550	600	50		50	91.7%	
5190 Community Events	123	143	2,650	2,507		2,507	5.4%	
Events :- Indirect Expenditure	1,962	10,594	26,020	15,426	0	15,426	40.7%	0
Net Income over Expenditure	(1,332)	(9,848)	(24,520)	(14,672)				
<u>231 Carnival</u>								
1345 Income - Casual Recreation	0	732	0	(732)			0.0%	
1450 Income - Donations	0	540	0	(540)			0.0%	
1850 Income - Carnival	(80)	883	800	(83)			110.4%	
Carnival :- Income	(80)	2,156	800	(1,356)			269.5%	0
4001 Staffing Cost	0	1,004	1,000	(4)		(4)	100.4%	
4340 Equipment	0	343	650	308		308	52.7%	
5192 Carnival	0	2,593	2,400	(193)		(193)	108.0%	
Carnival :- Indirect Expenditure	0	3,939	4,050	111	0	111	97.3%	0
Net Income over Expenditure	(80)	(1,783)	(3,250)	(1,467)				
<u>232 Winter Festival</u>								
1880 Income - Winter Festival	463	433	1,000	568			43.3%	
Winter Festival :- Income	463	433	1,000	568			43.2%	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	200	227	2,200	1,973		1,973	10.3%	
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	200	227	4,750	4,523	0	4,523	4.8%	0
Net Income over Expenditure	263	206	(3,750)	(3,956)				

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233	<u>Flicks in the Sticks</u>								
1860	Income - Flicks in the Sticks	113	292	1,000	708			29.2%	
	Flicks in the Sticks :- Income	113	292	1,000	708			29.2%	0
5100	Flicks in the Sticks	450	450	1,350	900		900	33.3%	
	Flicks in the Sticks :- Indirect Expenditure	450	450	1,350	900	0	900	33.3%	0
	Net Income over Expenditure	(337)	(158)	(350)	(192)				
234	<u>Fireworks</u>								
1870	Income - Fireworks Display	340	340	2,500	2,160			13.6%	
	Fireworks :- Income	340	340	2,500	2,160			13.6%	0
4001	Staffing Cost	0	0	500	500		500	0.0%	
4340	Equipment	0	0	250	250		250	0.0%	
5105	Fireworks Display	0	108	2,500	2,392		2,392	4.3%	
	Fireworks :- Indirect Expenditure	0	108	3,250	3,142	0	3,142	3.3%	0
	Net Income over Expenditure	340	232	(750)	(982)				
235	<u>Civic Events</u>								
1450	Income - Donations	0	880	0	(880)			0.0%	
	Civic Events :- Income	0	880	0	(880)				0
5115	Remembrance	0	300	1,450	1,150		1,150	20.7%	
5145	Community Awards	0	274	300	26		26	91.3%	
5146	Civic & Hospitality	0	150	250	100		100	60.0%	
	Civic Events :- Indirect Expenditure	0	724	2,000	1,276	0	1,276	36.2%	0
	Net Income over Expenditure	0	156	(2,000)	(2,156)				
236	<u>Christmas Lights</u>								
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	2,840	2,000	(840)		(840)	142.0%	
	Christmas Lights :- Indirect Expenditure	0	2,840	12,600	9,760	0	9,760	22.5%	0
	Net Expenditure	0	(2,840)	(12,600)	(9,760)				
238	<u>Car Parking</u>								
1361	Income - Car Park Donations	11	110	0	(110)			0.0%	
	Car Parking :- Income	11	110	0	(110)				0
	Net Income	11	110	0	(110)				

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Month No: 6

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Events & Planning :- Income	8,675	55,557	68,800	13,243			80.8%	
Expenditure	25,357	104,429	194,524	90,095	0	90,095	53.7%	
Movement to/(from) Gen Reserve	(16,682)	(48,873)	(125,724)	(76,851)				
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)				
240 Croeso i Feicwyr								
1370 Income - Grant	0	0	6,400	6,400			0.0%	
Croeso i Feicwyr :- Income	0	0	6,400	6,400				0
4991 Capital Works	0	0	8,000	8,000		8,000	0.0%	
Croeso i Feicwyr :- Indirect Expenditure	0	0	8,000	8,000	0	8,000		0
Net Income over Expenditure	0	0	(1,600)	(1,600)				
Tour de France :- Income	0	0	6,400	6,400			0.0%	
Expenditure	0	0	13,000	13,000	0	13,000	0.0%	
Movement to/(from) Gen Reserve	0	0	(6,600)	(6,600)				
Grand Totals:- Income	14,713	619,124	1,008,105	388,981			61.4%	
Expenditure	82,357	491,506	1,033,215	541,709	0	541,709	47.6%	
Net Income over Expenditure	(67,644)	127,618	(25,110)	(152,728)				
Movement to/(from) Gen Reserve	(67,644)	127,618	(25,110)	(152,728)				

Appendix E

Invoices / Payments for Approval - Month 26-7

Date	Invoice No.	Ref No.	Detail & Power	Net	VAT	Total	Status
Arts Alive [ARTS]							
13/04/2026	FP-852	7016	Brassed Off screening N: 230/5100 P: LGA 1972 s145	£150.00	£30.00	£180.00	Pd 25/09/2026
11/05/2026	FP-938	7017	SongSongBlue screening N: 230/5100 P: LGA 1972 s145	£150.00	£30.00	£180.00	Pd 25/09/2026
07/10/2026	FP-1197	7092	Greenfingers Screening 05OCT26 N: 233/5100 P: LGA 1972 s145	£150.00	£30.00	£180.00	
Autorama Vanarama [AUTORAMA] - paid by Direct Debit							
15/09/2026	EMACSEPT26	7071	EmAC Service Plan Sept 26 N: 131/4400 P: LGA 1972 s111	£44.85	£8.97	£53.82	Pd 15/09/2026
British Gas Trading Limited [BGAS] - paid by Direct Debit							
01/10/2026	16444532	7103	Electricity Motte&B SEPT26 N: 160/4061 P: LGA 1972 s111	£12.00	£0.60	£12.60	
Border Janitorial Supplies LTD [BORDER]							
23/09/2026	247831	7030	Toiletp/Blueroll/cleaner/soap N: 100/4100 P: LGA 1972 s111	£144.80	£28.96	£173.76	
Boys & Boden Ltd [BOYS]							
30/09/2026	W/399236	7052	Sealant and glue for TIC sign N: 180/4085 P: LGA 1972 s111	£37.79	£7.56	£45.35	
Charlies AG &Turf Limited [CHARLIESAG]							
13/10/2026	144873	7098	Stihl Strimmer Service N: 133/4085 P: LGA 1972 s111	£63.50	£12.69	£76.19	
13/10/2026	144875	7099	StihlHedgeCutterBladeService N: 133/4085 P: LGA 1972 s111	£32.40	£6.48	£38.88	
D & R Corfield [CORFIELD]							

Date	Invoice No.	Ref No.	Detail & Power	Net	VAT	Total	Status
28/09/2026	RENT2627	7036	Rent of Country Park 2025/26 N: 133/4355 P: PHAAA 1890 s44	£500.00	£0.00	£500.00	Pd 29/09/2026
Nicholas Dodd [DISCODADDY]							
14/09/2026	SI-21	7019	Disco Daddy Party 28NOV26 N: 232/5190 P: LGA 1972 s145	£200.00	£0.00	£200.00	Pd 29/09/2026
Professional Heating Solutions [DJ PLUMB]							
17/09/2026	238	7015	TH gents toil infraredflushval N: 100/4085 P: LGA 1972 s111	£369.00	£0.00	£369.00	Pd 29/09/2026
07/08/2026	232	7074	Repair to foul pipe TH N: 100/4085 P: LGA 1972 s111	£740.00	£0.00	£740.00	Pd 02/10/2026
Enconvo UK Ltd [ENREACH] - paid by Direct Debit							
30/09/2026	468769	7093	Telephone Broadband OCT2026 N: 213/4923 P: LGA 1972 s111	£528.18	£105.64	£633.82	
Gilbert Davies Solicitors [GDAVIES]							
14/09/2026	25208	7020	Legal Fees N: 133/4861 P: LGA 1972 ss124,126,127	£530.70	£100.30	£631.00	
Grenke Leasing Ltd [GRENKE] - paid by Direct Debit							
22/09/2026	0000445406/2026	7035	Telephone Rental OCT 2026 N: 213/4923 P: LGA 1972 s111	£68.00	£13.60	£81.60	Pd 05/10/2026
22/09/2026	0000405701/2026	7037	Q3 Photocopier 01/10-31/12/26 N: 213/4922 P: LGA 1972 s111	£1,400.01	£280.00	£1,680.01	Pd 05/10/2026
Hafren Dyfrdwy Cyfyngedig [HAFREN] - paid by Direct Debit							
01/04/2026	5790121112	7102	WaterMotte&BaileyOCT25-APR26 N: 160/4060 P: LGA 1972 s111	£32.33	£0.00	£32.33	
Hardings Shed and Garden Supplies [HARDINGS]							
31/08/2026	202600001232	7023	TIPPER&MOW FUEL AUG26 N: 133/4401 P: LGA 1972 s111	£49.67	£9.94	£59.61	Pd 29/09/2026
Harrisons Solicitors LLP [HARRISONS]							
17/09/2026	92702	7034	first registration TH SEPT26 N: 100/4861 P: LGA 1972 s111	£1,741.00	£348.20	£2,089.20	
12/10/2026	92903	7096	HMLR Reg Fee N: 101/4861 P: LGA 1972 s111	£830.00	£0.00	£830.00	

Date	Invoice No.	Ref No.	Detail & Power	Net	VAT	Total	Status
HMRC - PAYE [HMRC]							
07/10/2026	HMRCOCT26	7081	PAYE & NI Oct 26 N: 131/4000 P: LGA 1972 s111	£7,566.95	£0.00	£7,566.95	
Douglas Hughes Architects Ltd [HUGHES ARC]							
19/08/2026	INV000833N	7046	MyD Planning App N: 210/4330 P: LGA 1972 s111	£850.00	£170.00	£1,020.00	Pd 25/09/2026
Rentokil Initial [INITIAL] - paid by Direct Debit							
30/10/2025	35642919	7018	HygieneContr20/11-19/12/25 N: 100/4064 P: LGA 1972 s111	£763.79	£152.76	£916.55	Pd 23/09/2026
02/10/2026	35968841	7088	HygieneContract 20/10-19/11/26 N: 150/4064 P: LGA 1972 s111	£908.82	£181.78	£1,090.60	
Jambo Jewellery Limited [JAMBO]							
09/09/2026	INV-3825	7032	Bracelets stock Sept26 N: 180/4660 P: LGA 1972 s144	£276.00	£55.20	£331.20	
Joe Davies (Manchester) Ltd. [JDAVIES]							
22/09/2026	SI260908090	7033	giftware stock Sept26 N: 180/4660 P: LGA 1972 s144	£144.09	£28.82	£172.91	
John Deere Financial [JOHNDEERE] - paid by Direct Debit							
30/08/2026	JDAUG26	7067	Tractor Finance Aug 26 N: 133/4400 P: LGA 1972 s111	£564.80	£112.96	£677.76	Pd 01/09/2026
30/09/2026	JDSEPT26	7068	Tractor Finance Sept 26 N: 133/4400 P: LGA 1972 s111	£564.80	£112.96	£677.76	Pd 30/09/2026
Legal & General (Pensions) [LEGALGEN] - paid by Direct Debit							
07/10/2026	LGOCT26	7082	L&G Pension Oct 26 N: 131/4000 P: LGA 1972 s111	£2,331.58	£0.00	£2,331.58	
Lex Autolease Limited [LEXAUTO] - paid by Direct Debit							
16/09/2026	MIN8664670	7024	Van Lease Oct26 N: 131/4400 P: LGA 1972 s111	£443.90	£88.78	£532.68	Pd 01/10/2026
16/09/2026	MIN8718102	7025	Tipper Lease OCT26 N: 135/4400 P: LGA 1972 s111	£590.15	£118.03	£708.18	Pd 01/10/2026
16/09/2026	RFI1306811	7026	Tipper Road Tax 01/10/26 N: 135/4401 P: LGA 1972 s111	£15.00	£3.00	£18.00	Pd 02/10/2026

Date	Invoice No.	Ref No.	Detail & Power	Net	VAT	Total	Status
Lloyds Bank Cardnet [LLOYDS1] - paid by Direct Debit							
14/09/2026	CNSEPT26	7072	CardNet Sept Charges N: 180/4470 P: LGA 1972 s111	£30.01	£6.00	£36.01	Pd 14/09/2026
Lloyds Bank Charges [LLOYDS3] - paid by Direct Debit							
10/08/2026	494224021	7073	Bank Charges Sept 26 N: 210/4470 P: LGA 1972 s111	£38.68	£0.00	£38.68	Pd 25/09/2026
10/09/2026	496732417	7094	Bank Charges SEPT2026 N: 210/4470 P: LGA 1972 s111	£67.34	£0.00	£67.34	
Lloyds Bank Debit Card [LLOYDS4]							
03/09/2026	FBADS-479-106476078	7048	Parking & OD Ads N: 210/4205 P: LGA 1972 s142	£13.20	£0.00	£13.20	Pd 30/09/2026
07/09/2026	FBADS-479-106494780	7049	Parking & OD Ads N: 210/4205 P: LGA 1972 s142	£5.38	£0.00	£5.38	Pd 30/09/2026
07/09/2026	04012823207	7050	Bin Bags etc N: 135/4200 P: LGA 1972 s111	£60.97	£12.19	£73.16	Pd 30/09/2026
21/09/2026	ZAP2720869	7051	Server Hosting Sept 26 N: 213/4865 P: LGA 1972 s111	£19.28	£0.00	£19.28	Pd 30/09/2026
30/09/2026	5407508	7053	VW Branding Materials Pt1 N: 182/5451 P: LGA 1972 s144	£474.94	£94.99	£569.93	
Lloyds Bank Charge Card [LLOYDS5]							
09/09/2026	IINV00048308	7014	Archive boxes/labels/stickynot N: 210/4725 P: LGA 1972 s111	£40.93	£8.19	£49.12	Pd 30/09/2026
13/09/2026	5054	7021	BAGS SEPT26 N: 180/4660 P: LGA 1972 s144	£212.25	£42.45	£254.70	
21/09/2026	24020	7022	SCARF STOCK SEPT26 N: 180/4660 P: LGA 1972 s144	£90.30	£18.06	£108.36	
18/09/2026	124900	7031	Jewellery stock Sept26 N: 180/4660 P: LGA 1972 s144	£129.01	£25.80	£154.81	
28/09/2026	SAB2601834	7041	MYD SAB N: 210/4330 P: LGA 1972 s111	£420.00	£0.00	£420.00	
07/08/2026	GB60056Q1RVB9I	7054	NO PARKING sign N: 160/4085 P: LGA 1972 s111	£9.96	£1.99	£11.95	Pd 30/09/2026

Date	Invoice No.	Ref No.	Detail & Power	Net	VAT	Total	Status
07/08/2026	GB600KD6N5NB9I	7055	Safety Signs 2 N: 160/4085 P: LGA 1972 s111	£9.60	£1.92	£11.52	Pd 30/09/2026
07/08/2026	GB676KXOABEI	7056	SAFETY SIGN N: 160/4085 P: LGA 1972 s111	£9.83	£1.96	£11.79	Pd 30/09/2026
13/08/2026	GB600047XJ2ONI	7057	USBC cable N: 101/5458 P: LGA 1972 s111	£5.82	£1.16	£6.98	Pd 30/09/2026
09/08/2026	GB6783SBABEI	7058	CCTV Signs N: 160/4085 P: LGA 1972 s111	£7.49	£1.50	£8.99	Pd 30/09/2026
07/08/2026	10200020951BH	7059	Safety Trainers N: 131/4026 P: LGA 1972 s111	£42.94	£0.00	£42.94	Pd 30/09/2026
03/08/2026	100033790	7060	New Baby Changing N: 150/4085 P: LGA 1972 s111	£165.00	£33.00	£198.00	Pd 30/09/2026
06/08/2026	315050	7061	Clips for Bins N: 135/5455 P: LGA 1972 s111	£66.65	£13.33	£79.98	Pd 30/09/2026
06/08/2026	315059	7062	Clips for Bins 2 N: 130/5455 P: LGA 1972 s111	£58.32	£11.66	£69.98	Pd 30/09/2026
22/08/2026	02D0FD9A-0014	7063	AI Tools Aug 26 N: 213/4865 P: LGA 1972 s111	£16.67	£0.00	£16.67	Pd 30/09/2026
03/08/2026	BYL26	7064	Byelaws Notice CT N: 210/4861 P: LGA 1972 s111	£360.25	£0.00	£360.25	Pd 30/09/2026
03/08/2026	BB85C996-0013	7065	API AI Charges Aug 26 N: 213/4865 P: LGA 1972 s111	£9.22	£0.00	£9.22	Pd 30/09/2026
12/08/2026	18607	7066	Bags House of Milano N: 180/4660 P: LGA 1972 s144	£105.00	£21.00	£126.00	Pd 30/09/2026
12/10/2026	26A-692	7100	CharacterBooking WF2026 N: 232/5120 P: LGA 1972 s145	£700.00	£140.00	£840.00	
National Express Ltd [NATEXP]							
30/09/2026	B442-20260930	7078	NationalExpTickets Sept26 N: 180/4661 P: LGA 1972 s111	£154.45	£0.00	£154.45	Pd 08/10/2026
31/08/2026	B442-20260831	7079	NatExpress tickets Aug2026 N: 180/4661 P: LGA 1972 s111	£321.11	£0.00	£321.11	
One Voice Wales [ONEVOICE]							
30/09/2026	11071	7043	26/08/26 K.Meredith Mod20 N: 210/4021 P: LGEWA 2021 s67	£44.00	£0.00	£44.00	

Date	Invoice No.	Ref No.	Detail & Power	Net	VAT	Total	Status
18/09/2026	74462	7027	ScissorLiftHire3days09/26 N: 100/4085 P: LGA 1972 s111	£265.00	£53.00	£318.00	Pd 08/10/2026
POS Terminal Rent [POS] - paid by Direct Debit							
15/08/2026	POSAUG26	7070	POS Rental Aug 26 N: 180/4900 P: LGA 1972 s111	£24.50	£4.90	£29.40	Pd 01/09/2026
G F Potter [POTTERS]							
30/09/2026	63592	7077	General Waste 21/28 Sept 26 N: 135/4200 P: LGA 1972 s111	£118.78	£23.76	£142.54	
RCI Financial Services Ltd [RCI] - paid by Direct Debit							
03/06/2025	83466126	7107	Van Lease July 2025 N: 200/4400 P: LGA 1972 s111	£210.71	£42.14	£252.85	Pd 14/10/2026
Sefe Energy [SEFE] - paid by Direct Debit							
14/09/2026	INV04356658	7040	Gas TH AUG26 N: 100/4062 P: LGA 1972 s111	£386.53	£19.33	£405.86	Pd 28/09/2026
Staff Salaries [STAFF]							
07/10/2026	STAFFOCT26	7080	Staff Salaries Oct 26 N: 131/4000 P: LGA 1972 s112	£21,981.49	£0.00	£21,981.49	
Total Energies Gas & Power Limited [TOTAL E] - paid by Direct Debit							
01/10/2026	KI-51B8145A-007	7085	TH Electric SEPT2026 N: 100/4061 P: LGA 1972 s111	£2,086.73	£417.35	£2,504.08	
02/10/2026	KI-A844469A-007	7086	Electricity TIC/Toilets SEPT26 N: 180/4061 P: LGA 1972 s111	£58.98	£2.95	£61.93	
Linked Technology Limited [UMICRO] - paid by Direct Debit							
01/10/2026	INV-008038	7083	AP Management OCT26 N: 213/4921 P: LGA 1972 s111	£22.32	£4.46	£26.78	
01/10/2026	INV-008037	7084	IT Support OCT2026 N: 213/4921 P: LGA 1972 s111	£247.72	£49.54	£297.26	
WPG Ltd [WPG]							
15/09/2026	173328	7106	Open Doors Passports 2026 N: 182/5454 P: LGA 1972 s145	£92.00	£18.40	£110.40	

Total to Approve £74,773.14 / Net Cost: £71,292.09

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

[illegible]

Ref	Committee	Action	Resource	Timescale	Progress	Comments
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.
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.
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.
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. Place Plan working group now established. See EV1 regarding Carnival.
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, The Vicarage Gardens, Welshpool, Powys, SY21 7DD
Tel: 01938 553142 Email: office@welshpooltowncouncil.gov.uk

Document / Report #1018

Author	Richard Williams Town Clerk & Responsible Finance Officer
Title	Budget 2027-28 - Draft 1 A Report
Date	1st October 2026

OFFICERS RECOMMENDATION

- 1. To consider Draft 1 of the 2027/28 Committee budget;**
- 2. To advise whether the proposed budgets are sufficient and appropriate for the services that the Committee wishes to provide during 2027/28;**
- 3. To identify any additions, reductions or other amendments to be incorporated into Draft 2.**

1. Purpose

1. To present Draft 1 of the 2027/28 budget to Members for review and comment before the next draft is prepared.

2. Background

1. Work has started on preparing the Council's budget for 2027/28.
2. Draft 1 has been prepared following a review of the current year's budget, expenditure to Month 6, known contracts and commitments, staffing costs and expected income.
3. Budgets have also been reprofiled where we now have better information on actual costs. This is particularly the case for utilities, staffing, maintenance and some of the Council's income-generating services.
4. 2027/28 is also Year 3 of the Council's Strategic Plan. The Year 3 actions have been reviewed as part of preparing Draft 1 and, where they have a financial implication, provision has been included within the relevant budget. This is to make sure the budget provides not only for existing services but also for the work the Council has already agreed through the Strategic Plan.
5. This is very much a first draft. The purpose of bringing it to Committees at this stage is to allow Members to look at the services within their remit and consider whether the proposed budgets are realistic for what the Council wants to deliver during 2027/28.

6. Members should consider whether budgets are sufficient, whether anything is missing and whether there are areas where provision could reasonably be reduced.

3. Main Changes

1. There has been quite a lot of movement within individual budgets as part of preparing Draft 1. Some budgets have reduced following a review of actual expenditure, while increases have been included where costs or service requirements are expected to increase. The main changes are set out below.
2. Town Hall
 1. Utility budgets have been reprofiled using actual usage and current contract information. Electricity has been increased from £25,000 to £30,000, while gas has reduced from £30,000 to £22,000. Water has also been increased to £3,400. Repairs and Maintenance has been reduced slightly to £10,000.
 2. Income has also been reviewed. This includes the expected end of the telecommunications mast lease during the year, reduced Assembly Room income and a small increase in anticipated Corn Exchange income.
3. Town Hall Transformation
 1. The budget includes the part of the Town Hall Transformation Development Phase expected to fall within 2027/28.
 2. The Development Phase is expected to run for 12 months and nine months have therefore been included within this financial year. The budget includes the Project Manager, professional fees and other development costs together with the associated project income.
 3. The current budget shows £203,240 of project income against £220,808 expenditure, giving a net cost of £17,568 during 2027/28.
 4. **These figures are all provisional until any decision is made regarding our Heritage Lottery Fund application.**
4. Operations
 1. Staffing has been reviewed to better reflect the cost of operating the team.
 2. Members should consider whether the staffing and operational budgets are sufficient for the work expected of the team during the year.
5. Playparks
 1. Repairs and Maintenance has been reduced from £8,000 to £5,000. £10,000 remains included for play area fencing. The next site requiring fencing works has not yet been identified and Members may therefore wish to consider whether the full provision will be required during 2027/28.
6. Open Spaces
 1. Income has been updated to reflect expected recreation club rents. Repairs and Maintenance reduces from £7,000 to £5,000, equipment from £5,000 to £3,000 and End of Season Works from £23,000 to £10,000. A new £3,250 servicing budget has been included for machinery and equipment.
7. Waste Collection

1. Waste Collection is largely demand driven and the budget has been updated based on current expenditure and expected costs. The general waste collection provision increases from £2,750 to £4,250. The budget also includes the Year 3 Strategic Plan work relating to dog-friendly businesses alongside the existing dog waste and dog-friendly campaign budgets.
8. Biodiversity & Planting
 1. The budget increases from £3,000 to £4,500, including £2,500 for Flowers & Gardens and £2,000 for delivery of the Biodiversity Action Plan. The increased planting provision also recognises the additional planters being provided through the Town Centre Improvement Project and the ongoing responsibility for maintaining these once installed.
9. Bus Shelters and Street Furniture
 1. Repairs and Maintenance has been increased from £250 to £2,000. This recognises the additional street furniture and other assets being provided through the Town Centre Improvement Project which the Council will subsequently be responsible for maintaining.
10. Public Toilets
 1. The budget has been reviewed following the changes to the hours attached to the cleaning posts. Salary costs reduce from £21,120 to £18,000, with associated reductions in employer costs. Electricity reduces to £750 and water to £4,200, while the hygiene contract increases to £4,750 and cleaning materials to £2,000.
11. Administration
 1. Councillor training has been increased from £1,250 to £2,000, Special Projects reduced to £8,000, insurance increased from £33,000 to £36,000 and the elections provision reduced from £5,000 to £4,000. The Health & Safety budget has also been reduced to £5,447 based on the newly agreed contract.
12. Office
 1. Electricity remains at £6,000 and a new £1,500 Repairs and Maintenance budget has been included.
13. Members Allowances
 1. No change has been included at this stage. This will need to be reviewed once the allowances applicable for 2027/28 are known.
14. IT Costs
 1. Licence costs have increased to £500 to reflect current requirements, while the equipment budget has been reduced from £2,500 to £1,000. Telephone and broadband increases from £6,855 to £8,000 and IT support increases slightly to £3,300.
 2. The accountancy software budget will need further review as the current Rialtas arrangements come to an end.
15. Events
 1. There are relatively few changes to the general Events cost centre.
16. Carnival

1. Draft 1 currently provides for a larger Carnival in 2027. The budget includes £9,600 for the event itself together with staffing and equipment. After anticipated income, the current net provision is £10,000.
2. Members should consider whether this is the appropriate level of event for 2027.

17. Winter Festival

1. The Winter Festival budget has also been increased. £5,000 is currently provided for the event itself together with staffing, equipment, Santa gifts and road closure costs. The net budget is £6,920.
2. Members should consider whether this is the appropriate level of event for 2027.

18. Flicks in the Sticks

1. The event budget has increased to £1,500, with £1,100 income currently assumed. The income figure will need to be reviewed alongside any decision on future ticket prices.

19. Christmas Lights

1. Installation has been increased from £10,000 to £11,000, with £3,500 provided for Christmas Lights due to contract changes and £600 for electrical testing.

4. Other Items

1. There are a number of items within Draft 1 where the level of service or activity still needs to be considered by Members. These can be ignored until a decision is made.
2. Tour de France – £10,000 is currently included for the Council's own Tour de France activity. This is separate from the Croeso i Feicwyr project, which has its own grant income and expenditure budget.
3. Free Saturday Parking – £16,000 has been included as a maximum provision for continuing the arrangement across all Saturdays. **Events & Planning will consider a paper on the Free Parking scheme in November.**
4. Town Centre Ranger – £13,770 has been included for salary and employer costs. **Operations & Development and Finance & Governance will consider a paper on the Town Centre Ranger in October.**

5. Links to Strategic Objectives and Interim Strategic Plan

1. As part of preparing Draft 1, the Year 3 actions in the Council's Strategic Plan have been reviewed against the budget.
2. Committees are asked to use the Draft 1 review to check that the actions falling within their remit are still appropriate for 2027/28 and that sufficient provision has been made to deliver them.

6. Committee Review

1. At this stage the purpose is not to set the final Council budget. Draft 1 is intended to establish what each service realistically needs during 2027/28.
2. Each committee is asked to consider for its own budget areas the following:
 1. whether the proposed budgets are sufficient to deliver the service properly;
 2. whether any budgets are higher than they need to be;

3. whether anything the Committee expects to deliver is missing;
4. whether the income assumptions are realistic; and
5. whether there are any new projects or activities which should be included.

3. Any changes requested by Committees will be incorporated into Draft 2.

7. Recommendation

1. To consider Draft 1 of the 2027/28 Committee budget;
2. To advise whether the proposed budgets are sufficient and appropriate for the services that the Committee wishes to provide during 2027/28;
3. To identify any additions, reductions or other amendments to be incorporated into Draft 2.

8. Decision

1. To resolve to adopt the recommendations as above.

Appendix H

Annual Budget - By Committee (Actual YTD Month 6)

Note: Draft 1 Budget 2027/28

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<u>Finance & Governance</u>												
<u>210</u>	<u>Administration & Management</u>											
1076	Precept	781,600	781,600	0	0	807,924	0	807,924	538,616	0	0	0
1080	Income - Interest	500	893	0	0	700	0	700	416	720	0	0
1365	Income - Other	0	0	0	0	0	0	0	1	0	0	0
1370	Income - Grant	0	1,500	0	0	0	0	0	0	0	0	0
1380	Income - Charity Donations	0	705	0	0	0	0	0	0	0	0	0
1450	Income - Donations	0	42	0	0	0	0	0	0	0	0	0
1455	Income - Warm Hub Donations	0	5,236	0	0	0	0	0	0	0	0	0
Total Income		782,100	789,976	0	0	808,624	0	808,624	539,033	720	0	0
4000	Salary	129,882	82,464	0	0	99,890	0	99,890	47,480	109,330	0	0
4005	HMRC	13,815	23,191	0	0	12,550	0	12,550	6,260	13,960	0	0
4010	Pension Payments	6,657	7,513	0	0	7,000	0	7,000	3,383	7,660	0	0
4011	PCC Pension Shortfall	10,100	10,100	0	0	6,100	0	6,100	6,100	6,300	0	0
4020	Training Staff	4,000	1,147	0	0	4,500	0	4,500	741	4,500	0	0
4021	Training Councillors	1,000	1,552	0	0	1,250	0	1,250	384	2,000	0	0
4025	Uniforms	250	24	0	0	200	0	200	0	200	0	0
4055	Rates	7,500	1,736	0	0	0	0	0	0	0	0	0
4060	Services	7,500	6,138	0	0	0	0	0	0	0	0	0
4065	Mobile Phones	250	188	0	0	200	0	200	49	200	0	0
4095	Licenses	0	1	0	0	0	0	0	0	0	0	0
4100	Cleaning & Materials	250	36	0	0	0	0	0	0	0	0	0
4205	Marketing	0	0	0	0	1,000	0	1,000	319	500	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 6)

Note: Draft 1 Budget 2027/28

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4330	Special Projects	10,000	992	9,000	-3,000	10,000	0	16,000	2,528	8,000	0	0
4340	Equipment	2,739	121	0	0	500	0	500	0	0	0	0
4445	Conferences	1,000	220	0	0	750	0	750	535	750	0	0
4470	Bank Charges	1,000	890	0	0	1,000	0	1,000	342	1,000	0	0
4725	Stationery	2,000	855	0	0	1,500	0	1,500	393	1,500	0	0
4850	Insurance	32,000	31,109	0	0	33,000	0	33,000	34,541	36,000	0	0
4855	Audit	2,500	1,275	0	0	2,500	0	2,500	1,979	2,500	0	0
4860	Professional Fees	6,448	6,950	0	0	2,500	0	2,500	1,844	2,575	0	0
4861	Legal Fees	0	0	0	0	2,500	0	2,500	2,958	2,500	0	0
4865	Web Site	500	1,127	0	0	0	0	0	0	0	0	0
4866	IT Costs	15,000	22,748	0	0	0	0	0	0	0	0	0
4870	Mayoral & Senior Allowance	1,500	1,375	0	0	0	0	0	0	0	0	0
4871	Councillor Allowances	0	1,247	0	0	0	0	0	0	0	0	0
4875	Health & Safety	7,000	6,998	0	0	7,250	0	7,250	7,704	5,447	0	0
4880	Electrical Testing	500	410	0	0	500	0	500	0	515	0	0
4885	Elections	1,500	8,913	0	0	5,000	0	5,000	260	4,000	0	0
4890	Welsh Language	500	0	0	0	250	0	250	0	250	0	0
4895	Subscriptions	2,000	2,072	0	0	2,500	0	2,500	2,264	2,500	0	0
4900	Miscellaneous Costs	500	916	0	0	500	0	500	510	500	0	0
4915	Archives	0	0	0	0	500	0	500	0	500	0	0
4925	Section 137	0	700	0	0	0	0	0	0	0	0	0
4930	Fundraiser/Consultants	0	5,000	0	0	0	0	0	0	0	0	0
5146	Civic & Hospitality	500	0	0	0	0	0	0	0	0	0	0
5170	Newsletters	2,000	697	1,303	0	2,000	0	3,303	0	3,000	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 6)

Note: Draft 1 Budget 2027/28

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
5450	Warm Hub Expenditure	500	1,956	0	0	0	0	0	0	0	0	0
5501	Transfer to General Reserve	0	0	0	0	20,000	0	20,000	0	20,000	0	0
	Overhead Expenditure	270,891	230,659	10,303	-3,000	225,440	0	232,743	120,574	236,187	0	0
	210 Net Income over Expenditure	511,209	559,317	-10,303	3,000	583,184	0	575,881	418,459	-235,467	0	0
6000	plus Transfer from EMR	0	-6,000	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	511,209	553,317			583,184		575,881	418,459	(235,467)		
211	<u>Office</u>											
4055	Rates	0	0	0	0	2,824	0	2,824	2,824	2,965	0	0
4061	Electricity	0	0	0	0	6,000	0	6,000	1,491	6,000	0	0
4085	Repairs & Maintenance	0	0	0	0	0	0	0	890	1,500	0	0
4100	Cleaning & Materials	0	0	0	0	250	0	250	0	275	0	0
4340	Equipment	0	0	2,618	0	1,000	0	3,618	504	1,000	0	0
	Overhead Expenditure	0	0	2,618	0	10,074	0	12,692	5,709	11,740	0	0
	Movement to/(from) Gen Reserve	0	0			(10,074)		(12,692)	(5,709)	(11,740)		
212	<u>Members Allowances</u>											
1450	Income - Donations	0	0	0	0	0	0	0	182	0	0	0
	Total Income	0	0	0	0	0	0	0	182	0	0	0
4870	Mayoral & Senior Allowance	0	0	0	0	1,500	0	1,500	0	1,500	0	0
4871	Councillor Allowances	0	0	0	0	3,120	0	3,120	0	3,120	0	0
	Overhead Expenditure	0	0	0	0	4,620	0	4,620	0	4,620	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 6)

Note: Draft 1 Budget 2027/28

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		0	0			(4,620)		(4,620)	182	(4,620)		
213	IT Costs											
4095	Licenses	0	0	0	0	240	0	240	282	500	0	0
4340	Equipment	0	0	0	0	2,500	0	2,500	868	1,000	0	0
4865	Web Site	0	0	0	0	500	0	500	154	500	0	0
4920	Accounts Software	0	0	0	0	4,000	0	4,000	4,844	4,844	0	0
4921	IT Support	0	0	0	0	3,156	0	3,156	1,641	3,300	0	0
4922	Photocopier	0	0	0	0	5,600	0	5,600	4,200	5,600	0	0
4923	Telephone & Broadband	0	0	0	0	6,855	0	6,855	3,651	8,000	0	0
Overhead Expenditure		0	0	0	0	22,851	0	22,851	15,641	23,744	0	0
Movement to/(from) Gen Reserve		0	0			(22,851)		(22,851)	(15,641)	(23,744)		
Finance & Governance - Income		782,100	789,976	0	0	808,624	0	808,624	539,215	720	0	0
Expenditure		270,891	230,659	12,921	-3,000	262,985	0	272,906	141,924	276,291	0	0
Net Income over Expenditure		511,209	559,317	-12,921	3,000	545,639	0	535,718	397,290	-275,571	0	0
plus Transfer from EMR		0	(6,000)	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		511,209	553,317			545,639		535,718	397,290	(275,571)		
Total Budget Income		782,100	789,976	0	0	808,624	0	808,624	539,215	720	0	0
Expenditure		270,891	230,659	12,921	-3,000	262,985	0	272,906	141,924	276,291	0	0
Net Income over Expenditure		511,209	559,317	-12,921	3,000	545,639	0	535,718	397,290	-275,571	0	0
plus Transfer from EMR		0	(6,000)	0	0	0	0	0	0	0	0	0

Continued on next page

Note: Draft 1 Budget 2027/28

	<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	511,209	553,317			545,639		535,718	397,290	(275,571)		

Appendix I

HR08 – Maternity and Family Friendly Policy

Welshpool Town Council

Adopted:
Revised:
Review: Biannually or as changes are required.

HR08 - Maternity & Family Friendly Policy

1. Introduction

- 1.1. Mothers, fathers and partners (including same-sex partners) and adoptive parents all have statutory rights to family leave. In the UK, there are several different types of family leave and some of them overlap
- 1.2. This Policy explains the rules¹ relating to:
 - a Maternity Leave and pay
 - b Adoption Leave and pay
 - c Paternity Leave and pay
 - d Shared Parental Leave and pay
 - e Parental Bereavement Leave and pay
- 1.3. We have used abbreviations and acronyms in this Policy for ease. They are detailed in bold in the Policy itself and are listed in the glossary at the end of the Policy.
- 1.4. This Policy applies to all employees of the Council.
- 1.5. This Policy does not form part of your contract of employment. We reserve the right to amend or remove this Policy. If there is any conflict between the terms of this Policy and the statutory rights which it covers, then the statutory rights will prevail.

2. Maternity Leave

- 2.1. You are entitled to take up to 52 weeks of time off work when you have a child. This is known as **Maternity Leave**. This is your right regardless of how long you have worked for us or how many hours you work.
- 2.2. The rules relating to Maternity Leave separate the time off into an initial period of 26 weeks, which is known as Ordinary Maternity Leave (**OML**), and the following 26 weeks, which is known as Additional Maternity Leave (**AML**).

3. Telling us about your pregnancy

- 3.1. Once you are aware that you are pregnant, please let us know as soon as possible. This is so that we can review any health and safety implications and start to plan for your absence. Once you have told us you are pregnant, we will arrange for a risk assessment of your work environment to be carried out.
- 3.2. You should work out what your expected week of confinement (**EWC**) is. Your EWC is the week (beginning on Sunday and ending on Saturday) when your due date falls. Your EWC is used as the basis for several rules relating to maternity rights.

¹ This Policy is drafted to reflect statutory entitlements. If you offer any enhanced entitlements to leave and/or pay, then you should insert details of these entitlements as well.

3.3. No later than the 15th week before your EWC (**Qualifying Week**) you must:

- a Tell us what your EWC is.
- b Tell us the date that you want your Maternity Leave to start. This date cannot usually be earlier than the 11th week before your EWC.

Once you have sent us these details, we will write to you stating the date we expect you to return to work (this will be calculated based on the assumption that you will be taking your full period of Maternity Leave) (**Assumed Return Date**).

3.4. Please provide us with a copy of your MATB1 form, which you will receive from your midwife.

4. Starting Maternity Leave

- 4.1. Maternity Leave cannot usually begin until the 11th week before your EWC (unless your child is born before this date). Maternity Leave will automatically begin when you give birth if it has not already started before this.
- 4.2. If you want to change the start date for your Maternity Leave, then you should let us know in writing at least 28 days before the earliest of the original start date or the new start date (if you are bringing your leave earlier). We will then write to you with an adjusted Assumed Return Date.
- 4.3. Your Maternity Leave will start automatically if you are off sick for a pregnancy-related reason at any point in the four weeks before your EWC.

5. Statutory Maternity Pay

- 5.1. You will be eligible for Statutory Maternity Pay (**SMP**) if you:
 - a Have 26 weeks' continuous service with us by the Qualifying Week
 - b Earned at least the average amount set by the Government each year in the eight weeks before the Qualifying Week
 - c Provided us with a copy of your MATB1
 - d Gave us at least 28 days' notice of your proposed Maternity Leave start date.
- 5.2. You will receive SMP for up to 39 weeks. This will be paid at 90% of your average weekly earnings for the first six weeks and at the standard SMP rate for the remaining 33 weeks. The standard SMP rate is set by the government, and you can see the current rate at the link below. We will pay SMP at 90% of your average weekly earnings for all of your Maternity Leave if your average weekly earnings fall below the standard rate.
- 5.3. We will deduct tax and National Insurance contributions from your SMP in the same way as we do from your regular salary.
- 5.4. If you do not have 26 weeks' service by the Qualifying Week, then you may still be eligible for Maternity Allowance (**MA**). MA is administered by the Government rather than us. You should complete the online forms which you can access using the links below. We have no involvement in the administration of MA. This is your personal responsibility.

6. During Maternity Leave

- 6.1. We may contact you from time to time while you are on Maternity Leave – for example, to discuss arrangements for your return to work, possible internal job vacancies or qualification expiry dates. If you'd prefer us not to contact you during your Maternity Leave, please tell us.
- 6.2. You will continue to receive benefits due to you under your employment contract while on Maternity Leave. Except for terms relating to pay, all your normal terms and conditions will apply.

7. Time off for antenatal appointments

- 7.1. You are entitled to paid time off for antenatal appointments during working hours. We ask for as much notice as possible, and we may want to see confirmation of your pregnancy and an appointment card for all but the initial appointment.
- 7.2. If you have what is known as a 'qualifying relationship' with a pregnant woman or the unborn child, you are entitled to unpaid time off to accompany her to a maximum of two antenatal appointments. This applies to each pregnancy. A 'qualifying relationship' is one where you are one of the following:
 - a The child's father
 - b The pregnant woman's spouse
 - c The pregnant woman's partner
- 7.3. We expect you to give us as much notice as possible. Legally, you are only entitled to 6.5 hours off work for each appointment (which includes travelling and waiting time), but if you need more time, please discuss it with us. To attend any further appointments, you will need to request time off as holiday (which will be managed as laid out in our policies around annual leave) or unpaid leave.
- 7.4. You must provide a signed statement showing the date and time of each appointment. It must confirm that:
 - a You are eligible under the 'qualifying relationship' criteria
 - b The time off is solely to accompany the woman to her appointment
 - c A doctor, midwife or nurse has advised that the woman needs the appointment
- 7.5. You may be entitled to time off to attend up to two antenatal appointments if you are having a child by surrogate. For guidance, ask the Town Clerk.

8. Time off for adoption appointments

- 8.1. You are entitled to time off to attend an adoption appointment. This is an appointment arranged by an adoption agency, usually for you to get to know the child who will be placed with you, but sometimes for other reasons related to the adoption.

- 8.2. If more than one child is being placed with you at the same time, then we treat this as one adoption and will not give you time off to attend additional appointments. Time off for this type of appointment must be taken before any child is placed with you.
- 8.3. You may attend up to five appointments per adoption, on paid time off if you are adopting on your own or will be the primary adopter. You may attend up to two appointments, on unpaid leave, if you are the secondary adopter.
- 8.4. You are entitled to take up to 6.5 hours for each appointment. This includes travelling and waiting time. We will need a signed statement with details of the time and date of the appointment as well as confirmation that:
- a The adoption agency has arranged or requested the appointment.
 - b You are either adopting the child on your own or jointly with someone else.
 - c You are electing to take either paid or unpaid time off work if you are adopting jointly.
- 8.5. It may be necessary to ask you to rearrange an appointment, and we may refuse a request for a particular day or time in exceptional circumstances. We will, however, never do this without good reason.

9. Adoption Leave

- 9.1. You are entitled to take up to 52 weeks off work if you are the primary adopter in an adoption process (**Adoption Leave**). Adoption Leave is split into an initial period of 26 weeks, which is referred to as Ordinary Adoption Leave (**OAL**) and a further period of 26 weeks, which is referred to as Additional Adoption Leave (**AAL**).
- 9.2. You will be eligible for Adoption Leave if you are adopting and meet the following requirements:
- a You are adopting a child through a UK adoption agency, or you are a local authority foster parent who has been approved as a prospective adopter.
 - b The adoption agency or local authority has given you written notice that it has matched you with a child and has told you the expected date of placement.
 - c You have told the agency or local authority that you agree to the placement.
- 9.3. Adoption Leave is also available in certain surrogacy cases if you meet the following conditions:
- a A surrogate mother gives birth to a child who is biologically the child of either you or your spouse or partner (or both of you).
 - b You expect to be given parental responsibility under a Parental Order from the court. The child must live with you, and you must apply for the Parental Order within six months of birth.
- 9.4. Only one parent can take Adoption Leave (the **Primary Adopter**). The other parent may be eligible for **Paternity Leave** (see below). In some cases, you may be able to take **Shared Parental Leave** with your partner (see below).

- 9.5. All of your terms and conditions of employment will continue as normal during Adoption Leave, save those that relate to pay.

10. Notification of adoption or surrogacy

- 10.1. If you are adopting or fostering for adoption, then you should let us know as soon as you receive an expected date of placement (**EDP**) from the local authority. When you provide us with this information, you should also let us know when you would like your Adoption Leave to start (**Intended Adoption Leave Start Date**). We ask that you provide us with this information within seven days of receiving notification of a match, but we understand that this will not always be possible. Please let us know as soon as possible.
- 10.2. Please provide us with a copy of your matching certificate as soon as you receive it. We will store and process your matching certificate in accordance with our *Data Protection Policy*.
- 10.3. In a surrogacy case, you must inform us in writing of your intention to take Adoption Leave and give the expected week of childbirth (**EWC**) and your Intended Adoption Leave Start Date. You must give this information by the end of the 15th week before the EWC, or, if that is not reasonably practicable, as soon as you can. When the child is born, you must tell us the date of birth as Adoption Leave in surrogacy cases usually starts on the day that the child is born.
- 10.4. Once you have provided us with this information, we will write to you and confirm our understanding of your assumed return to work date (**Assumed Return Date**), which will be calculated on the assumption that you will be taking your full entitlement to Adoption Leave.

11. Starting Adoption Leave

- 11.1. In an adoption or fostering for adoption case, you can elect to start Adoption Leave at any point from 14 days before the EDP up to the EDP but not later.
- 11.2. In a surrogacy case, Adoption Leave will begin on the date that the child is born (or the following day if you are at work on the day that the child is born).

12. Adoption Pay

- 12.1. If you are the Primary Adopter and have at least 26 weeks' continuous service with us by the 15th week before the date of receiving notification of a match, or EWC in a surrogacy case, then you may be eligible for statutory adoption pay (**SAP**). SAP is paid for up to 39 weeks at the same rate as SMP – see above for details.

13. Returning from Maternity or Adoption Leave

- 13.1. We will have told you our Assumed Return Date for you when you contacted us with details of your EWC or EDP. If you wish to return from Maternity Leave or Adoption Leave earlier than the Assumed Return Date, then you must let us know your new date in writing at least eight weeks before your altered return date (**Altered Return Date**). If you don't give us eight weeks' notice, then we can delay your return until the eight weeks' notice has been given (or you reach your Assumed Return Date if this is earlier).
- 13.2. If you want to come back to work later than your Assumed Return Date then you should consider applying for a period of Parental Leave (see below) or taking holiday.
- 13.3. If you decide not to return to work following Maternity Leave or Adoption Leave, then you should let us know in writing as soon as possible. You must give us at least the amount of notice set out in your contract of employment. Once you have told us that you do not wish to

return to work following Maternity Leave or Adoption Leave, then you cannot change your mind without our agreement.

13.4. If you want to return to work with altered hours, days or times of work, then you should consider making a flexible working request under our policies relating to flexible working. Any application should be made in good time before you are due to return from Maternity Leave or Adoption Leave to allow sufficient time for us to consider your request.

13.5. Shortly before you are due to return to work, we may invite you to have a discussion about the arrangements for your return. This may cover:

- a Letting you know about any changes in the business whilst you have been off
- b Identifying any training needs you might have on return
- c Any changes to working arrangements (especially if you have made a flexible working request under our policies relating to flexible working)

13.6. If you return from Maternity Leave or Adoption Leave before the end of OML or OAL, then you can normally return to the role that you had before you started Maternity Leave or Adoption Leave. If you return from Maternity Leave during or at the end of AML or AAL, then, if it is not reasonably practicable for us to allow you to return to the same role, we may give you another suitable and appropriate role on terms and conditions that are not less favourable.

14. Keeping in touch on Maternity Leave or Adoption Leave

14.1. You may be offered up to 10 days' work while you are on Maternity Leave or Adoption Leave at a rate of pay agreed in advance. These days are sometimes used for purposes such as keeping a qualification valid or attending key meetings, corporate training days, appraisals or consultation meetings. You are not obliged to make use of these days. Your decision about whether you use some or all of these days will not affect your right to leave and pay. These days are known as Keeping In Touch days (**KIT days**).

15. Relationship between Maternity Leave and Adoption Leave and Shared Parental Leave

15.1. If you are on a period of Maternity Leave or Adoption Leave, then you and your spouse or partner may be eligible to transfer to a period of Shared Parental Leave (see below). This gives you the flexibility to share leave and pay entitlements in the year after birth.

15.2. You need to give us eight weeks' notice if you want to end your Maternity Leave or Adoption Leave and move to a period of Shared Parental Leave. You can give us this notice at any time, but if you have given birth, you must stay on Maternity Leave for at least the first two weeks after birth (**Compulsory Maternity Leave**). After this time, you can share the leave with your partner in accordance with the rules set out below.

16. Shared Parental Leave

16.1. If you want more flexibility in the first year after your child is born or placed with you, you and your partner may want to consider Shared Parental Leave (**ShPL**) instead of just taking Maternity Leave/Adoption Leave and Paternity Leave. Provided that you are both eligible, ShPL allows you to split the available leave between you so that you can be off work at the same time or consecutively.

16.2. There is a total of 52 weeks of ShPL available, less any weeks the mother has either been on Maternity Leave (including the compulsory period) or receiving SMP or MA or any weeks when the Primary Adopter has been on Adoption Leave or receiving SAP or MA.

16.3. You or your partner may be eligible for ShPL if:

a You are:

- (i) the mother and share the main childcare responsibility with the child's father or your partner; or
- (ii) the father and share the main childcare responsibility with the child's mother; or
- (iii) the mother's partner and share the main childcare responsibility with the mother in place of the father;

b Either:

- (i) A UK adoption agency places a child with you and/or your partner for adoption, or;
- (ii) A child in local authority care is placed with you and/or your partner as foster parents under a "fostering for adoption" or "concurrent planning" scheme, or
- (iii) You adopt a child from overseas with UK government approval; or
- (iv) You have a child with a surrogate mother and the court has made or is expected to make a Parental Order.

c You have worked for us for at least 26 continuous weeks by the end of the Qualifying Week and you will still be employed by us before you take ShPL; and

d The other parent has worked at least 26 of the 66 weeks before the EWC – this can be as an employee or self-employed – and had weekly earnings averaging at least £30 during 13 of the weeks; and

e You and the other parent fulfil the notice and other requirements detailed below.

16.4. The child's mother cannot start ShPL until the end of Compulsory Maternity Leave.

16.5. ShPL is additional to Paternity Leave (see below). The child's father, or the mother's partner, may consider using their two weeks' Paternity Leave before starting ShPL as once ShPL starts, any Paternity Leave not already taken is lost.

17. Notification of Shared Parental Leave

17.1. You must tell us in writing at least eight weeks before you intend your ShPL to begin that you want to opt in to the ShPL scheme. We will also need to know:

a Your name and the other parent's name.

- b the start and end dates of the mother's Maternity Leave or the Primary Adopter's Adoption Leave (or the SMP/SAP or MA start and end dates if they are not eligible for Maternity Leave or Adoption Leave).
 - c How many weeks of ShPL are available – that is, 52 weeks less Maternity Leave, Adoption Leave, SMP or MA already taken by the mother/Primary Adopter or due to be taken.
 - d How many weeks of ShPL you will take and how many the other parent will take – you can change this by telling us in writing, and you do not have to take your full allowance.
 - e The total Statutory Shared Parental Pay (**ShPP**) available – that is, 39 weeks less the number of weeks of SMP, SAP or MA already taken or due to be taken.
 - f How many weeks of the ShPP available is to be allocated to you and how many weeks are to be allocated to the other parent – you can change this by telling us in writing, and you do not have to use your full allocation.
 - g The pattern of leave you want to take, with start and end dates for each block of leave. Although this is not binding, it will help us if you give us as much information as possible.
 - h That you and the other parent are both eligible to claim ShPL and ShPP – we will need signed declarations from both of you.
- 17.2. If you are the child's mother or Primary Adopter, you must give us at least eight weeks' notice in writing to end your Maternity Leave or Adoption Leave. We need this curtailment notice at the same time as you supply the ShPL opt-in notice, and you cannot take ShPL unless we have both. In the curtailment notice, you must tell us the date your Maternity Leave or Adoption Leave will end, which must be after the Compulsory Maternity Leave period for Maternity Leave.
- 17.3. If your partner is the one taking ShPL, we need a written declaration that their employer has received an opt-in notice and all the necessary declarations have been made. They may be able to take ShPL from their employer before your Maternity Leave or Adoption Leave ends, but only if we have received your curtailment notice.
- 17.4. Curtailment notices are binding and can only be revoked if your Maternity Leave or Adoption Leave has yet to finish and you meet one of the following conditions:
- a You have found out that neither you nor the other parent is eligible for ShPL or ShPP – in this case, you can revoke the curtailment notice by writing to us any time up to eight weeks after it was given.
 - b The curtailment notice was issued before the birth and you are revoking it in writing during the six weeks after the birth.
 - c The child's other parent has died.
- 17.5. You cannot opt back in to the ShPL scheme after you revoke a curtailment notice except if the notice was given to us before the birth and it is revoked in writing during the six weeks following the birth.

17.6. If the mother is still on Maternity Leave or the Primary Adopter is still on Adoption Leave or claiming SMP/SAP or MA, the partner will be unable to start ShPL until one of the following has happened:

- a The mother has returned to work.
- b The mother has given a curtailment notice to their employer to finish their Maternity Leave or Adoption Leave.
- c The mother has given a curtailment notice to their employer to finish their SMP or SAP.
- d The mother has given the benefits office a curtailment notice ending their MA.

17.7. We may also ask you to provide the following:

- a A copy of your child's birth certificate or a signed declaration of the date and place of birth if you have yet to get the certificate
- b Contact details for the other parent's employer, or a declaration that they do not have an employer
- c In a UK adoption case, one or more documents from the adoption agency showing the agency's name and address and the EDP
- d In an overseas adoption case, a copy of your Official Notification
- e In a surrogacy case, the Parental Order from the court (if it has been granted)

18. Organising Shared Parental Leave

18.1. Once you have opted in to the ShPL scheme, you need to give us a 'period of leave' notice to book your time off. You can give us your period of leave notice at the same time as your opt-in notice or at any other time, as long as we receive your period of leave notice at least eight weeks before the first period of ShPL begins.

18.2. On your period of leave notice, you can either give us specific dates or the number of days after the birth that you want ShPL to start and finish. You may prefer the second option if the father plans to take Paternity Leave as soon as the child is born and wants ShPL to run on from it. You must take ShPL in blocks of at least one week at a time.

18.3. You are automatically entitled to take a single continuous block of ShPL (but we will consider any request for separate blocks of ShPL as detailed in the following paragraphs).

18.4. You may lodge up to three period of leave notices, which may allow you to take up to three separate ShPL blocks with periods at work in between. If you later reschedule or cancel one of the blocks, it nevertheless counts towards your three notices.

18.5. To make it easier for us to consider your request to take ShPL in more than one block, you should discuss your requirements with your *line manager* as early as possible before you submit your formal period of leave notice.

- 18.6. If you want separate blocks of ShPL, you must give us details of the pattern you want to follow in your period of leave notice. Once we have received your period of leave notice, we will either agree immediately or we will start a discussion period with you, which will last for a maximum of two weeks. If we reach agreement, we will confirm this in writing before the end of the two-week period. If we fail to agree, you can take all the ShPL you asked for in one continuous block, beginning on the start date you gave us in your notice. For example, if you asked for three separate three-week periods, you can combine them into one continuous 9-week leave period.
- 18.7. The other way we can approach this is if you agree to do one of the following:
- a Choose a new start date and tell us what it is within five days of the end of the two-week discussion period. The new date has to be at least eight weeks after the start date of the first of the blocks you asked for.
 - b Withdraw the notice and inform us within two days of the end of the two-week discussion period. This will not be counted as a period of leave notice, and you are free to submit a fresh one.
- 18.8. If you need to cancel a period of ShPL, you must tell us in writing at least eight weeks ahead of the start date of the relevant block.
- 18.9. If you want to change a start date, you must inform us in writing at least eight weeks before the earlier of the original date and the new start date. Similarly, you can change the end date if you inform us in writing at least eight weeks before the earlier of the original date and the new end date.
- 18.10. If you want to combine blocks of ShPL into one continuous period, you will need to give us the new start date or end date, whichever is relevant.
- 18.11. If you want to split a continuous period of ShPL into two or more periods separated by periods at work, you will need to tell us the new start date or end date. We may not be able to accommodate your request, but we will approach it as if you had asked for separate blocks of ShPL in the first place.
- 18.12. If you submit a notice to change or cancel a block of leave, we will count this as one of your three period of leave notices. There are three exceptions to this rule, which are:
- a The change is because your child was born earlier or later than the EWC or is placed with you earlier than the EDP.
 - b You cancel a request for separate blocks of leave within two days of the two-week discussion period ending.
 - c We ask you to make the change.

19. During Shared Parental Leave

- 19.1. If your child is born before the beginning of the EWC or is placed with you before the EDP, we may allow you to start ShPL during the eight weeks following birth/placement despite you being unable to give us eight weeks' notice. To enable us to do so, we need to apply the following rules:
- a If your period of leave notice gave us a set date within the eight weeks following the EWC/EDP for your ShPL to start, you can move the date forward by the same number of days as long as you write to tell us as soon as possible.
 - b If you want to take ShPL in the eight weeks following birth/placement and your child arrives or is placed early, you will need to give us your opt-in notice and period of leave notice as soon as possible.
- 19.2. If you had a start date of a set number of days – rather than a set date – after the birth/placement in your period of leave notice, you do not need to do anything.
- 19.3. You will continue to receive benefits due to you under your employment contract. Except for terms relating to pay, all your normal terms and conditions will apply, and you will continue to accrue holiday entitlement.
- 19.4. If you are due any holiday, you should discuss with your *line manager* when to take this before starting ShPL, and if you are the mother, you should try to take any holiday due to you before your Maternity Leave begins.
- 19.5. We may need to contact you from time to time while you are on ShPL – for example, to discuss arrangements for when you return.
- 19.6. You may also be asked to work during ShPL for up to 20 days. These days are known as **SPLIT** (Shared Parental Leave In Touch) days. SPLIT days are in addition to the 10 KIT days you have the option to work during your Maternity Leave or Adoption Leave. As is the case with KIT days, you are not obliged to work SPLIT days but, if you do, you will be paid at a rate agreed with your *line manager*. This also applies if you ask to work any of the 20 days.

20. Returning from Shared Parental Leave

- 20.1. You must give us eight weeks' notice in writing if you want to end a ShPL period early and provide the new return-to-work date. You will be unable to end your ShPL early without our agreement if you have already used your three period of leave notices.
- 20.2. If you have unused ShPL entitlement and want to extend your leave, you must tell us in writing by submitting a period of leave notice at least eight weeks before the date you had intended to return to work. You will be unable to extend your ShPL without our agreement if you have already used your three period of leave notices. Instead, you may be able to take holiday or Parental Leave (see below).
- 20.3. You are entitled to take up the same job with the same employment terms you had before going on ShPL. However, in certain circumstances, it may not be reasonably practical for

you to resume your previous role, and we may place you in another appropriate post with no less favourable terms and conditions. This will only apply in the following cases:

- a Your ShPL plus any Maternity Leave, Adoption Leave or Paternity Leave taken amounts to more than 26 weeks, irrespective of whether or not it was taken consecutively.
- b Your ShPL was taken consecutively, before or after more than four weeks of Parental Leave.

21. Shared Parental Pay

21.1. If you have at least 26 weeks' continuous employment with us at the end of the Qualifying Week, you may be able to claim ShPP for up to 39 weeks. We will pay this at the rate set annually by the Government, less any SMP, SAP or MA already claimed by either you or your partner. Your average earnings must be not less than the lower earnings limit set each tax year for you to qualify.

21.2. When you give us your period of leave notice (or notices), you must notify us that you intend to claim ShPP while you are on ShPL. You can also write to us at least eight weeks before the date you want us to start paying your ShPP if you have not already told us in a period of leave notice.

22. Holiday rights and Maternity Leave, Adoption Leave and Shared Parental Leave

22.1. You will continue to accrue holiday entitlement during Maternity Leave, Adoption Leave and Shared Parental Leave. If you are due any holiday before your Maternity Leave, Adoption Leave or Shared Parental Leave begins and/or if your period of holiday entitlement is likely to span two holiday years, you should try to take all accrued leave before your leave starts where practical.

23. Pension contributions during Maternity Leave, Adoption Leave and Shared Parental Leave

23.1. During OML or OAL, any paid period of shared Paternity Leave and any further period of paid Maternity Leave or Adoption Leave we shall continue to make any employer contributions that we usually make into a money-purchase pension scheme, based on what your earnings would have been if you had not been on leave provided that you continue to make contributions based on the maternity, shared paternity or adoption pay you are receiving. If you wish to increase your contributions to make up any shortfall from those based on your normal salary, then please contact *the Town Clerk*.

23.2. During unpaid AML, AAL or unpaid Shared Parental Leave, we will not make any payments into a money purchase scheme. You do not have to make any contributions, but you may do so if you wish, or you may make up for missed contributions at a later date.²

24. Redundancy and Maternity Leave, Adoption Leave and Shared Parental Leave

24.1. If a redundancy situation occurs during your Maternity Leave, Adoption Leave or Shared Parental Leave, we will let you know about the proposals and involve you in any consultation process. We will invite you to a meeting before any final decision is reached regarding redundancies. Employees on Maternity Leave, Adoption Leave or Shared

² Please note that if you have a final salary pension scheme, then this section will need to be altered to reflect the position.

Parental Leave will be given first refusal on any suitable alternative vacancies that are appropriate to their skills.³

25. Paternity Leave

- 25.1. If you have been working for us for 26 weeks by the 15th week before the EWC in maternity or surrogacy cases (or the date of receiving notification of a match in adoption cases) and you are the father of the child or the partner of another person who has or expects to have responsibility for the child's upbringing, then you are eligible to take Paternity Leave.
- 25.2. If you are eligible, you can take a maximum of two consecutive weeks of Paternity Leave, which can be taken at any time from the date of the child's birth or adoption placement (or any day in that week) and the 56 days after birth/placement (or due date if the child is born early).
- 25.3. Paternity Leave can either be taken as one week or two consecutive weeks but not separate weeks or odd days.
- 25.4. You must let us know if you intend to take Paternity Leave by no later than the 15th week before the EWC or no more than seven days after you are notified of the EDP if you are adopting. You should tell us the start date of the leave to be taken, the EWC or EDP and whether you are taking one week or two weeks of Paternity Leave.
- 25.5. If you want to change the date that your Paternity Leave starts, then please give us 28 days' written notice or, if this is not possible, as much notice as you can.
- 25.6. You are able to take Paternity Leave in the event of a stillbirth after 24 weeks of pregnancy or if your child is born alive after 24 weeks of pregnancy but later dies.
- 25.7. While you are on Paternity Leave, all the terms and conditions not relating to pay in your employment contract will apply. When you return, you will have the right to the same job with the same terms and conditions as you had before your Paternity Leave began.

26. Statutory Paternity Pay

- 26.1. Provided that in the eight-week period prior to the 15th week before the EWC or EPD (the **Relevant Period**) your earnings were not less than the lower earnings limit set by the Government (see the link below), you will be entitled to receive Statutory Paternity Pay (**SPP**) during Paternity Leave. SPP is paid at a weekly rate set by the Government each year (see the link below for the current figure) or, if your average weekly earnings in the Relevant Period are lower than this, then at 90% of your average weekly earnings in the Relevant Period.

27. Parental Leave

- 27.1. Parental Leave can be taken at any time until a child's 18th birthday and comprises 18 weeks' unpaid leave per child.
- 27.2. If you have responsibility for a child, you are entitled to take Parental Leave. Those eligible include the registered father and anyone else with formal parental responsibility for the child.

³ This protection is likely to be extended from April 2023 to cover the period of an employee's pregnancy and a period of six months following their return to work.

- 27.3. You must have worked for us for at least a year before you can take Parental Leave, already have – or expect to have – responsibility for a child and intend to use the leave only to care for the child or otherwise spend time with them.
- 27.4. You can take up to four weeks of Ordinary Parental Leave per child, per year, in blocks of a single week or more. You cannot take less than a week at a time unless the child is disabled.
- 27.5. You need to give your manager 21 days' notice that you intend to take Parental Leave. We will always try to accommodate your request, but we may have to rearrange your dates if your absence would disrupt our business by, for example, leaving us short-staffed. If your leave has to be postponed, we will tell you why in writing within seven days of your request and provide you with alternative start and end dates.
- 27.6. We are unable to postpone Parental Leave if you have asked for it to start immediately after a child's birth or adoption. We are also unable to postpone Parental Leave beyond six months or beyond the child's 18th birthday.
- 27.7. Your employment contract and all its terms and conditions remain in force throughout Parental Leave, other than the fact that it is unpaid. Your holiday entitlement continues to accrue in the normal way.

28. Stillbirth and neonatal loss

- 28.1. In the event of a miscarriage before the end of the 24th week of your pregnancy, according to the statutory provisions, any time off work is treated as sickness absence. We will, of course, provide you with the appropriate support.
- 28.2. In the event that you lose your child after 24 weeks of pregnancy or your child is born alive at any stage of pregnancy but later dies, you are entitled to Maternity Leave. You may also be entitled to **SMP** (see below) if you are eligible.
- 28.3. In the event of a stillbirth or neonatal loss, we will support you in line with our Special Leave policy.

29. Parental Bereavement Leave

- 29.1. We offer two weeks' paid Parental Bereavement Leave for any parent who loses a child aged under 18. This includes a stillbirth after 24 weeks of pregnancy. We will be flexible about how you take this leave (for example, you might want to take it in one block, or as two separate weeks).
- 29.2. We understand you may not be in a position to have any detailed discussion with the Town Clerk if somebody close to you dies, but please tell your *line manager* what has happened. An email will be fine.

30. Glossary

AML – Additional maternity leave

EDP – Expected date of placement in adoption cases

EWC – Expected week of confinement/childbirth, or the week in which a pregnant woman is due to deliver

KIT – Keeping In Touch days

MA – Maternity Allowance

OML – Ordinary maternity leave

Qualifying Week – the 15th week before the EWC

SAP – Statutory Adoption Pay

ShPL – Shared Parental Leave: The scheme under which a mother can share leave with somebody else (usually the father) by opting out of the Statutory Maternity Leave scheme

ShPP – Statutory Shared Parental Pay: A payment similar to SMP but paid to the mother and her partner while they are on ShPL.

SMP – Statutory Maternity Pay: The legal minimum women are entitled to receive while on Maternity Leave

SPLIT – Shared Parental Leave in Touch: The equivalent of KIT, in the ShPL context.

SPP – Statutory Paternity Pay

31. Useful links and contacts

31.1. The following links may be useful:

- a www.gov.uk/maternity-pay-leave/pay – for details of the current rate of SMP, ShPP, SAP and SPP
- b <https://www.gov.uk/maternity-allowance/how-to-claim> – for details of how to claim maternity allowance

32. Administration of the Maternity and Family Friendly Policy

32.1. The Town Clerk is responsible for the administration of the Maternity & Family Friendly Policy. Should you have any feedback, please contact the Town Clerk.

Appendix J

AI Policy

Welshpool Town Council

Adopted:
Revised:
Review: Biannually or as changes are required.

AI POLICY

Introduction

We recognise that the use of artificial intelligence (AI) is on the increase and has been harnessed by some organisations to save time and resources and enhance the user experience. Artificial intelligence refers to computer systems that can think or act in a more human way, taking information from their surroundings to perform tasks that usually require human intelligence.

The likes of ChatGPT, Microsoft Copilot, Perplexity, etc., are examples of AI chatbots that can provide answers to questions that a user asks it. It can create content formatted in accordance with specific instructions. Although there are multiple benefits to using such services, it can be problematic when used in the workplace. Therefore, we have set out below our rules on the use of these services, both as part of your role and in your own time, in order to protect the Council's interests.

Risks associated with the use of AI

By the admission of its own creators, these services have their limits. For example, they can:

- give an incorrect answer to the question asked;
- give inconsistent answers when asked the same question more than once;
- provide outdated information;
- provide information that is biased or discriminatory;
- create a security or data protection risk when confidential information is inputted.

In addition, it can engineer a false view of someone's capabilities when the information it provides is used inappropriately.

Using AI Powered Wording Services

You are permitted to use these services to carry out your tasks. However, you must be aware of the risks as set out above.

You remain entirely responsible for the quality and accuracy of your work.

Some uses of AI may include:

- The summarisation of large scale text documents, databases, and other data processing
- Analysis of bulk documents for a specific purpose
- Re-wording and re-parsing text into a more professional context
- The creation of formal reports to Council based on the contextual information already provided by our systems, however these reports must contain a disclaimer that AI was used to assist in the creation of the report.

Before using AI you must judge the usage on a case by case basis vs using your own understanding, knowledge, skills and aptitude. AI must not be used to obtain legal advice due to the hallucination of AI services.

Failure to maintain the required quality and accuracy of your work may result in the initiation of disciplinary or capability procedures.

Whether during your work activity or in your own time, you must not input any information into these services that is reasonably considered to be confidential or sensitive organisation information including any content that you have created as part of your work.

This is because AI powered wording services learn from the information that is inputted and can provide information to subsequent users based on the information it receives.

Confidential or sensitive information

Where referred to above, “confidential or sensitive information relating to our organisation” includes, but is not limited to:

- Information about employees
- Information about customers/clients/suppliers/service users
- Financial information including commercial interests
- Internal policies and procedures
- Trade secrets
- Software code

Council Systems

Welshpool Town Council maintains a range of electronic data including minutes of meetings, agendas, decisions made, statutory powers and other data which is stored within its AI Memory Systems.

You can use these systems to create reports using this previous memory but only using our Council Systems which are secure. Previous decision memory should not be inputted into third party services such as ChatGPT.

Administration of AI Policy

The Town Clerk is responsible for the administration of this Policy. Should you have any feedback, please contact the Town Clerk.

Appendix K



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Document / Report #1034

Author	Richard Williams Town Clerk & Responsible Finance Officer
Title	Digital Engagement Report - Q2 2026
Date	2nd October 2026

1. Purpose

1. To inform the Committee of the Council's digital engagement performance over Quarter 2 (1st July to 30th September 2026), based on website analytics, Facebook and Instagram insights.

2. Background

1. Welshpool Town Council maintains a website and Facebook and Instagram pages to promote transparency, inform residents, and engage the wider community. This report outlines user engagement metrics and highlights top-performing content to help assess the effectiveness of the Council's digital communications.

3. Website Performance

1. Our website performance compared to the previous quarter is slightly odd with active users down but page views up.
2. In summary there was 5,800 (+51.1%) active users in the period with 31,000 (+4.6%) page views.
3. The most popular pages were meetings & councillors pages.

4. Social Media Performance

1. This quarter saw a good increase in views and engagement, largely driven by news-related posts.
2. This quarter saw:
 1. 807,015 total views (+98.9%)
 2. 78,266 viewers (+68%)
 3. 4,751 content interactions (+97.7%)
 4. 7,048 page visits (+43%)
 5. 243 new followers (+49.1%)
3. Top performing posts by views were:

1. Hall Street transformation image - 35.4k views
 2. Vicarage Gardens transformation image - 36.3k views
 3. Continental Market - 33.1k views
 4. Tour de France Volunteers - 19.8k views
 5. Resignation of Sally Fitzgerald - 18.2k views
4. In addition to this, our Instagram account saw a 81.3% increase in views to 58.9k We now post information automatically to both Facebook and Instagram.

5. Conclusion

1. Quarter 2 has shown a significant uplift across our social media driven largely by AI generated images of what the Town Centre could look like as part of our engagement around the Town Centre Improvement Project.

6. Decision

1. To note for information only.