



Cyngor Tref y Trallwng | Welshpool Town Council

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

Agenda & Summons Finance & Governance Committee - 18/02/2026 6:30pm

13th February 2026

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

Dear Councillor,

You are hereby summoned to attend a meeting of the Finance & Governance Committee of Welshpool Town Council which will be held on Wednesday 18th February 2026 in the Council Chamber, Welshpool Town Hall at 6:30pm to transact the business outlined below.

Yours sincerely,

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

Please note that this meeting will be recorded and broadcast online. In accordance with the Local Government and Elections (Wales) Act 2021, this meeting is available to attend by remote means. Please visit <https://us02web.zoom.us/j/82151546745?pwd=IC9uPkhIZtNEaV3blYW6gcWVhVTIx.1> to join online or use Zoom Meeting ID 821 5154 6745 and passcode 884767.

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 desired, resolve to approve any apologies for absence. [Section 4(b), Code of Conduct; Section 85(1), Local Government Act 1972]

2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

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

[Appendix A]

3. PUBLIC PARTICIPATION

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

4. MINUTES AND MATTERS ARISING

4.1. Previous Minutes

To approve and sign as a correct record, the minutes from the meeting of the Finance & Governance Committee on 21/01/2026. [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 21/01/2026.

5. BUSINESS PLANNING & FINANCIAL MATTERS

5.1. Council Accounts (January - Period 10)

To consider the Income and Expenditure Reports and Cash and Bank Totals for January 2026 and note the bank balances as of 31st January 2026:

- General Fund - £23,729.13
- 30 Day Account - £200,000
- Petty Cash - £67.43
- Hub Community Account - £3,129.78

[Appendix C]

[Appendix D]

5.2. Payment of Invoices - February

To consider payment of invoices for February 2026, including any additional payments tabled on the night.

[Appendix E]

[Appendix F]

5.3. Scrutiny of Payments

To hear the feedback from January 2026 (Cllr Pritchard) for the scrutiny of payments exercise as set out in Financial Regulations.

5.4. Virements

To consider the virements as proposed by the Town Clerk.

[Appendix G]

[Appendix H]

5.5. Interim Strategic Plan Action Plan

To consider the approved committee Interim Strategic Plan action plan.

[Appendix I]

6. STRATEGY & POLICY

6.1. Procurement Policy

To consider the adoption of the draft Procurement Policy.

[Appendix J]

6.2. Volunteer Policy

To consider the proposed draft Volunteer Policy and to make suggestions for adoption in the future (or recommend adoption if content).

[Appendix K]

7. MOTIONS FOR DEBATE

7.1. Motion for Debate - Restoration of Investigation Procedure

To consider the motion for debate in relation to the restoration of investigation procedures (Cllr Alison Davies).

[Appendix L]

8. GOVERNANCE

8.1. Review of Standing Orders & Committee Structure

To consider establishing a working group to review Standing Orders and the new committee structure with a view to making amendments (if any) for the Annual Meeting in May.

8.2. Appointment of Internal Auditor

To recommend to Council the appointment of TIAA Ltd as Internal Auditor for the year 2025-2026.
[Regulation 7(1), The Accounts and Audit (Wales) Regulations 2014]

9. DATE OF NEXT MEETING

To note that the next meeting of Finance & Governance Committee will be held on 18th March 2026 at 6:30pm.

10. 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]

11. DEBTORS [CONFIDENTIAL]

To consider the reports from the Town Clerk in respect to debtors.

Confidential Document [Appendix M]

12. STAFFING [CONFIDENTIAL]

To consider any staffing updates from the Town Clerk & RFO.

Appendix A



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

What matters are being discussed at the meeting?

Do any relate to my interests?

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

More than other people in the authority's area?

NO

YES

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

You may have a
personal interest in
the matter

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

NO

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

YES

You may have a
prejudicial interest

This matter relates to:

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

NO

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

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

YES

Personal Interest

Prejudicial Interest

LOCAL GOVERNMENT ACT 2000

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

NOTIFICATION IN RESPECT OF:-

(1) PERSONAL INTEREST ORALLY DISCLOSED AT MEETING

[(2) DISPENSATION RELIED UPON AT MEETING]

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

DATE:	
MEETING:	

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

AGENDA ITEM:	
BUSINESS CONSIDERED:	

4. DETAILS OF PERSONAL INTEREST

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

--

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



Cyngor Tref y Trallwng | Welshpool Town Council

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

DRAFT

Minutes of the Finance & Governance Committee held on 21/01/2026 6:30pm in Council Chamber, Welshpool Town Hall.

PRESENT:

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

Apologies for absence:

Councillor Alison Davies
Councillor Estelle Bleivas

Absent:

Also in attendance:

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

FG210126/1. WELCOME AND APOLOGIES FOR ABSENCE

The Chair welcomed all to the meeting and wished all a Happy New Year. Apologies were received from Cllr Alison Davies and Cllr Estelle Bleivas.

FG210126/2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None.

FG210126/3. PUBLIC PARTICIPATION

None.

FG210126/4. MINUTES AND MATTERS ARISING

FG210126/4.1 Previous Minutes

RESOLVED

To approve the minutes from the meeting of the Finance & Governance Committee on 19/11/2025.

FG210126/4.2 Matters Arising

All recommendations were considered by Council and were either approved or rejected.

FG210126/5. FINANCIAL MATTERS

FG210126/5.1 Council Accounts (December - Period 9)

The Town Clerk apologised that the usual Income and Expenditure report was missing from the pack but reported that it would go to Full Council as usual. The Town Clerk explained that the third and final instalment of the precept had now been received.

FG210126/5.2 Payment of Invoices - January

The Town Clerk answered queries, including:

- Why is there two JRB payments? This was a duplication error.
- Parking Penalty - this was caused by our Operations vehicles in Severn Stars Car Park.
- Water at Allotment Sites - a review of allotments needs to explore all avenues including tenants paying for their own water separately.
- Water at Toilets - the recent bill is very large due to the leak which was fixed in October.

RECOMMENDED

To approve payment of invoices for January 2026.

WTCM451 - Proposed by Cllr Revd William Rowell, seconded by Cllr Richard Church

FG210126/5.3 Scrutiny of Payments

Cllr Morag Bailey explained that she did scrutiny of payments for November and also did payroll checking and all was correct. Members for the next few months include:

- Cllr Phil Pritchard for December in January
- Cllr Estelle Bleivas for January in February
- Cllr Richard Church for February in March
- Cllr William Rowell for March in April

RECOMMENDED

To appoint the following members for scrutiny of payments:

- Cllr Phil Pritchard for December in January
- Cllr Estelle Bleivas for January in February
- Cllr Richard Church for February in March
- Cllr William Rowell for March in April

WTCM452 - Proposed by Cllr Morag Bailey, seconded by Cllr Phil Owen

FG210126/5.4. BUSINESS PLANNING & FINANCIAL MATTERS

FG210126/5.4.1 ISP Action Plan

The Town Clerk summarised the action plan and noted that some things had now moved further than when this was issued.

FG210126/6. BUDGET 2026/2027 - FINAL DRAFT

The Town Clerk summarised the paper and explained that the budget had been constructed with a line by line approach, with two staff workshops and committee meetings in October, November and January. The budget itself contains savings of around £86k and additional cost pressures of around £125k.

A discussion took place regarding if the risk items for Meals on Wheels should be removed however it was thought best to leave them where they are for now. A query was received on the presentation of the three year budget.

The Town Clerk also explained that a press release, promotional materials and an interactive graph had been prepared ahead of precept setting.

RECOMMENDED

To note the draft budgets for 2027/2028 and 2028/2029 and that Full Council adopt the draft budget for 2026/2027.

WTCM453 - Proposed by Cllr Phil Owen, seconded by Cllr Revd William Rowell

FG210126/7. STRATEGY & POLICY

FG210126/7.1 Complaints, Comments & Feedback Policy

Cllr Morag Bailey explained the draft policy as it was deferred from November and has been updated based on her professional background. A discussion was held regarding the phrasing of 'however made' in the definition of complaint. A route of appeal had also been included in the draft.

RESOLVED

To amend the draft policy to remove the words "however made" from the definition on Page 1.

WTCM454 - Proposed by Cllr Richard Church, seconded by Cllr Phil Owen

RECOMMENDED

To approve and adopt the amended Complaints, Comments & Compliments Policy.

WTCM455 - Proposed by Cllr Morag Bailey, seconded by Cllr Richard Church

FG210126/7.2 Gritting and Snow Removal Policy

The Town Clerk summarised the policy and answered any queries.

RECOMMENDED

To approve and adopt the Gritting and Snow Removal Policy.

WTCM456 - Proposed by Cllr Phil Pritchard, seconded by Cllr Revd William Rowell

FG210126/7.3 Financial Regulations 2025-2026

The Town Clerk summarised their report and explained that for audit purposes, it was prudent to adopt these new Financial Regulations to apply for the current financial year.

RECOMMENDED

To approve the revised Financial Regulations 2025-2026.

WTCM457 - Proposed by Cllr Revd William Rowell, seconded by Cllr Phil Pritchard

FG210126/8. OTHER MATTERS

FG210126/8.1 Petty Cash & Pre-Paid Cards

The Town Clerk summarised their report and answered queries. He explained that Lloyds Bank are currently offering charge cards for free if a certain spend limit is reached.

RECOMMENDED

**To approve the phasing out of petty cash to level set by Financial Regulations; and
To authorise the Town Clerk to implement pre-paid debit or spend cards to not exceed the values set by Financial Regulations for authorised purchasing officers.**

WTCM458 - Proposed by Cllr Phil Owen, seconded by Cllr Revd William Rowell

FG210126/8.2 Section 137 Expenditure Limit - 2026/27

Members noted the new Section 137 limit.

FG210126/8.3 Digital Engagement - Q3 2025

The Town Clerk summarised the report and answered queries, including if the Council has an X account. The Town Clerk confirmed that the Council does not.

FG210126/9. DATE OF NEXT MEETING

The next meeting of Finance & Governance Committee will be held on 18th February 2026 at 6:30pm

FG210126/10. 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.

WTCM459 - Proposed by Cllr Revd William Rowell, seconded by Cllr Phil Owen

FG210126/11. PENSION REVALUATION [CONFIDENTIAL]

The Town Clerk explained the revaluation figures.

FG210126/12. STAFFING

FG210126/12.1 Operations Team Review [CONFIDENTIAL]

The Town Clerk explained that during the earlier held staff consultation, it was decided to hold a review to properly benchmark the Operations Team to other Councils and areas and invited the committee to appoint members to assist with the review.

RECOMMENDED

To appoint Cllrs Phil Owen, Phil Pritchard and Morag Bailey to work with the Town Clerk on the review into the Operations Team and to report back by the end of February 2026.

WTCM460 - Proposed by Cllr David France, seconded by Cllr Richard Church

FG210126/12.2 Staffing Update [CONFIDENTIAL]

The Town Clerk gave an update on staffing matters and answered queries.

RECOMMENDED**To delegate to the Town Clerk the recruitment of the post.***WTCM461 - Proposed by Cllr Richard Church, seconded by Cllr Morag Bailey**The meeting finished at 19:58.*

Signed:

Dated:

Councillor Morag Bailey (Chair)

Decision/Action Log

ID		Assigned
WTCM450	RESOLUTION FG210126/4.1 Previous Minutes To approve the minutes from the meeting of the Finance & Governance Committee on 19/11/2025.	Town Clerk & Responsible Finance Officer
WTCM451	RECOMMENDATION FG210126/5.2 Payment of Invoices - January To approve payment of invoices for January 2026.	Town Clerk & Responsible Finance Officer
WTCM452	RECOMMENDATION FG210126/5.3 Scrutiny of Payments To appoint the following members for scrutiny of payments: - Cllr Phil Pritchard for December in January - Cllr Estelle Bleivas for January in February - Cllr Richard Church for February in March - Cllr William Rowell for March in April	Town Clerk & Responsible Finance Officer
WTCM453	RECOMMENDATION FG210126/6 Budget 2026/2027 - Final Draft To note the draft budgets for 2027/2028 and 2028/2029 and that Full Council adopt the draft budget for 2026/2027.	Town Clerk & Responsible Finance Officer
WTCM454	RESOLUTION FG210126/7.1 Complaints, Comments & Feedback Policy To amend the draft policy to remove the words "however made" from the definition on Page 1.	Town Clerk & Responsible Finance Officer
WTCM455	RECOMMENDATION FG210126/7.1 Complaints, Comments & Feedback Policy To approve and adopt the amended Complaints, Comments & Compliments Policy.	Town Clerk & Responsible Finance Officer
WTCM456	RECOMMENDATION FG210126/7.2 Gritting and Snow Removal Policy To approve and adopt the Gritting and Snow Removal Policy.	Town Clerk & Responsible Finance Officer
WTCM457	RECOMMENDATION FG210126/7.3 Financial Regulations 2025-2026 To approve the revised Financial Regulations 2025-2026.	Town Clerk & Responsible Finance Officer

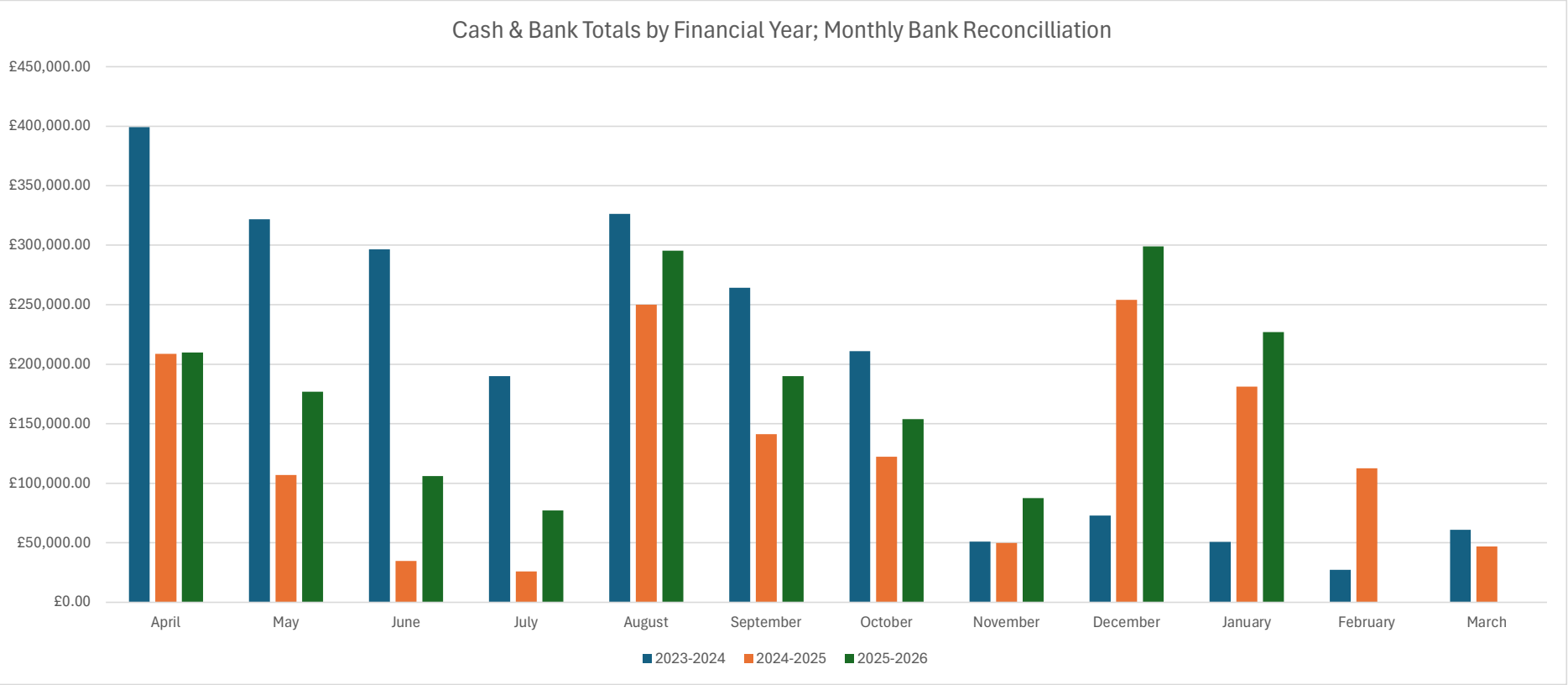
ID		Assigned
WTCM458	RECOMMENDATION FG210126/8.1 Petty Cash & Pre-Paid Cards To approve the phasing out of petty cash to level set by Financial Regulations; and To authorise the Town Clerk to implement pre-paid debit or spend cards to not exceed the values set by Financial Regulations for authorised purchasing officers.	Town Clerk & Responsible Finance Officer
WTCM459	RESOLUTION FG210126/10 Confidential Session - Exclusion That members of the public and press be requested to leave the meeting by reason of the confidential nature of the business about to be transacted.	Town Clerk & Responsible Finance Officer
WTCM460	RECOMMENDATION FG210126/12.1 Operations Team Review To appoint Cllrs Phil Owen, Phil Pritchard and Morag Bailey to work with the Town Clerk on the review into the Operations Team and to report back by the end of February 2026.	Town Clerk & Responsible Finance Officer
WTCM461	RECOMMENDATION FG210126/12.2 Staffing Update To delegate to the Town Clerk the recruitment of the post.	Town Clerk & Responsible Finance Officer

Appendix C

Welshpool Town Council

Cash & Bank Totals

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



Appendix D

Detailed Income & Expenditure by Budget Heading 11/02/2026

Month No: 10

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	781,600	781,600	0			100.0%	
1080 Income - Interest	65	694	500	(194)			138.8%	
1380 Income - Charity Donations	0	704	0	(704)			0.0%	
1450 Income - Donations	(1,021)	14	0	(14)			0.0%	
1455 Income - Warm Hub Donations	1,182	2,242	0	(2,242)			0.0%	
Administration & Management :- Income	227	785,254	782,100	(3,154)			100.4%	0
4000 Salary	8,694	64,658	129,882	65,224		65,224	49.8%	(6,000)
4005 HMRC	1,802	19,632	13,815	(5,817)		(5,817)	142.1%	
4010 Pension Payments	780	5,883	6,657	774		774	88.4%	
4011 PCC Pension Shortfall	0	10,100	10,100	0		0	100.0%	
4020 Training Staff	53	463	4,000	3,537		3,537	11.6%	
4021 Training Councillors	0	1,278	1,000	(278)		(278)	127.8%	
4025 Uniforms	0	24	250	226		226	9.8%	
4055 Rates	1,736	1,736	7,500	5,764		5,764	23.1%	
4060 Services	961	3,418	7,500	4,082		4,082	45.6%	
4065 Mobile Phones	16	157	250	93		93	62.7%	
4085 Repairs & Maintenance	340	340	0	(340)		(340)	0.0%	
4095 Licenses	0	(130)	0	130		130	0.0%	
4100 Cleaning & Materials	0	18	250	232		232	7.2%	
4330 Special Projects	0	992	10,000	9,008		9,008	9.9%	
4340 Equipment	0	121	500	379		379	24.2%	
4445 Conferences	0	220	1,000	780		780	22.0%	
4470 Bank Charges	133	764	1,000	236		236	76.4%	
4725 Stationery	17	837	2,000	1,163		1,163	41.8%	
4850 Insurance	0	31,109	32,000	891		891	97.2%	
4855 Audit	0	1,275	2,500	1,225		1,225	51.0%	
4860 Professional Fees	0	6,806	6,448	(358)		(358)	105.5%	
4865 Web Site	47	47	500	453		453	9.4%	
4866 IT Costs	2,284	20,839	15,000	(5,839)	150	(5,989)	139.9%	
4870 Mayoral & Senior Allowance	0	476	1,500	1,024		1,024	31.8%	
4871 Councillor Allowances	956	956	0	(956)		(956)	0.0%	
4875 Health & Safety	6	6,998	7,000	2		2	100.0%	
4880 Electrical Testing	410	410	500	90		90	82.0%	
4885 Elections	0	8,913	1,500	(7,413)		(7,413)	594.2%	
4890 Welsh Language	0	0	500	500		500	0.0%	
4895 Subscriptions	0	2,072	2,000	(72)		(72)	103.6%	
4900 Miscellaneous Costs	64	1,337	500	(837)		(837)	267.5%	

Detailed Income & Expenditure by Budget Heading 11/02/2026

Month No: 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4925 Section 137	0	(0)	0	0		0	0.0%	
5146 Civic & Hospitality	0	150	500	350		350	30.0%	
5170 Newsletters	0	697	2,000	1,303		1,303	34.8%	
5450 Warm Hub Expenditure	316	935	500	(435)		(435)	187.0%	
Administration & Management :- Indirect Expenditure	18,615	193,530	268,652	75,122	150	74,972	72.1%	(6,000)
Net Income over Expenditure	(18,388)	591,724	513,448	(78,276)				
6000 plus Transfer from EMR	(6,000)	(6,000)	0	6,000				
Movement to/(from) Gen Reserve	(24,388)	585,724	513,448	(72,276)				
Finance & Governance :- Income	227	785,254	782,100	(3,154)			100.4%	
Expenditure	18,615	193,530	268,652	75,122	150	74,972	72.1%	
Net Income over Expenditure	(18,388)	591,724	513,448	(78,276)				
plus Transfer from EMR	(6,000)	(6,000)	0	6,000				
Movement to/(from) Gen Reserve	(24,388)	585,724	513,448	(72,276)				
Operations & Development								
100 Town Hall								
1100 Income - Corn Exchange	622	4,488	7,000	2,512			64.1%	
1101 Refreshments - JRR	30	30	0	(30)			0.0%	
1103 Refreshments - Corn Exchange	0	130	0	(130)			0.0%	
1104 Refreshments - Assembly Room	0	100	0	(100)			0.0%	
1105 Income - Assembly Rooms	807	4,833	1,800	(3,033)			268.5%	
1110 Income - Other Rooms	45	1,314	1,000	(314)			131.4%	
1120 Income - Telephone Mast Rental	1,250	3,750	5,000	1,250			75.0%	
1370 Income - Grant	9,500	12,000	0	(12,000)			0.0%	
Town Hall :- Income	12,254	26,645	14,800	(11,845)			180.0%	0
4000 Salary	5,316	47,200	68,355	21,155		21,155	69.1%	
4005 HMRC	980	13,433	6,885	(6,548)		(6,548)	195.1%	
4010 Pension Payments	482	4,641	6,657	2,016		2,016	69.7%	
4055 Rates	0	36,068	35,000	(1,068)		(1,068)	103.1%	
4060 Services	8,114	51,392	60,000	8,608		8,608	85.7%	
4085 Repairs & Maintenance	410	24,969	15,000	(9,969)		(9,969)	166.5%	
4095 Licenses	0	870	1,500	630		630	58.0%	
4096 BLT Loan	0	940	0	(940)		(940)	0.0%	
4098 Community Fridge	111	1,242	0	(1,242)		(1,242)	0.0%	
4100 Cleaning & Materials	0	9,135	10,000	865		865	91.3%	

Detailed Income & Expenditure by Budget Heading 11/02/2026

Month No: 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4200 Waste Collection	134	1,979	1,500	(479)		(479)	132.0%	
4202 Consumeables	0	241	500	259		259	48.3%	
4340 Equipment	0	(449)	500	949		949	(89.8%)	
4866 IT Costs	0	100	500	400		400	20.1%	
4875 Health & Safety	420	420	1,000	580		580	42.0%	
4900 Miscellaneous Costs	43	973	1,500	527		527	64.9%	
Town Hall :- Indirect Expenditure	16,010	193,154	208,897	15,743	0	15,743	92.5%	0
Net Income over Expenditure	(3,756)	(166,509)	(194,097)	(27,588)				
110 Markets								
1200 Income - Market Stalls	1,517	13,760	13,000	(760)			105.8%	
1205 Income - Outdoor Markets	94	904	1,000	96			90.4%	
1300 Income - Rent	383	958	0	(958)			0.0%	
Markets :- Income	1,994	15,623	14,000	(1,623)			111.6%	0
4085 Repairs & Maintenance	0	340	750	410		410	45.3%	
4095 Licenses	0	361	500	139		139	72.3%	
4205 Marketing	47	47	250	203		203	18.8%	
Markets :- Indirect Expenditure	47	748	1,500	752	0	752	49.9%	0
Net Income over Expenditure	1,947	14,874	12,500	(2,374)				
130 Recreation								
1340 Income - Rec Club Rents etc	0	1,383	3,000	1,617			46.1%	
1345 Income - Casual Recreation	0	29	0	(29)			0.0%	
1350 Income - Allotments	0	855	600	(255)			142.5%	
1365 Income - Other	0	1,672	0	(1,672)			0.0%	
1370 Income - Grant	0	20,000	0	(20,000)			0.0%	
Recreation :- Income	0	23,940	3,600	(20,340)			665.0%	0
4020 Training Staff	0	1,905	2,000	95		95	95.3%	
4025 Uniforms	0	(0)	0	0		0	0.0%	
4060 Services	2,269	3,854	2,500	(1,354)		(1,354)	154.2%	
4085 Repairs & Maintenance	41	5,453	6,000	547	2,277	(1,729)	128.8%	
4202 Consumeables	10	436	500	64		64	87.2%	
4340 Equipment	(279)	1,561	2,500	939		939	62.4%	
4341 Play Equipment	21,098	26,506	10,000	(16,506)		(16,506)	265.1%	
4342 Play Area Fencing	0	13,250	16,000	2,750		2,750	82.8%	
4345 End of Season Works	0	21,380	20,000	(1,380)		(1,380)	106.9%	
4355 Country Park Lease	0	530	400	(130)		(130)	132.5%	
4360 Outer Park Lease	0	1,500	1,000	(500)		(500)	150.0%	

Detailed Income & Expenditure by Budget Heading 11/02/2026

Month No: 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4365 STRI/ROSPA	0	520	1,500	980		980	34.7%	
4375 Memorial Garden	0	1,894	250	(1,644)		(1,644)	757.7%	
4380 Allotment Costs	0	0	300	300		300	0.0%	
4400 Vehicles	1,599	10,145	0	(10,145)		(10,145)	0.0%	
4401 Vehicle Running Costs	0	1,090	1,000	(90)		(90)	109.0%	
4875 Health & Safety	0	16	250	234		234	6.5%	
4900 Miscellaneous Costs	0	0	100	100		100	0.0%	

Recreation :- Indirect Expenditure **24,739** **90,040** **64,300** **(25,740)** **2,277** **(28,017)** **143.6%** **0**

Net Income over Expenditure **(24,739)** **(66,101)** **(60,700)** **5,401**

<u>140</u> <u>Street Scene</u>								
4000 Salary	5,000	44,908	65,079	20,171		20,171	69.0%	
4005 HMRC	911	12,279	6,566	(5,713)		(5,713)	187.0%	
4010 Pension Payments	499	4,839	4,662	(177)		(177)	103.8%	
4020 Training Staff	539	539	1,000	461		461	53.9%	
4025 Uniforms	0	445	500	55		55	88.9%	
4026 PPE	0	60	500	440		440	12.0%	
4065 Mobile Phones	16	157	200	43		43	78.3%	
4085 Repairs & Maintenance	13	843	1,200	357		357	70.3%	
4200 Waste Collection	63	2,593	2,500	(93)		(93)	103.7%	
4340 Equipment	0	1,003	3,000	1,997		1,997	33.4%	
4400 Vehicles	45	14,558	5,400	(9,158)		(9,158)	269.6%	
4401 Vehicle Running Costs	0	531	1,500	969		969	35.4%	
4515 Buttington Cemetery	0	1,300	1,500	200		200	86.7%	
4900 Miscellaneous Costs	0	0	200	200		200	0.0%	

Street Scene :- Indirect Expenditure **7,085** **84,056** **93,807** **9,751** **0** **9,751** **89.6%** **0**

Net Expenditure **(7,085)** **(84,056)** **(93,807)** **(9,751)**

<u>150</u> <u>Toilets</u>								
4000 Salary	1,085	2,169	0	(2,169)		(2,169)	0.0%	
4005 HMRC	107	213	0	(213)		(213)	0.0%	
4010 Pension Payments	88	176	0	(176)		(176)	0.0%	
4060 Services	5,486	14,670	3,000	(11,670)		(11,670)	489.0%	
4085 Repairs & Maintenance	27	2,701	1,000	(1,701)		(1,701)	270.1%	
4100 Cleaning & Materials	0	6,550	15,000	8,450		8,450	43.7%	

Toilets :- Indirect Expenditure **6,793** **26,479** **19,000** **(7,479)** **0** **(7,479)** **139.4%** **0**

Net Expenditure **(6,793)** **(26,479)** **(19,000)** **7,479**

Detailed Income & Expenditure by Budget Heading 11/02/2026

Month No: 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
160 Domen Castell								
4055 Rates	0	582	0	(582)		(582)	0.0%	
4060 Services	12	210	1,200	990		990	17.5%	
4085 Repairs & Maintenance	0	13,838	5,000	(8,838)		(8,838)	276.8%	
4095 Licenses	0	1,350	1,350	0		0	100.0%	
4550 Rent Private Land	0	3,000	3,000	0		0	100.0%	
Domen Castell :- Indirect Expenditure	12	18,981	10,550	(8,431)	0	(8,431)	179.9%	0
Net Expenditure	(12)	(18,981)	(10,550)	8,431				
190 Ann Holloway Centre								
1110 Income - Other Rooms	926	4,005	5,000	995			80.1%	
1300 Income - Rent	75	600	0	(600)			0.0%	
1635 Income - Lease	0	6,000	6,000	0			100.0%	
Ann Holloway Centre :- Income	1,001	10,605	11,000	395			96.4%	0
4060 Services	2,938	12,915	12,000	(915)		(915)	107.6%	
4085 Repairs & Maintenance	2,486	7,213	5,000	(2,213)	185	(2,397)	147.9%	
4100 Cleaning & Materials	0	1,043	4,000	2,957		2,957	26.1%	
4200 Waste Collection	263	1,071	1,500	429		429	71.4%	
4861 Legal Fees	618	618	0	(618)		(618)	0.0%	
4866 IT Costs	0	0	200	200		200	0.0%	
4875 Health & Safety	300	300	200	(100)		(100)	150.0%	
4900 Miscellaneous Costs	0	56	200	144		144	28.0%	
Ann Holloway Centre :- Indirect Expenditure	6,604	23,215	23,100	(115)	185	(300)	101.3%	0
Net Income over Expenditure	(5,603)	(12,610)	(12,100)	510				
200 Meals on Wheels								
1650 Income - Meals on Wheels	1,856	20,956	20,000	(956)			104.8%	
Meals on Wheels :- Income	1,856	20,956	20,000	(956)			104.8%	0
4000 Salary	1,366	13,098	21,735	8,637		8,637	60.3%	
4005 HMRC	20	2,200	801	(1,399)		(1,399)	274.7%	
4100 Cleaning & Materials	0	163	500	337		337	32.5%	
4202 Consumeables	0	25	250	225		225	10.0%	
4340 Equipment	0	0	500	500		500	0.0%	
4400 Vehicles	254	1,940	4,000	2,060		2,060	48.5%	
4710 Meal Costs	374	2,518	8,000	5,482	174	5,308	33.7%	
4900 Miscellaneous Costs	0	0	200	200		200	0.0%	
Meals on Wheels :- Indirect Expenditure	2,013	19,944	35,986	16,042	174	15,868	55.9%	0
Net Income over Expenditure	(157)	1,012	(15,986)	(16,998)				

Detailed Income & Expenditure by Budget Heading 11/02/2026

Month No: 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Operations & Development :- Income	17,105	97,768	63,400	(34,368)			154.2%	
Expenditure	63,303	456,619	457,140	521	2,635	(2,114)	100.5%	
Movement to/(from) Gen Reserve	(46,198)	(358,851)	(393,740)	(34,889)				
Events & Planning								
<u>180 Tourist Information</u>								
1110 Income - Other Rooms	(347)	0	0	0			0.0%	
1370 Income - Grant	0	23,775	0	(23,775)			0.0%	11,888
1500 Income - Commission Sales	5,316	53,975	40,000	(13,975)			134.9%	
1505 Income - Rail Ticket	300	7,190	8,000	810			89.9%	
1510 Income - Direct Sales	265	9,714	13,500	3,786			72.0%	
Tourist Information :- Income	5,533	94,654	61,500	(33,154)			153.9%	11,888
4000 Salary	5,216	50,115	63,145	13,030		13,030	79.4%	
4005 HMRC	681	11,522	4,325	(7,197)		(7,197)	266.4%	
4010 Pension Payments	769	7,409	7,552	143		143	98.1%	
4055 Rates	(1,736)	4,700	4,700	0		0	100.0%	
4060 Services	59	2,155	10,000	7,845		7,845	21.5%	
4085 Repairs & Maintenance	0	429	2,000	1,571		1,571	21.5%	
4100 Cleaning & Materials	0	877	1,000	123		123	87.7%	
4660 Direct Stock	175	5,042	15,000	9,958		9,958	33.6%	
4661 Commission Costs	3,030	40,076	35,000	(5,076)		(5,076)	114.5%	
4662 Train ticket costs	211	211	5,000	4,789		4,789	4.2%	
4866 IT Costs	0	78	200	122		122	39.0%	
4875 Health & Safety	280	537	200	(337)		(337)	268.3%	
4900 Miscellaneous Costs	25	810	500	(310)		(310)	162.1%	
4991 Capital Works	0	23,775	0	(23,775)		(23,775)	0.0%	
Tourist Information :- Indirect Expenditure	8,709	147,736	148,622	886	0	886	99.4%	0
Net Income over Expenditure	(3,176)	(53,082)	(87,122)	(34,040)				
6001 less Transfer to EMR	0	11,888	0	(11,888)				
Movement to/(from) Gen Reserve	(3,176)	(64,969)	(87,122)	(22,153)				
<u>230 Events</u>								
1365 Income - Other	0	6	0	(6)			0.0%	
1850 Income - Carnival	17	694	1,000	306			69.4%	
1860 Income - Flicks in the Sticks	0	842	1,200	358			70.2%	
1870 Income - Fireworks Display	0	2,514	2,000	(514)			125.7%	
1880 Income - Winter Festival	(263)	1,083	700	(383)			154.8%	
1895 Income - Other Events	0	1,131	1,500	369			75.4%	
Events :- Income	(246)	6,270	6,400	130			98.0%	0

Detailed Income & Expenditure by Budget Heading 11/02/2026

Month No: 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4065 Mobile Phones	16	157	250	93		93	62.7%	
4900 Miscellaneous Costs	0	270	500	230		230	54.1%	
5100 Flicks in the Sticks	0	863	1,500	637		637	57.5%	
5105 Fireworks Display	0	2,186	2,500	314		314	87.5%	
5115 Remembrance	0	1,586	500	(1,086)		(1,086)	317.3%	
5120 Winter Festival	0	1,967	2,000	33		33	98.4%	
5121 Christmas Lights	0	12,696	2,000	(10,696)		(10,696)	634.8%	
5140 Easter Egg Hunt	0	28	0	(28)		(28)	0.0%	
5145 Community Awards	0	80	0	(80)		(80)	0.0%	
5190 Community Events	0	2,503	3,000	497		497	83.4%	
5192 Carnival	33	3,254	2,500	(754)		(754)	130.2%	
Events :- Indirect Expenditure	49	25,591	14,750	(10,841)	0	(10,841)	173.5%	0
Net Income over Expenditure	(295)	(19,321)	(8,350)	10,971				
Events & Planning :- Income	5,287	100,923	67,900	(33,023)			148.6%	
Expenditure	8,758	173,326	163,372	(9,954)	0	(9,954)	106.1%	
Net Income over Expenditure	(3,470)	(72,403)	(95,472)	(23,069)				
less Transfer to EMR	0	11,888	0	(11,888)				
Movement to/(from) Gen Reserve	(3,470)	(84,290)	(95,472)	(11,182)				
Grand Totals:- Income	22,619	983,945	913,400	(70,545)			107.7%	
Expenditure	90,676	823,474	889,164	65,690	2,785	62,905	92.9%	
Net Income over Expenditure	(68,057)	160,471	24,236	(136,235)				
plus Transfer from EMR	(6,000)	(6,000)	0	6,000				
less Transfer to EMR	0	11,888	0	(11,888)				
Movement to/(from) Gen Reserve	(74,057)	142,584	24,236	(118,348)				

Appendix E



Welshpool Town Council

Month 11 (Ending 05/03/2026)

Employer	PAYE reference	914/W10213
	Accounts Office reference	914PC00162457
Income Tax	Gross tax	£3,975.46
	Received from HMRC to refund tax	£0.00
	Gross Student + Postgraduate Loan deductions	£335.00
	Gross CIS deductions	£0.00
	CIS deductions suffered	£0.00
	<i>NET INCOME TAX (1)</i>	<i>£4,310.46</i>
National Insurance Contributions	Employee National Insurance contributions	£1,058.97
	Employer National Insurance contributions	£3,387.69
	Statutory Maternity Pay recovered + NIC compensation	£0.00
	Statutory Paternity Pay recovered + NIC compensation	£0.00
	Statutory Adoption Pay recovered + NIC compensation	£0.00
	Statutory Shared Parental Pay recovered + NIC compensation	£0.00
	Statutory Parental Bereavement Pay recovered + NIC compensation	£0.00
	Statutory Neonatal Care Pay recovered + NIC compensation	£0.00
	Received from HMRC to pay Statutory Pay	£0.00
	Employment Allowance claim	£0.00
	Apprenticeship levy	£0.00
	<i>NET NATIONAL INSURANCE CONTRIBUTIONS (2)</i>	<i>£4,446.66</i>
Year to Date	Amount due in previous periods	£73,266.09
	Amount paid in previous periods	£64,383.09
	Adjustment	£0.00
	<i>SHORTFALL (3)</i>	<i>£0.00</i>
Total amount due (1 + 2 + 3)		£8,757.12

Payment should reach HMRC by 22/03/2026. Pay account name HMRC Cumbernauld, account number 12001039, sort code 08-32-10, with reference 914PC001624572611. For more payment methods, see www.gov.uk/pay-payee-tax.

Appendix F



Cyngor Tref y Trallwng | Welshpool Town Council

Invoices / Payments for Approval - Month 11

Date	Invoice No.	Ref No.	Detail	Total	Status
Amazon [AMAZON]					
21/01/2026	GB6NB1XABEI	6273	Filing Cabinet Hub	£95.99	Paid on 23/01/2026
Autorama Vanrama [AUTORAMA] - paid by Direct Debit					
15/01/2026	EMACJAN26	6298	EMAC Service Plan Jan 26	£53.82	Paid on 15/01/2026
British Gas [BGAS] - paid by Direct Debit					
23/01/2026	815077231	6271	Electric M&B Jan 26	£13.02	Paid on 06/02/2026
Cllr Dr Ben Gwalchmai [BGWALCHMAI]					
28/01/2026	AL2526BG	6280	Cllr Allowances 25/26	£208.00	
Border Drain Services [BORDDRAIN]					
03/02/2026	743	6318	Drainage Camera Check	£120.00	
Border Janitorial Supplies Ltd [BORDER]					
04/02/2026	242365	6320	Toilet roll / cleaner Feb 2026	£199.66	
Boys & Boden Ltd [BOYS]					
01/01/2026	OUT3	6289	Clear outstanding balance	£13.10	Paid on 20/01/2026
03/02/2026	W/368900	6321	New lock for TH	£36.49	
Disabled Aid Ltd [DISAID]					
21/01/2026	INV386486	6276	Hoist Service	£180.00	
Cllr Estelle Bleivas [EBLEIVAS]					
28/01/2026	AL2526EB	6281	Cllr Allowances 25/26	£208.00	
Eric Neville Catering Supplies Ltd [ENEVILLE]					
12/08/2024	244175	5225		£132.00	
27/02/2025	245396	5772	bin bags	£227.88	
Enreach [ENREACH] - paid by Direct Debit					
31/01/2026	444701	6314	Telephone Bill Feb 26	£604.38	
Flexabee Ltd [FLEXEBEE]					
23/01/2026	FBS73755	6261	Fire Marshalling Training	£646.80	
Gilbert Davies Solicitors [GDAVIES]					
26/08/2025	23586	6323	Lease of PTHB and WTC	£737.60	
Grenke Leasing Ltd [GRENKE] - paid by Direct Debit					
22/01/2026	0000127276/2026	6270	Telephone rental Jan 26	£81.60	Paid on 04/02/2026
HM Land Registry [HMLR]					
27/01/2026	2008559580	6292	HMLR CYM394632	£63.00	Paid on 27/01/2026
HMRC - PAYE [HMRC]					
09/02/2026	HMRFCFEB26	6334	PAYE & NI Feb 26	£8,757.12	
HTL Windows & Doors [HTL]					
10/02/2026	44385	6345	Servicing of Automatic doors	£198.00	

Date	Invoice No.	Ref No.	Detail	Total	Status
Information Commissioners Office [ICO]					
28/01/2026	12930371	6294	ICO Cert Renewal	£47.00	Paid on 28/01/2026
Rentokil Initial [INITIAL] - paid by Direct Debit					
30/01/2026	35732723	6308	Hygiene Contact Feb - March	£916.55	
John Deere Financial [JOHNDEERE] - paid by Direct Debit					
30/01/2026	JDJAN26	6295	Tractor Finance Jan 26	£677.76	Paid on 30/01/2026
ClIr Jackson Quarrell [JQUARRELL]					
28/01/2026	AL2526JQ	6282	ClIr Allowances 25/26 (Pro Rat	£124.00	
Legal & General (Pensions) [LEGALGEN]					
09/02/2026	LGFE26	6335	L&G Pensions Feb 26	£2,109.99	
Lex AutoLease [LEXAUTO] - paid by Direct Debit					
16/01/2026	MIN8062658	6268	Van lease Jan 26	£532.68	Paid on 02/02/2026
LLoyds Bank Cardnet [LLOYDS1] - paid by Direct Debit					
15/01/2026	CNDEC251	6297	CardNet December 1	£66.76	Paid on 15/01/2026
LLoyds Bank Charges [LLOYDS3] - paid by Direct Debit					
28/01/2026	JAN26SVG	6293	Bank Charges Jan 26	£54.36	Paid on 28/01/2026
Lloyds Bank Debit Card [LLOYDS4]					
23/01/2026	IN268026	6262	New faceplate parts for toilet	£31.44	Paid on 23/01/2026
21/01/2026	GB6N4QWABEI	6284	Digital Signage	£159.98	Paid on 23/01/2026
29/01/2026	GB305634227	6299	Disinfectant spray	£2.00	
28/01/2026	GB6003Y02RWF5I	6300	Thermometer	£3.99	
29/01/2026	GB6XBTYABEI	6301	All purpose cloths	£7.58	
28/01/2026	GB6WVGZABEI	6302	Cool bags / Frdieg Thermometer	£37.09	
29/01/2026	GB6XH24ABEI	6303	Sanitiser	£4.25	
28/01/2026	GB6W6X2ABEI	6304	Gloves	£4.88	
20/01/2026	2359549	6305	USB plug	£10.98	Paid on 23/01/2026
03/02/2026	J8AYPSSY-0001	6311	Digital Signage Subscription	£99.60	
26/01/2026	14136529143	6312	Planning Updates Training	£53.00	Paid on 28/01/2026
04/02/2026	100026816	6324	Jewellery Order Feb 26	£210.00	
ClIr Morag Bailey [MBAILEY]					
28/01/2026	AL2526MB	6279	ClIr Allowances 25/26	£208.00	
Moprgan Fire and Security Systems Ltd [MFSS]					
02/02/2026	1133638	6307	Smart Comm & Maintenance contr	£474.00	
National Express Ltd [NATEXP]					
31/01/2026	B44220260131	6288	Nat Express Tickets Jan	£224.43	
Nick Roberts [NROBERTS]					
23/01/2026	3018	6264	PAT Testing Council 2026	£492.00	
Office Express UK [OFFICEEX]					
30/01/2026	2784	6313	2026 planners	£4.82	
One Voice Wales [ONEVOICE]					
04/02/2026	10470	6317	Community Plan Training MB	£42.00	
Ray Parry Playground Services Ltd [PARRY]					

Date	Invoice No.	Ref No.	Detail	Total	Status
29/01/2026	2941-25	6283	2941-25/WPO8/Multiplay Avon Op	£25,144.80	
Powys County Council [PCC1]					
07/02/2026	40038032	6351	Trade Waste TH Jan 26	£107.85	
Powys Pension Fund [PCC2]					
09/02/2026	PCC2FEB26	6336	PCC Pension Feb 26	£475.30	
Phils Tool Hire [PHILSTOO]					
23/12/2025	70627	6340	White 380mm Fleece	£19.20	
Playdale Playgrounds Ltd [PLAYDALE]					
18/12/2025	0000063500	6265	Ubolts for playgrounds	£172.80	Paid on 29/01/2026
POS Terminal Rent [POS] - paid by Direct Debit					
30/01/2026	POSJAN26	6296	POS Hire Jan 26	£29.40	Paid on 30/01/2026
Potters Recycling [POTTERS]					
31/01/2026	62317	6330	Waste Disposal Jan 26	£1,372.38	
PPL PRS Ltd [PPLPRS]					
09/02/2026	SIN3275445	6350	Annual Music Licences TH 2026	£265.61	
Cllr Phil Pritchard [PPRITCHARD]					
28/01/2026	AL2526PP	6278	Cllr Allowances 25/26	£208.00	
RCI Mobilize Financial Services [RCI] - paid by Direct Debit					
31/01/2026	83466134	6328	MoW Van lease	£252.85	
Sefe Energy [SEFE] - paid by Direct Debit					
13/01/2026	INV04091580	6274	Gas AHC Dec 25	£1,438.68	Paid on 26/01/2026
13/01/2026	INV04091581	6275	Gas TH Dec 25	£4,352.30	Paid on 26/01/2026
SLCC Enterprises Ltd [SLCC]					
04/02/2026	BK224897-1	6316	CiLCA Portfolio Training RW	£540.00	
09/02/2026	BK224985-1	6342	Allotment Management Train	£140.40	
09/02/2026	BK224984-1	6343	Allotment Management training	£140.40	
Staff Salaries [STAFF]					
09/02/2026	STAFFFEB26	6333	Staff Salaries Feb 26	£22,832.43	
Swift Maintenance Services Ltd [SWIFT]					
28/01/2026	2038426	6277	PPM cleaning follow up	£1,500.00	
06/02/2026	2038574	6322	Service of oven	£162.00	
3 Business Services [THREEBUS] - paid by Direct Debit					
01/02/2026	987745022041	6341	Mobile phones Feb	£56.41	
Total Energies [TOTAL E] - paid by Direct Debit					
07/01/2026	401375584/26	6291	Electricity TH Dec 25	£4,621.25	Paid on 23/01/2026
07/02/2026	404424861/26	6347	Electricity TIC and Toilets	£135.68	
07/02/2026	404424971/26	6348	Electricity Office Feb 26	£1,493.28	
07/02/2026	404424773/26	6349	Electricity TH Feb 26	£3,548.50	
United Technology [UMICRO] - paid by Direct Debit					
26/01/2026	INV-005854	6266	New PC TH	£948.30	
01/02/2026	INV-006052	6286	IT Support Feb	£298.78	
01/02/2026	INV-006053	6287	AP Management Feb	£16.74	

Date	Invoice No.	Ref No.	Detail	Total	Status
Universal Fire Protection Ltd [UNIVFIRE]					
30/01/2026	10180	6285	Call out to fire alarm system	£96.00	
Welshpool DIY [WPLDIY]					
04/01/2026	3147	6310	Various Misc Items	£79.84	
02/02/2026	3154	6325	Various items Jan 26	£39.68	

Total to Approve £89,664.46

Appendix G

Virement Date: 28/01/2026					Virement Ref No: 7	
A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
4000	Salary	150	Toilets	Move from C&M to Salary		4,338
4005	HMRC	150	Toilets	Move from C&M to Salary		426
4010	Pension Payments	150	Toilets	Move from C&M to Salary		352
4100	Cleaning & Materials	150	Toilets	Move from C&M to Salary	5,116	
Narrative: Change in budget to take account of decision to move from agency to in-house					Virement Totals	
					5,116	5,116

Appendix H

Virement Date: 11/02/2026

Virement Ref No: 8

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
4710	Meal Costs	200	Meals on Wheels	Move Meal Costs to Legal	3,000	
4861	Legal Fees	190	Ann Holloway Centre	Move Meal Costs to Legal		3,000
Narrative: Move from Meals on Wheels Meal Costs to Legal Fees AHC to cover leases					Virement Totals	
					3,000	3,000

Virement Date: 11/02/2026

Virement Ref No: 9

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
4866	IT Costs	190	Ann Holloway Centre	Move from AHC	200	
4866	IT Costs	180	Tourist Information	Move from TIC	39	
4100	Cleaning & Materials	190	Ann Holloway Centre	Move from AHC Cleaning	2,000	
4340	Equipment	210	Administration &	Move to Admin Equipment		2,239
Narrative: Topup equipment budget for Admin due to new staff starting reallocate from no longer required budget areas.					Virement Totals	
					2,239	2,239

Appendix I



Cyngor Tref y Trallwng | Welshpool Town Council

Interim Strategic Plan - Action Plan - FG

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

Improving the Council

Ref	Committee	Action	Resource	Timescale	Progress	Comments
Ensure financial sustainability						
FS1	FG	Continue disposal of unused assets such as Berriew St toilets	TC £	Year 1	In progress	Work is in progress to dispose of the asset. FC approved discussions on next steps. Likely to go to auction in February.
FS2	FG	Benchmark administration costs against other towns and identify efficiencies	TC £	Year 1-2	In progress	Work started to find comparison councils - review of all Band D precepts across Wales completed.
FS3	FG	Complete staffing review	TC £	Year 1	Completed	Full Council approved new structure to go live on 1st January.
FS4	FG	Develop a three year budget to balance savings with new income generation	TC £	Year 2-3	Completed	Council considered 3 year budget in January 2026.
Improve communication, transparency and accountability						
CO2	FG	Build on existing platforms & continue with broadcasting meetings and update new democracy platform with more open data	TC £	Year 1	Ongoing	Live streaming for Council meetings now active and built into procedures. Democracy platform is established and updated twice weekly with payment information - all other information is provided in real time.

Ref	Committee	Action	Resource	Timescale	Progress	Comments
CO3	FG	Launch printed newsletter to every household and continue every sixth months	TC/EO/CM £	Year 1-3	Ongoing	Work has commenced on newsletter and name 'Our Welshpool' topped the online poll. Booked in for Royal Mail Door 2 Door (Boundary Matched) for 27th October 2025.
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	Not started	
EN2	All	Establish regular working groups e.g. Carnival, Markets, Open Spaces	EO £	Year 2	Not started	See EV1
EN3	All	Create a volunteer strategy and explore possible coordination roles to support more structured involvement	ALL £	Year 2-3	Not started	

Appendix J

Draft Procurement Policy

1. Purpose

This Procurement Policy sets out the principles, procedures and responsibilities governing the acquisition of goods, services and works by Welshpool Town Council (“the Council”).

The policy supports the Council’s Financial Regulations and Standing Orders and is intended to ensure that all procurement:

- is lawful, transparent and auditable;
- achieves best value for money;
- manages risk and prevents fraud;
- supports the local economy where appropriate; and
- contributes to environmental and social wellbeing.

This policy applies to all Members, officers and authorised purchasing officers involved in procurement.

2. Legislative and regulatory framework

All procurement activity shall comply with:

- the Council’s Financial Regulations and Standing Orders;
- the Procurement Act 2023 and the Procurement (Wales) Regulations 2024 (or any superseding legislation);
- the Bribery Act 2010;
- health and safety, equality and employment legislation; and
- proper practices as set out in the Governance and Accountability for Local Councils in Wales – Practitioners’ Guide.

Where statutory procurement requirements apply, they shall take precedence over this policy.

3. Core procurement principles

The Council adopts the following principles:

- Best value – achieving the optimum combination of whole-life cost, quality and fitness for purpose.
- Transparency and fairness – clear processes, objective criteria and auditable decisions.
- Proportionality – procurement procedures appropriate to risk, value and complexity.

- Local and social value – where lawful and compatible with best value, the Council will seek to maximise benefit to Welshpool and the wider Powys economy, including social, environmental and community outcomes.
- Accountability – clear officer/member responsibilities and proper records.
- Sustainability – consideration of environmental impacts, ethical sourcing and carbon reduction where relevant.

4. Scope

This policy covers all procurement of goods, services and works, including consultancy and contracted services.

This policy does not apply to:

- direct employment of staff;
- statutory payments (e.g. PAYE, National Insurance, pensions);
- acquisition or disposal of land and buildings (which are subject to separate legal and financial controls).

5. Roles and responsibilities

Council

- Approves this policy and any amendments.
- Authorises major procurement decisions in line with Financial Regulations.
- Approves tenders and contracts over the delegated limits.

Committees

- Exercise delegated procurement powers within their Terms of Reference.
- Consider procurement reports, tender evaluations and waivers where authorised.
- Where no delegation exists, to recommend these to Council for approval.

Town Clerk & RFO

- Has overall responsibility for ensuring compliance.
- Verifies legality, financial provision and risk management.
- Oversees tendering processes and contract management arrangements.

Authorised Purchasing Officers

- May procure within delegated limits.
- Must follow this policy and Financial Regulations.
- Must maintain appropriate records.

6. Aggregation and planning

The estimated value of a contract shall be the total anticipated value over its full term, including extensions.

Contracts must not be split to avoid thresholds.

Where significant expenditure is anticipated, officers should consider:

- early market engagement;
- whole-life costing;
- budget provision;
- internal capacity to manage the contract.

7. Procurement thresholds and procedures

Unless a permitted exemption applies, the following minimum standards shall be followed (values are excluding VAT, unless stated):

Under £100

- Officers shall seek best value, for example by checking online prices, catalogues or recent comparable purchases.
- A brief note should be retained where practicable.

£100 to £1,000

- Officers shall try to obtain three estimates, which may include online prices or recent supplier evidence.
- Records of estimates and the reason for selection must be retained using the Council's Management Systems.

Over £1,000 but under £30,000

- Officers shall try to obtain at least three written fixed-price quotations. These records to be retained using the Council's Management Systems.
- A written specification and basic evaluation record shall be prepared.

Over £30,000

- A formal tender process must be undertaken.
- Where required, the opportunity and award shall be advertised/notified in accordance with legislation (including Sell2Wales and any national portals).
- Tendering shall follow the Council's tender procedure (as set out in Financial Regulations / Appendix 1).

The Council is not obliged to accept the lowest or any quotation or tender, but decisions must be objectively justified and recorded.

All authorisations must comply with the delegation limits and approval requirements in the Financial Regulations.

8. Exemptions and waivers

The requirement to obtain competitive prices may be waived only where permitted by the Financial Regulations, for example:

- specialist or professional services;
- compatibility or extension of an existing contract;
- repairs to existing machinery or equipment;
- genuine sole supplier situations or fixed-price regimes.

All waivers must:

- be justified in writing;
- demonstrate why competition is not reasonably practicable; and
- be approved and recorded in accordance with Financial Regulations.

Avoidance of competition is not a valid reason, nor is the convenience of using the same supplier which the Council has always used.

9. Specifications and evaluation

All procurements above £100 shall be supported by a proportionate written specification.

Evaluation shall normally consider:

- price and whole-life cost;
- quality and technical merit;
- capacity and experience;
- health and safety compliance;
- environmental and social value where relevant.

For formal tenders clear evaluation criteria and weightings shall be set in advance.

10. Local, social and environmental value

Where lawful and compatible with best value, the Council will seek to:

- encourage local and regional suppliers to participate;
- support small and medium sized businesses and social enterprises;
- promote local employment and training;
- reduced environmental impact and carbon footprint.

Social and environmental considerations may be built into specifications and award criteria, provided they are relevant and proportionate.

11. Contract award and documentation

All contracts must be supported by:

- written acceptance or contract documentation;
- clear scope, price and deliverables;
- defined payment terms;
- appropriate insurances;
- termination and dispute provisions.

No work shall commence until authority is in place and contractual documentation is complete.

12. Contract management

Officers shall actively manage contracts to ensure performance against specifications, compliance with health and safety, value for money and proper authorisation of variations. Significant variations or overspends must be reported and approved in accordance with Financial Regulations.

13. Ethics and conflicts of interest

All procurement activity must comply with the Council's Code of Conduct and declarations of interest regime. This also applies to officers by virtue Section 82 of the Local Government Act 2000 and the Code of Conduct (Qualifying Local Government Employees) (Wales) Order 2001.

No member or officer shall seek to improperly influence procurement decisions and all tendering must be compliant with the Bribery Act 2010.

14. Records and audit

The Clerk, RFO and purchasing officers shall ensure that adequate procurement records are maintained, including:

- estimates/quotes/tenders;
- evaluation records;
- approvals;
- contracts;
- waivers and variations.

Records must be retained in accordance with data and audit requirements and failure to follow this section shall be deemed as employee misconduct.

15. Review and testing

This policy shall be reviewed at least every three years or following changes to legislation or Financial Regulations.

Council committees responsible for finance and audit may test specified and selected purchases to ensure compliance with this Policy.

Appendix K

Draft Volunteer Policy

1. Purpose

The purpose of this policy is to set out Welshpool Town Council's approach to volunteering, including the principles by which volunteers are engaged, supported and managed.

This policy aims to ensure that volunteering activities are safe, inclusive, well-managed and beneficial both to the community and to volunteers themselves, while protecting the Council, its staff and its volunteers.

2. Background

Welshpool Town Council recognises the valuable contribution that volunteers can make in supporting Council services, events, projects and community engagement activities.

Volunteers help strengthen community involvement and support the delivery of activities that benefit the town and its residents.

This policy is informed by Welsh Government guidance on volunteering and reflects best practice within town and community councils in Wales.

3. Definition of a Volunteer

A volunteer is an individual who undertakes activity on behalf of Welshpool Town Council freely and by choice, for the benefit of the community or public, and without financial gain.

Volunteers are not employees of the Council and do not have a contract of employment.

4. Scope of Volunteering

Volunteers may be involved on either short-term or one-off activities (roles lasting one month or less) or longer-term roles (roles lasting more than one month).

Volunteering activities may include, but are not limited to: - supporting Council-led events and activities; - assisting with community engagement and promotional work; - supporting specific projects approved by the Council.

5. Principles

Welshpool Town Council is committed to promoting volunteering opportunities where appropriate, ensuring volunteering is inclusive, safe and rewarding, valuing volunteers and recognising their contribution, and applying equality, safeguarding and health and safety standards to volunteering.

Volunteering is based on mutual trust and understanding. There is no legally binding obligation on either the volunteer or the Council to provide or continue volunteering opportunities.

6. Roles and Responsibilities

Overall responsibility for volunteering arrangements rests with the Town Clerk.

Each volunteer will have a named Council officer or appointed supervisor responsible for providing guidance, support and supervision, ensuring the volunteer understands their role, and addressing any concerns or issues.

Staff responsible for volunteers will have this responsibility reflected in their role description where appropriate.

7. Expectations of Volunteers

Volunteers are expected to: - act reliably, honestly and responsibly; - act as ambassadors for Welshpool Town Council; - comply with relevant Council policies and procedures; - follow health and safety instructions; - respect confidentiality; - avoid any behaviour that may bring the Council into disrepute.

8. What Volunteers Can Expect from the Council

Volunteers can expect: - clear information about their role and responsibilities; - appropriate induction, training and supervision; - a safe working environment and appropriate insurance cover; - respect, dignity and fair treatment; - reimbursement of agreed out-of-pocket expenses; - recognition and appreciation of their contribution; - the right to raise concerns or decline unreasonable requests.

9. Recruitment and Selection

Recruitment processes will be proportionate to the nature and length of the volunteering role.

For longer-term roles, volunteers will normally be asked to complete an application form and attend an informal meeting.

For short-term or event-based volunteering, a simplified application and briefing process will be used.

Volunteers under the age of 16 will only be accepted where appropriate safeguarding and supervision arrangements are in place.

10. Induction, Training and Support

Volunteers will receive an induction appropriate to their role, including health and safety information.

Ongoing support and supervision will be provided by the named supervisor.

11. Safeguarding

Welshpool Town Council is fully committed to safeguarding and promoting the welfare of children, young people and adults at risk, and expects all volunteers to share this commitment.

The Council recognises that some volunteering roles may involve contact with children or adults at risk, whether directly or indirectly, and that robust safeguarding arrangements are essential to protect service users, volunteers, staff and the Council.

Responsible Persons / Safeguarding Leads

The Town Clerk shall act as the Council's overall safeguarding lead and responsible person for volunteering activities.

Where appropriate, a named officer or event lead may be appointed as a Responsible Person for a specific project, service or event involving volunteers. The Responsible Person will act as the first point of contact for safeguarding concerns, ensure that safeguarding arrangements are in place and understood, ensure volunteers are appropriately briefed and supervised, and escalate concerns promptly to the Town Clerk.

Risk Assessment and Role Design

All volunteering roles will be risk assessed to identify any safeguarding risks.

Wherever possible, volunteering roles will be designed to minimise safeguarding risk, including avoiding one-to-one situations, ensuring activities take place in open or supervised environments, and providing clear boundaries around volunteer responsibilities.

Disclosure and Barring Service (DBS)

Volunteers may be asked to disclose unspent criminal convictions relevant to the role.

Where a volunteering role involves regulated activity, or where the Council considers it necessary to mitigate risk, an appropriate Disclosure and Barring Service (DBS) check will be required before the role commences.

Training and Awareness

Volunteers involved in roles with safeguarding implications will receive appropriate safeguarding information or training, proportionate to the role.

All volunteers will be informed of expected standards of behaviour, appropriate professional boundaries, and how and to whom safeguarding concerns should be reported.

Reporting Safeguarding Concerns

Any safeguarding concern, allegation or suspicion must be reported immediately to the Responsible Person or the Town Clerk.

Concerns will be recorded and managed in line with the Council's Safeguarding Policy and relevant statutory guidance. Where necessary, concerns will be referred to the appropriate statutory authorities.

Short-Term and Event-Based Volunteering

For short-term or event-based volunteering, safeguarding arrangements will be proportionate but must include a named Responsible Person, a safeguarding briefing, and clear reporting arrangements.

12. Confidentiality and Data Protection

Volunteers must treat all information obtained through their volunteering as confidential unless authorised otherwise.

Personal data will be handled in accordance with the Data Protection Act 2018 and the Council's Privacy Notice.

13. Expenses

Volunteers may claim reimbursement of reasonable out-of-pocket expenses, subject to prior agreement and submission of appropriate evidence.

14. Health and Safety

Volunteers are required to comply with the Council's Health and Safety Policy and any risk assessments relevant to their role.

15. Insurance

Volunteers are covered by the Council's public liability and other relevant insurance policies while undertaking authorised volunteering activities.

16. Use of Personal Vehicles

Volunteers using their own vehicles for Council activities must ensure appropriate insurance cover and provide evidence if requested.

17. Grievance and Conduct Issues

Volunteers are encouraged to raise concerns informally with their supervisor in the first instance.

Where necessary, concerns will be managed in line with the Council's grievance and complaints procedures.

The Council reserves the right to end a volunteering arrangement where issues cannot be resolved.

18. Ending Volunteering

Volunteers may stop volunteering at any time.

Where appropriate, volunteers may be invited to provide feedback on their experience.

19. Review

This policy will be reviewed every three years or earlier if required by legislative or operational changes.

Appendix L



Cyngor Tref y Trallwng | Welshpool Town Council

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

Document / Report #515

Author	Richard Williams Town Clerk & Responsible Finance Officer
Title	Motion for Debate - Restoration of Investigation Procedure
Date	13th February 2026

Proposed By: Cllr Alison Davies

Seconded By: TBC

Proposal

Should the Ombudsman report to the Town Clerk that any councillor is under investigation, the said councillor should stand down from the position of Chair or Vice-Chairmanship of Welshpool Town Council Committees and from any external duties where they represent Welshpool Town Council.

The standing down should last for the period of investigation.

Purpose

This Council has seen public respect and motivation to participate in the democratic process drastically reduce over the past 10 -15 years and this process will help to restore the standing of the Council by acknowledging that any such Ombudsman's investigation is taken seriously by Welshpool Town Council.

Background

Historic documents of Welshpool Town Council record the process and its utilisation when an Ombudsman is carrying out an investigation into a single, or number of Councillors.

Motion

It is proposed that this procedure be reinstated and also added to Standing Orders.

Town Clerk's Additional Note

The motion proposes that any councillor who is under investigation by the Public Services Ombudsman for Wales should stand down from the position of Chair or Vice-Chair of committees and from any external appointments during the period of investigation, and that this process be incorporated into Standing Orders.

Under the standards framework in Wales, matters relating to alleged breaches of the Code of Conduct fall within the jurisdiction of the Public Services Ombudsman for Wales and the Principal Authority's Standards Committee. The Town Council does not possess disciplinary powers over councillors in respect of conduct matters, and Standing Orders cannot introduce sanctions or restrictions that would amount to a parallel disciplinary process.

Members' attention is also drawn to the High Court judgment in *R (Harvey) v Ledbury Town Council* [2018] EWHC 1151 (Admin). In that case, a town council imposed restrictions on a councillor's committee roles and functions outside the statutory standards framework. The Court held that councils must not operate their own disciplinary regime alongside the statutory process and that measures linked to allegations or investigations, rather than proven breaches, may be unlawful if they amount to sanctions in substance. The judgment confirms that councils may organise their internal governance arrangements, but automatic restrictions tied to an investigation rather than a Council decision made on its merits carry legal risk.

Whilst the Council has general powers to organise its committees and make or review appointments to positions such as committee chairs or representatives on external bodies (see Standing Order 4 relating to committees and sub-committees), any decision to remove or require a councillor to stand down from such roles must be taken by resolution of Council on a case-by-case basis and framed as a governance decision rather than an automatic requirement linked solely to an Ombudsman investigation.

Members should note that an Ombudsman investigation does not represent a finding of breach, and introducing a mandatory requirement for a councillor to stand down could be interpreted as prejudging the statutory process or creating an additional sanction outside the legal framework. As drafted, the motion may therefore carry legal risk if incorporated into Standing Orders without amendment.

In conclusion, whilst Council retains powers to review committee appointments and external representations, Members should consider whether the proposed wording is legally robust before adopting it as a Standing Order. The Ledbury judgment indicates that an automatic requirement linked to an investigation may be open to challenge, and Members may wish to amend the proposal to allow Council discretion rather than imposing a mandatory process.