



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 Operations & Development Committee - 11/03/2026 6:30pm

5th March 2026

To: Councillor(s) Dr Ben Gwalchmai, David France, Estelle Bleivas, Nick Howells, Phil Owen, Phil Pritchard (Chair), Sally Fitzgerald (Vice Chair)

Dear Councillor,

You are hereby summoned to attend a meeting of the Operations & Development Committee of Welshpool Town Council which will be held on Wednesday 11th March 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/85003163364?pwd=fbgON05dVjdO5MjGSITPnOxMMICdZ6.1> to join online or use Zoom Meeting ID 850 0316 3364 and passcode 922160.

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 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 Operations & Development Committee on 11/02/2026. [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 Operations & Development Committee on 11/02/2026.

5. LAND AND BUILDINGS

5.1. General Update

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

5.2. Motte and Bailey (Domen Castell)

To receive an update on the Domen Castell, if required.

6. SERVICES

6.1. Meals on Wheels

To note that the Meals on Wheels service successfully transferred to Welshpool Community Haven as of Monday 16th February 2026.

6.2. Markets

To receive an update in respect of the indoor and outdoor market and the notes from the last Market Traders meeting.

[Appendix C]

6.3. The Hub

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

[Appendix D]

7. BUSINESS PLANNING & FINANCIAL MATTERS

7.1. Interim Strategic Plan Action Plan

To consider the approved committee Interim Strategic Plan action plan.

[Appendix E]

7.2. Budget and Committee Finance (Month 11)

To consider the current spending position against the budget for the committee for February 2026 (Month 11).

[Appendix F]

8. PROJECTS & NEW DEVELOPMENTS

8.1. Community Fridge

To receive a verbal update in respect of the Community Fridge project.

8.2. Town Hall Transformation

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

8.3. Oldford Estate

To receive an update on progress with discussions with ClwydAlyn in respect of play provision on the Oldford Estate.

8.4. Re-use Scheme

To consider a proposal about a potential re-use scheme at the Town Hall (Cllr David France).

9. ITEMS FOR FUTURE AGENDA & DATE OF NEXT MEETING

To receive items for consideration by the Town Clerk for future agendas and to note that the next meeting of Operations & Development Committee will be held on 8th April 2026 at 6:30pm.

Appendix A



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

What matters are being discussed at the meeting?

Do any relate to my interests?

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

More than other people in the authority's area?

NO

YES

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

You may have a
personal interest in
the matter

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

NO

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

YES

You may have a
prejudicial interest

This matter relates to:

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

NO

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

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

YES

Personal Interest

Prejudicial Interest

LOCAL GOVERNMENT ACT 2000

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

NOTIFICATION IN RESPECT OF:-

(1) PERSONAL INTEREST ORALLY DISCLOSED AT MEETING

[(2) DISPENSATION RELIED UPON AT MEETING]

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

DATE:	
MEETING:	

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

AGENDA ITEM:	
BUSINESS CONSIDERED:	

4. DETAILS OF PERSONAL INTEREST

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

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5. PREJUDICIAL INTEREST

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

The personal interest detailed in Section 4 above:-

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

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

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

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

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

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

7. DATE AND SIGNATURE:

DATE:	
SIGNATURE:	

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

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

Appendix B



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 Operations & Development Committee held on 11/02/2026 6:30pm in Council Chamber, Welshpool Town Hall.

PRESENT:

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

Apologies for absence:

Councillor Dr Ben Gwalchmai

Absent:

Councillor Estelle Bleivas

Also in attendance:

Councillor Chris Davies
Councillor Richard Church
Councillor Revd William Rowell
Richard Williams - Town Clerk & Responsible Finance Officer
Phil Rollinson - Deputy Operations Manager
2 member(s) of the public / press

OD110226/1. WELCOME AND APOLOGIES FOR ABSENCE

The Chair welcomed all to the meeting. Apologies for absence were received from Cllr Ben Gwalchami.

OD110226/2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None.

OD110226/3. PUBLIC PARTICIPATION

None.

OD110226/4. MINUTES AND MATTERS ARISING

OD110226/4.1 Previous Minutes

RESOLVED

To approve as a correct record, the minutes from the meeting of the Operations &

Development Committee on 14/01/2026.

WTCM513 - Proposed by Cllr Sally Fitzgerald, seconded by Cllr Nick Howells

OD110226/4.2 Matters Arising

The Town Clerk explained that two recommendations from the Committee were rejected by Full Council - the rest of the items were discussed and approved/or amended in some form.

OD110226/5. LAND AND BUILDINGS

OD110226/5.1 General Update

The Deputy Operations Manager updated councillors on general activities, including:

- Playgrounds - new equipment installed and fencing will be removed early next week. Awaiting Wickstead for Burgess Lands works delayed due to weather.
- Maes y Dre - car park was cleared which resulted in 12.5 tonnes of waste being removed - the Council's tractor was invaluable in this work.
- Buildings - annual Health and Safety visit conducted with a H&S Committee meeting to be held soon.
- Town Hall - new equipment for Hub, busy with bookings and Oven serviced.
- Market - new lock on door installed for Community Fridge.
- Day Centre - floor repaired in kitchen and sliding doors serviced.
- Christmas Lights have been removed and will now go into storage.

OD110226/5.2 Tourist Information Centre Naming

The Town Clerk explained that during the Interim Strategic Plan consultation in August, 111 responses were received for Tourist Information Centre and 111 responses were received for Welshpool Information Centre and due to new signage & postal addressing being needed, a decision was required on the name of the building.

A discussion took place regarding the rejected recommendation from last month and it was suggested to call it the Welshpool Information Centre.

RECOMMENDED

To rename the Tourist Information Centre to the Welshpool Information Centre.

WTCM514 - Proposed by Cllr Sally Fitzgerald, seconded by Cllr Nick Howells

OD110226/5.3 Motte and Bailey (Domen Castell)

The Town Clerk explained that he was still awaiting the decision on the grant.

OD110226/5.4 Maes y Dre: Permissions for Works

The Town Clerk explained the correspondence from Waterloo Rovers and showed an image of the proposed mobile stand. Councillors were supportive of the proposals. The Town Clerk also explained that the club needed 10 years security of tenure which a licence does not give them and a formal lease may be required.

RECOMMENDED

To grant permission to approve with the plans and to authorise the Town Clerk to work with the club to draft a lease and to bring this back to Council for approval.

WTCM515 - Proposed by Cllr Sally Fitzgerald, seconded by Cllr Nick Howells

OD110226/5.5 Flower Bed Transfers

The Town Clerk summarised his report and answered queries from members. It was noted that a reversion clause should be included in any transfer from PCC.

RECOMMENDED

To approve the request to Powys County Council to transfer ownership of the two flower beds outside the NFU building on Mill Lane / Church Street;
The principle of licensing town centre beds and planters to voluntary groups for maintenance is adopted; and
That the Town Clerk is authorised to draft a standard flower bed maintenance licence agreement for use with interested groups and seek expressions of interest.

WTCM516 - Proposed by Cllr Sally Fitzgerald, seconded by Cllr Nick Howells

OD110226/5.6 Town Hall WiFi - Quote

The Town Clerk and the Deputy Operations Manager explained the quotation and answered questions.

RECOMMENDED

To approve the quote for £864 for enhanced WiFi provision in the Town Hall.

WTCM517 - Proposed by Cllr Phil Pritchard, seconded by Cllr Phil Owen

OD110226/6. SERVICES

OD110226/6.1 Meals on Wheels

The Town Clerk summarised the report and answered any queries.

OD110226/6.2 Markets

The Town Clerk gave an update and explained that only one indoor stall is available and that the push to obtain more stalls for the outdoor market was successful with one more starting this week.

OD110226/6.3 The Hub

The Town Clerk summarised the report and answered any queries.

OD110226/7. BUSINESS PLANNING & FINANCIAL MATTERS

OD110226/7.1 Interim Strategic Plan Action Plan

The Town Clerk summarised the report and highlighted that most actions were in progress or in future years. One action MA2 needs some work this year but obtaining consents was providing difficult.

OD110226/7.2 Budget and Committee Finance (Month 10)

The Town Clerk summarised the report and no queries were received.

OD110226/8. PROJECTS & NEW DEVELOPMENTS

OD110226/8.1 Community Fridge

The Town Clerk explained that the Community Fridge has now officially launched and was opened on Monday by Deputy Mayor, Cllr William Rowell. Members gave thanks to the Council's Communications & Community Engagement Officer for her work in establishing the fridge. It was noted that already 5.4kg of food waste had been saved from going into the bin (by its second full day of operation).

OD110226/8.2 Town Hall Transformation

The Town Clerk gave an update on the progress to the project including the community meeting held on the 23rd January.

OD110226/8.3 Oldford Estate

The Town Clerk explained that he and the Chair of the Committee would be meeting ClwydAlyn on Monday at 11:30am to discuss further.

OD110226/9. BYELAWS - CONSULTATION

The Town Clerk summarised the consultation findings and report and answered queries.

RECOMMENDED

To note the outcome of the public consultation and the report; and

To authorise the Town Clerk to prepare and publish the Second Written Statements for open spaces, markets and public toilets; and

To ask the Town Clerk to prepare draft byelaws taking into account the consultation feedback for presentation at a future meeting.

WTCM518 - Proposed by Cllr Nick Howells, seconded by Cllr Sally Fitzgerald

OD110226/10. DATE OF NEXT MEETING

The next meeting of Operations & Development Committee will be held on 11th March 2026 at 6:30pm

OD110226/11. CONFIDENTIAL SESSION - EXCLUSION

RECOMMENDED

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

WTCM519 - Proposed by Cllr Sally Fitzgerald, seconded by Cllr Nick Howells

OD110226/12. ALTERNATIVE PREMISES [CONFIDENTIAL]

The Town Clerk summarised the report and a discussion was held, including alternative land proposals. It was suggested that members continue to think of ideas and discuss at Full Council.

OD110226/13. STATION & LEASES [CONFIDENTIAL]

The Town Clerk summarised the report and a discussion was held.

RECOMMENDED

That the Town Council pursues adopting Welshpool Railway Station under the adopt a station scheme; and

To authorise officers to explore potential lease terms for a rear railway station car park and report back to Full Council with a draft lease if deemed appropriate.

WTCM520 - Proposed by Cllr Sally Fitzgerald, seconded by Cllr Phil Pritchard

OD110226/14. CONTRACT MANAGEMENT [CONFIDENTIAL]

A discussion took place regarding previous contracts management and an initial way forward was recommended.

RECOMMENDED

That officers prepare a list of issues identified and that the Town Clerk writes to the contractor setting out our position.

WTCM521 - Proposed by Cllr Phil Pritchard, seconded by Cllr Richard Church

The meeting finished at 20:53.

Signed:

Dated:

Councillor Phil Pritchard (Chair)

Decision/Action Log

ID		Assigned
WTCM513	RESOLUTION OD110226/4.1 Previous Minutes To approve as a correct record, the minutes from the meeting of the Operations & Development Committee on 14/01/2026.	Town Clerk & Responsible Finance Officer
WTCM514	RECOMMENDATION OD110226/5.2 Tourist Information Centre Naming To rename the Tourist Information Centre to the Welshpool Information Centre.	Town Clerk & Responsible Finance Officer
WTCM515	RECOMMENDATION OD110226/5.4 Maes y Dre: Permissions for Works To grant permission to approve with the plans and to authorise the Town Clerk to work with the club to draft a lease and to bring this back to Council for approval.	Town Clerk & Responsible Finance Officer
WTCM516	RECOMMENDATION OD110226/5.5 Flower Bed Transfers To approve the request to Powys County Council to transfer ownership of the two flower beds outside the NFU building on Mill Lane / Church Street; The principle of licensing town centre beds and planters to voluntary groups for maintenance is adopted; and That the Town Clerk is authorised to draft a standard flower bed maintenance licence agreement for use with interested groups and seek expressions of interest.	Town Clerk & Responsible Finance Officer
WTCM517	RECOMMENDATION OD110226/5.6 Town Hall WiFi - Quote To approve the quote for £864 for enhanced WiFi provision in the Town Hall.	Town Clerk & Responsible Finance Officer

ID		Assigned
WTCM518	RECOMMENDATION OD110226/9 Byelaws - Consultation To note the outcome of the public consultation and the report; and To authorise the Town Clerk to prepare and publish the Second Written Statements for open spaces, markets and public toilets; and To ask the Town Clerk to prepare draft byelaws taking into account the consultation feedback for presentation at a future meeting.	Town Clerk & Responsible Finance Officer
WTCM519	RECOMMENDATION OD110226/11 Confidential Session - Exclusion That members of the public and press be requested to leave the meeting by reason of the confidential nature of the business about to be transacted	Town Clerk & Responsible Finance Officer
WTCM520	RECOMMENDATION OD110226/13 Station & Leases That the Town Council pursues adopting Welshpool Railway Station under the adopt a station scheme; and To authorise officers to explore potential lease terms for a rear railway station car park and report back to Full Council with a draft lease if deemed appropriate.	Town Clerk & Responsible Finance Officer
WTCM521	RECOMMENDATION OD110226/14 Contract Management That officers prepare a list of issues identified and that the Town Clerk writes to the contractor setting out our position.	Town Clerk & Responsible Finance Officer

Appendix C



**Cyngor Tref Y Trallwng
Welshpool Town Council
Y Porth I Cymru | The Gateway to Wales**

Market Trader meeting

MINUTES

Minutes of a meeting regarding Welshpool Town Council market, held on **Monday, 23rd February 2026 at 3:15 pm** in the Corn Exchange, Welshpool Town Hall

Present:

Sam - Handy Veg
Corrine – Art – Flowers by Coz
Cathy - Grandma's shop
Sue - Sue's stall
Phil - Furniture
Kimberly Wright – Market Manager
Paul McGrath – operations manager
Alex Jones – operations
Councillor Phil Pritchard
Councillor Estelle Bleivas

1. Welcome.

The Market Manager welcomed everyone to the meeting.

2. Events in 2026

Market traders noted the scheduled events for 2026.

- Saturday 28th March 2026 – Get Jerky Rally
- Saturday 4th April 2026 – Easter Egg hunt
- Saturday 27th June 2026 – Carnival
- Friday 3rd – Sunday 5th July 2026 – Continental market – **Market traders would like to be open on the Sunday alongside this event.**
- Saturday 25th – Sunday 27th September 2026 – 1940's weekend - **Market traders would like to be open on the Sunday alongside this event.**
- Friday 6th November – Memorial garden service
- Saturday 7th November – Fireworks
- Sunday 8th November 2026 – Remembrance
- Wednesday 11th November – two-minute silence outside Town Hall
- Saturday 28th November 2026 – Winter Festival – **Late night opening on the Saturday and another late night opening in December.**

1. Byelaws consultation.

The market manager updated the market traders regarding the recent byelaws consultation. If authorised by the Full Council, the Town Clerk will prepare and publish the second written statement for open spaces, markets and public toilets, and the Town Clerk will prepare draft byelaws taking into account the consultation feedback for presentation at a future meeting.

The market manager informed the market traders that they will have the chance to input during the next stage.

2. Seating area in the centre of the market

The market manager informed market traders that the seating area in the middle of the market and the display tables must be removed by the end of February (end of this week).

Most market traders were not happy about this and brought up the following;

- Market traders felt this area is well utilised by traders and members of the public
- Many members of the public have said how lovely the market looks recently.
- One of the market traders uses this area to make cards, which cannot be done anywhere else.

The market manager reminded market traders about some of the comments raised in the recent Town Hall consultation, where the market was described as having 'poor quality and atmosphere, described as dull, drab, depressing, shabby, uninspiring and run down. Atmosphere seen as empty and lifeless – stall holders often chatting, few customers.

The market traders highlighted that the condition of the building has nothing to do with them, and the windows are in desperate need of cleaning.

The operations manager informed the market traders that new glass needs to be ordered for the broken windows, but this cannot be ordered until the new budget is received in April.

The operations team also mentioned that the current display tables and seating area this creates a shield for possible theft.

The market manager agreed to review the seating area in two months.

3. Parking

The operations manager explained that due to the operations vehicles receiving a parking ticket, the vehicles will now need to be kept in the car park adjacent to the Town Hall.

Some of the market traders expressed their concerns, having to pay for parking as well as paying for their units.

The market manager reminded them of their Terms of Agreement, which states, 'There are 6 vehicle spaces available at the Town Hall. Welshpool Town Council vehicles take priority. The remaining spaces are on a first-come, first-served basis. If no spaces are available, traders must find alternative means of parking. **Under no circumstances should any trader park on the double yellow lines** surrounding the spaces.'

4. Any matter raised by a Trader.

Saturdays – Cleaner opened up the market. No flags were put out on Saturday, 21st February, due to them being too heavy for one person.

The market manager agreed to inform the Town Clerk.

5. Date and time of the next Market traders meeting.

The next market traders meeting will be held on Monday, 23rd March 2026, at 3:15 pm in the Corn Exchange.

Appendix D



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 #563

Author	Richard Williams Town Clerk & Responsible Finance Officer
Title	Hub Performance - February 2026
Date	5th March 2026

1. Purpose

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

2. Background

1. The Community Hub operates as a warm, welcoming space for residents, providing informal support, social contact and access to refreshments and activities. The Hub is funded in part through voluntary donations, with footfall used as a key indicator of community engagement and reach.

3. Performance Summary

1. Visitor numbers remained strong throughout February, with weekly attendance ranging from 111 to 145 visitors, totalling 528 visits across the month. Thursday sessions continued to attract the highest footfall, peaking at 95 visitors in the final week.
2. The Hub generated £403.84 in voluntary contributions from sessions, with weekly totals typically ranging between £85 and £126. In addition, a £170 donation was received during the week commencing 17th February from Bill & Ann Rowell.
3. A total of 243 meals were served during the month, with food costs averaging approximately £1.34 per meal.
4. With 528 visits recorded in February, the Community Hub continues to demonstrate very strong engagement.

4. Financial Overview

1. Voluntary contributions and donations for the period totalled £573.84, equating to approximately £143.46 per week. Of this total, £403.84 was collected directly during Hub sessions, with an additional £170 donation received during the month. Food purchases for the period totalled £326.23.
2. As of 28th February 2026, the Community Hub bank account stood at £3,556.44.

Appendix E



Cyngor Tref y Trallwng | Welshpool Town Council

Interim Strategic Plan - Action Plan - OD

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

Town Centre & Regeneration

Ref	Committee	Action	Resource	Timescale	Progress	Comments
Enhance the town centre environment						
TC1	OD	Roll out shopfront/window dressing scheme for empty premises in partnership with landlords	TC/EO/CM £	Year 2	Not started	Budget line provided for in 2026/2027.
TC2	OD	Pilot town centre planting and hanging basket sponsorship scheme	TC/OM/CM £	Year 2	Not started	Budget line provided for in 2026/2027.
TC3	OD	Develop long-term "clean and green" action plan for pavements, signage and public spaces	TC/OM/CM £	Year 2-3	Not started	Plan to develop during Year 2 with implementation in Year 3.
Redevelop the Town Hall as a modern community and civic hub						
TH1	OD	Progress existing Expression of Interest to full National Lottery Heritage Fund application (??4.2m project)	TC £4200000.00	Year 1	Ongoing	EOI approved, work now progressing on full application. FC approved Governance Paper on 22nd October.
TH2	OD	Launch community fundraising campaign and sponsorship scheme alongside grant bid	TC £1000.00	Year 2	Not started	Budget line added to 26/27 budget (5458/101).

Ref	Committee	Action	Resource	Timescale	Progress	Comments
TH3	OD	Begin phased transformation works as required by lottery application	ALL £4200000.00	Year 3	Not started	
Revitalise the indoor and outdoor markets						
MA1	OD	Trial themed markets (e.g. farmers, crafts, seasonal) and promote through social media and newsletters	MO/CM £	Year 2	Not started	Forms part of Market Budget.
MA2	OD	Improve signage to both markets from car parks, train station and main areas	TC/MO £	Year 1	Delayed	Utilise underspend in year. Still waiting to obtain consents to replace the sign.
MA3	OD	Support traders with joint marketing and promotion campaigns	MO/CM £	Year 1-3	In progress	Officers have visited local markets and produced marketing materials to encourage further traders to attend. Publicity on the website for current market traders has begun.
MA4	OD	Assess financial sustainability of Monday market and explore feasibility of adding a second trading day	TC/MO £	Year 2	Not started	

Open Spaces

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

Ref	Committee	Action	Resource	Timescale	Progress	Comments
DO2	OD	Launch a public campaign on responsible dog ownership, including posters, social media messaging and signage in parks.	TC/CM £	Year 1	Not started	To be launched in Spring 2026 - move to Year 2.
DO3	OD	Introduce new dog waste bins in under-served areas and ensure they are clearly signposted.	OM/CM £	Year 2	Not started	Provision in 2026/2027 budget for new bins
DO4	OD	Explore the creation of a designated dog-friendly zone or enclosed dog exercise area within one of the open spaces.	TC/OM £	Year 2-3	Not started	
DO5	OD	Pilot new initiatives such as "Dog-Friendly Businesses" scheme to encourage shops and cafe's to welcome responsible dog owners.	TC/EO/CM £	Year 3	Not started	
Maintain and invest in open spaces						
OS1	OD	Audit all play areas, pitches, open spaces and income generation	TC/OM £	Year 1	In progress	Assets now mapped and consideration to asset improvement included in budget.
OS2	OD	Develop phased upgrade programme, beginning with most used play areas	OM/CM £	Year 2-3	Not started	
OS3	OD	Work with schools and sports clubs to align investment	TC/OM £	Year 2-3	Not started	
Protect and enhance the environment						
EN1	OD	Audit all biodiversity measures and prepare Section 6 report and action plan	TC/OM £	Year 1	Not started	

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

Community Services

Ref	Committee	Action	Resource	Timescale	Progress	Comments
Maintain and protect public toilets						
PT1	OD	Promotion and marketing with enhanced signage around the town along with data capture technology to measure usage	TC/OM/CM £	Year 1	Delayed	Footfall counters proved to be ineffective - exploring other options.
PT2	OD	Resolve outstanding repairs to enable full use of Changing Places facility	OM/CM £	Year 1-2	Not started	Resource allocated in 2026/27 to complete works.
PT3	OD	Explore sponsorship and community toilet scheme with local businesses	TC/OM/EO £	Year 2-3	In progress	New donation signage has gone up in toilets.

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

Improving the Council

Ref	Committee	Action	Resource	Timescale	Progress	Comments
Strengthen engagement with the community						
EN2	All	Establish regular working groups e.g. Carnival, Markets, Open Spaces	EO £	Year 2	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 F

Detailed Income & Expenditure by Budget Heading 05/03/2026

Month No: 11

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>Operations & Development</u>								
<u>100 Town Hall</u>								
1100 Income - Corn Exchange	203	4,690	7,000	2,310			67.0%	
1101 Refreshments - JRR	0	30	0	(30)			0.0%	
1103 Refreshments - Corn Exchange	100	230	0	(230)			0.0%	
1104 Refreshments - Assembly Room	0	100	0	(100)			0.0%	
1105 Income - Assembly Rooms	1,031	5,864	1,800	(4,064)			325.8%	
1110 Income - Other Rooms	(1)	1,313	1,000	(313)			131.3%	
1120 Income - Telephone Mast Rental	0	3,750	5,000	1,250			75.0%	
1206 Income - Utilities Recharge	226	226	0	(226)			0.0%	
1370 Income - Grant	0	12,000	0	(12,000)			0.0%	
Town Hall :- Income	1,559	28,204	14,800	(13,404)			190.6%	0
4000 Salary	5,152	52,352	68,355	16,003		16,003	76.6%	
4005 HMRC	938	14,372	6,885	(7,487)		(7,487)	208.7%	
4010 Pension Payments	466	5,107	6,657	1,550		1,550	76.7%	
4055 Rates	0	36,068	35,000	(1,068)		(1,068)	103.1%	
4060 Services	6,957	58,349	60,000	1,651		1,651	97.2%	
4065 Mobile Phones	16	16	0	(16)		(16)	0.0%	
4085 Repairs & Maintenance	191	25,159	15,000	(10,159)		(10,159)	167.7%	
4095 Licenses	271	1,141	1,500	359		359	76.1%	
4096 BLT Loan	0	940	0	(940)		(940)	0.0%	
4098 Community Fridge	339	1,580	2,500	920		920	63.2%	
4100 Cleaning & Materials	0	9,135	10,000	865		865	91.3%	
4200 Waste Collection	108	2,087	1,500	(587)		(587)	139.1%	
4202 Consumeables	76	317	500	183		183	63.5%	
4340 Equipment	0	(449)	500	949		949	(89.8%)	
4866 IT Costs	400	500	500	(0)		(0)	100.1%	
4875 Health & Safety	12	432	1,000	568		568	43.2%	
4900 Miscellaneous Costs	12	985	1,500	515		515	65.7%	
Town Hall :- Indirect Expenditure	14,938	208,092	211,397	3,305	0	3,305	98.4%	0
Net Income over Expenditure	(13,379)	(179,888)	(196,597)	(16,709)				
<u>110 Markets</u>								
1200 Income - Market Stalls	468	14,229	13,000	(1,229)			109.5%	
1205 Income - Outdoor Markets	135	1,039	1,000	(39)			103.9%	
1300 Income - Rent	364	1,322	0	(1,322)			0.0%	
Markets :- Income	967	16,590	14,000	(2,590)			118.5%	0
4085 Repairs & Maintenance	0	340	750	410		410	45.3%	

Detailed Income & Expenditure by Budget Heading 05/03/2026

Month No: 11

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4095 Licenses	(338)	24	500	476		476	4.8%	
4205 Marketing	133	180	250	70		70	72.2%	
Markets :- Indirect Expenditure	(204)	544	1,500	956	0	956	36.3%	0
Net Income over Expenditure	1,172	16,046	12,500	(3,546)				
130 Recreation								
1340 Income - Rec Club Rents etc	2,600	3,983	3,000	(983)			132.8%	
1345 Income - Casual Recreation	(13)	17	0	(17)			0.0%	
1350 Income - Allotments	(25)	830	600	(230)			138.3%	
1365 Income - Other	7	1,679	0	(1,679)			0.0%	
1370 Income - Grant	0	20,000	0	(20,000)			0.0%	
Recreation :- Income	2,570	26,509	3,600	(22,909)			736.4%	0
4020 Training Staff	0	1,905	2,000	95		95	95.3%	
4025 Uniforms	0	(0)	0	0		0	0.0%	
4060 Services	0	3,854	2,500	(1,354)		(1,354)	154.2%	
4085 Repairs & Maintenance	1,017	6,470	6,000	(470)	2,277	(2,747)	145.8%	
4200 Waste Collection	179	179	0	(179)		(179)	0.0%	
4202 Consumeables	36	471	500	29		29	94.3%	
4340 Equipment	0	1,561	2,500	939		939	62.4%	
4341 Play Equipment	0	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%	
4365 STRI/ROSPA	1,083	1,603	1,500	(103)		(103)	106.9%	
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	0	10,145	0	(10,145)		(10,145)	0.0%	
4401 Vehicle Running Costs	140	1,229	1,000	(229)		(229)	122.9%	
4875 Health & Safety	0	16	250	234		234	6.5%	
4900 Miscellaneous Costs	0	0	100	100		100	0.0%	
Recreation :- Indirect Expenditure	2,455	92,495	64,300	(28,195)	2,277	(30,472)	147.4%	0
Net Income over Expenditure	115	(65,986)	(60,700)	5,286				
140 Street Scene								
4000 Salary	4,741	49,649	65,079	15,430		15,430	76.3%	
4005 HMRC	845	13,124	6,566	(6,558)		(6,558)	199.9%	
4010 Pension Payments	474	5,313	4,662	(651)		(651)	114.0%	

Detailed Income & Expenditure by Budget Heading 05/03/2026

Month No: 11

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4020 Training Staff	0	539	1,000	461		461	53.9%	
4025 Uniforms	0	445	500	55		55	88.9%	
4026 PPE	82	142	500	358		358	28.5%	
4065 Mobile Phones	0	157	200	43		43	78.3%	
4085 Repairs & Maintenance	0	843	1,200	357		357	70.3%	
4200 Waste Collection	0	2,593	2,500	(93)		(93)	103.7%	
4340 Equipment	0	1,003	3,000	1,997		1,997	33.4%	
4400 Vehicles	1,079	15,637	5,400	(10,237)		(10,237)	289.6%	
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	7,221	91,276	93,807	2,531	0	2,531	97.3%	0
Net Expenditure	(7,221)	(91,276)	(93,807)	(2,531)				
<u>150 Toilets</u>								
1450 Income - Donations	3	3	0	(3)			0.0%	
Toilets :- Income	3	3	0	(3)				0
4000 Salary	1,119	3,288	4,338	1,050		1,050	75.8%	
4005 HMRC	115	328	426	98		98	77.1%	
4010 Pension Payments	91	267	352	85		85	75.8%	
4060 Services	1,592	16,262	3,000	(13,262)		(13,262)	542.1%	
4085 Repairs & Maintenance	120	2,821	1,000	(1,821)		(1,821)	282.1%	
4100 Cleaning & Materials	0	6,550	9,884	3,334		3,334	66.3%	
4202 Consumeables	166	166	0	(166)		(166)	0.0%	
Toilets :- Indirect Expenditure	3,204	29,683	19,000	(10,683)	0	(10,683)	156.2%	0
Net Income over Expenditure	(3,201)	(29,681)	(19,000)	10,681				
<u>160 Domen Castell</u>								
4055 Rates	0	582	0	(582)		(582)	0.0%	
4060 Services	0	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	0	18,981	10,550	(8,431)	0	(8,431)	179.9%	0
Net Expenditure	0	(18,981)	(10,550)	8,431				

Detailed Income & Expenditure by Budget Heading 05/03/2026

Month No: 11

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
190 Ann Holloway Centre								
1110 Income - Other Rooms	347	4,352	5,000	648			87.0%	
1300 Income - Rent	0	600	0	(600)			0.0%	
1635 Income - Lease	0	6,000	6,000	0			100.0%	
Ann Holloway Centre :- Income	347	10,952	11,000	48			99.6%	0
4060 Services	2,395	15,309	12,000	(3,309)		(3,309)	127.6%	
4085 Repairs & Maintenance	0	7,213	5,000	(2,213)	185	(2,397)	147.9%	
4100 Cleaning & Materials	0	1,043	2,000	957		957	52.1%	
4200 Waste Collection	0	1,071	1,500	429		429	71.4%	
4401 Vehicle Running Costs	127	127	0	(127)		(127)	0.0%	
4550 Rent Private Land	752	752	0	(752)		(752)	0.0%	
4861 Legal Fees	1,050	1,668	3,000	1,332		1,332	55.6%	
4875 Health & Safety	0	300	200	(100)		(100)	150.0%	
4900 Miscellaneous Costs	0	56	200	144		144	28.0%	
Ann Holloway Centre :- Indirect Expenditure	4,324	27,539	23,900	(3,639)	185	(3,824)	116.0%	0
Net Income over Expenditure	(3,977)	(16,587)	(12,900)	3,687				
200 Meals on Wheels								
1650 Income - Meals on Wheels	1,677	22,633	20,000	(2,633)			113.2%	
Meals on Wheels :- Income	1,677	22,633	20,000	(2,633)			113.2%	0
4000 Salary	1,472	14,570	21,735	7,165		7,165	67.0%	
4005 HMRC	48	2,248	801	(1,447)		(1,447)	280.7%	
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	211	2,150	4,000	1,850		1,850	53.8%	
4710 Meal Costs	259	2,777	5,000	2,223	174	2,049	59.0%	
4900 Miscellaneous Costs	0	0	200	200		200	0.0%	
Meals on Wheels :- Indirect Expenditure	1,989	21,933	32,986	11,053	174	10,879	67.0%	0
Net Income over Expenditure	(312)	700	(12,986)	(13,686)				
Operations & Development :- Income	7,124	104,892	63,400	(41,492)			165.4%	
Expenditure	33,926	490,544	457,440	(33,104)	2,635	(35,739)	107.8%	
Movement to/(from) Gen Reserve	(26,802)	(385,653)	(394,040)	(8,387)				

Detailed Income & Expenditure by Budget Heading 05/03/2026

Month No: 11

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	7,124	104,892	63,400	(41,492)			165.4%	
Expenditure	33,926	490,544	457,440	(33,104)	2,635	(35,739)	107.8%	
Net Income over Expenditure	(26,802)	(385,653)	(394,040)	(8,387)				
Movement to/(from) Gen Reserve	(26,802)	(385,653)	(394,040)	(8,387)				