Cyngor Tref y Trallwng | Welshpool Town Council

Welshpool Town Council, Tourist Information Centre, The Vicarage Gardens, Welshpool, SY21 7DD
Tel: 01938 553142 Email: town.clerk@welshpooltowncouncil.gov.uk

Agenda & Summons
Finance & Governance Committee - 21/01/2026 6:30pm

16th January 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 21st January 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 & Proper Officer

In accordance with the Local Government and Elections (Wales) Act 2021, this meeting is available by remote means. Please visit https://us02web.zoom.us/j/81300122335?pwd=VW0OeoXyl3eQnLXTBdaSgMoMsC1sZr.1 to join online or use Zoom Meeting ID 813 0012 2335 and passcode 159287, or via telephone by ringing .

Agenda

1. WELCOME AND APOLOGIES FOR ABSENCE

The Chair will welcome Councillors and members of the public and will receive, and if desired, resolve to approve, any apologies for absence.

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 19/11/2025.

[Appendix B]

4.2. Matters Arising

To report for information purposes only matters arising from the Finance & Governance Committee on 19/11/2025.

5. FINANCIAL MATTERS

5.1. Council Accounts (December - Period 9)

To consider the Income and Expenditure Reports and Cash and Bank Totals for December 2025 and note the bank balances as of 31st December 2025:
- General Fund - £20,560.18
- 30 Day Account - £275,135.68
- Petty Cash - £31.11
- Hub Community Account - £3,204.16

[Appendix C]

5.2. Payment of Invoices - January

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

[Appendix D]
[Appendix E]

5.3. Scrutiny of Payments

To hear the feedback from December 2025 (Cllr Bailey) for the scrutiny of payments exercise as set out in Financial Regulations and to elect new councillors for February and March 2026.

5.4. BUSINESS PLANNING & FINANCIAL MATTERS

5.4.1. ISP Action Plan

To consider the approved committee ISP action plan.

[Appendix F]

6. BUDGET 2026/2027 - FINAL DRAFT

To consider the final draft budget for 2026/2027 and recommend to Full Council accordingly.

[Appendix G]
[Appendix H]
[Appendix I]

7. STRATEGY & POLICY

7.1. Complaints, Comments & Feedback Policy

To consider the adoption of the draft Complaints, Comments & Feedback Policy.

[Appendix J]

7.2. Gritting and Snow Removal Policy

To consider the adoption of the draft FOI Gritting and Snow Removal Policy.

[Appendix K]

7.3. Financial Regulations 2025-2026

To consider the adoption and approval of updated Financial Regulations for 2025-2026.

[Appendix L]
[Appendix M]

8. OTHER MATTERS

8.1. Petty Cash & Pre-Paid Cards

To consider the report from the Town Clerk & RFO in respect of petty cash and pre-paid cards.

[Appendix N]

8.2. Section 137 Expenditure Limit - 2026/27

To note the correspondence from Welsh Government setting the Section 137 expenditure limit for 2026/27.

[Appendix O]

8.3. Digital Engagement - Q3 2025

To note the digital engagement report for Q3 2025 (October 2025 to December 2025).

[Appendix P]

9. DATE OF NEXT MEETING

To note that the next meeting of Finance & Governance Committee will be held on 18th February 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. PENSION REVALUATION [CONFIDENTIAL]

To receive an update from the Town Clerk & RFO in respect of LGPS actuarial revaluation. [Confidential - information related to the financial or business affairs of a person and/or the authority.]

12. STAFFING

12.1. Operations Team Review [CONFIDENTIAL]

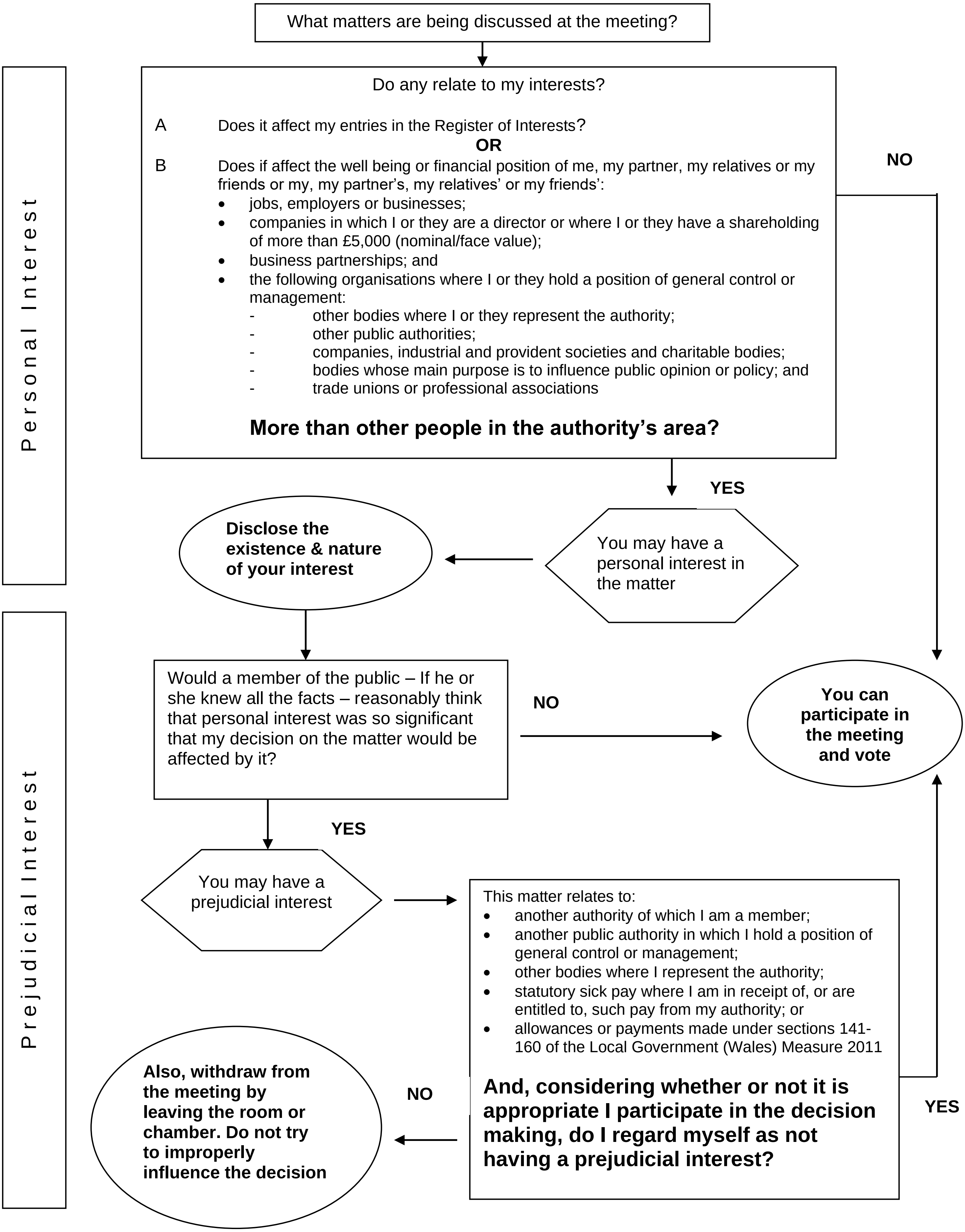
To appoint up to two councillors to work with the Town Clerk & RFO on the upcoming review into the Operations Team. [Confidential - information relating to any negotiation in connection with any labour relations matter arising between the Council and employees.]

12.2. Staffing Update [CONFIDENTIAL]

To consider any staffing updates from the Town Clerk & RFO. [Confidential - information relating to any negotiation in connection with any labour relations matter arising between the Council and employees.]

Appendix A

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



…………………………..TOWN/COMMUNITY COUNCIL

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 <u>MEETING</u>
[(2) DISPENSATION RELIED UPON AT <u>MEETING]</u>

1.	**NAME OF MEMBER:**	

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

DATE:	
MEETING:	

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

AGENDA ITEM:	
BUSINESS CONSIDERED:	

4. DETAILS OF PERSONAL INTEREST
<u>(Insert ALL category number(s) referred to in the accompanying guidance notes that apply together with any Additional Detail)</u>: 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. PREJUDICAL 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.

Appendix B

Cyngor Tref y Trallwng | Welshpool Town Council

Welshpool Town Council, Tourist Information Centre, The Vicarage Gardens, Welshpool, SY21 7DD
Tel: 01938 553142 Email: town.clerk@welshpooltowncouncil.gov.uk

DRAFT

Minutes of the Finance & Governance Committee held on 19/11/2025 6:30pm in Council Chamber, Welshpool Town Hall.

PRESENT:

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

Apologies for absence:

Absent:

Also in attendance:

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

FG191125/1. WELCOME AND APOLOGIES FOR ABSENCE

The Chair welcomed all to the meeting.

FG191125/2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None.

FG191125/3. PUBLIC PARTICIPATION

None.
Cllr Richard Church joined the meeting.

FG191125/4. MINUTES AND MATTERS ARISING

FG191125/4.1 Previous Minutes

An amendment was made under FG151025/10 to fix the typographical errors and to amend the closing time of the meeting.

RESOLVED
To approve the minutes from the meeting of the Finance & Governance Committee on 15/10/2025, subject to the above typographical changes.

WTCM400 - Proposed by Cllr Alison Davies, seconded by Cllr Estelle Bleivas

FG191125/4.2 Matters Arising

All decisions went to Council for approval and were approved.
Cllr Carol Robinson joined the meeting.

FG191125/5. FINANCIAL MATTERS

FG191125/5.1 Council Accounts (October - Period 7)

The Town Clerk summarised the paper and answered queries and questions.

FG191125/5.2 Payment of Invoices - November

The Town Clerk circulated an updated list of invoices for payment as a lot had been received after the agenda had been issued.

RECOMMENDED
To confirm and agree payment of invoices for November 2025.

WTCM401 - Proposed by Cllr Alison Davies, seconded by Cllr Revd William Rowell

FG191125/5.3 Scrutiny of Payments

Cllr Phil Owen reported on the scrutiny of payments exercise for September and explained that it was a satisfactory process and Cllr Estelle Bleivas reported on the October exercise and reported no issues.

Cllr Bleivas also reported that she had completed the quarterly bank reconciliation check as per Financial Regulation 2.6 and found no issues.

Cllr Morag Bailey is to complete the exercise for November, Cllr Pritchard for December and Cllr Blevias for January.

FG191125/5.4 ISP Action Plan

The Town Clerk summarised the ISP Action Plan to date and explained progress to date. A suggestion was made to change the status indicators and RAG rating to include an 'ongoing' category.

In relation to the newsletter (CO3) it was suggested that the Town Clerk email out to councillors and others to assertain who had recieved a copy through Royal Mail and perhaps to conduct an online poll. A suggestion was also made in relation to EN3 to contact WCVA or One Voice Wales in relation to their volunteer policies.

FG191125/5.5 Budget 2026/2027 - Draft 2

The Town Clerk summarised the report and explained that Draft 2 had evolved since Draft 1 and certain items had been revised such as staff pay awards, income generation and more. Committees had also been considering Draft 2 during the month however Events & Planning Committee did not and Operations & Development Committee made no changes.

Members went through the Draft 2 budget page by page and made alterations or asked queries, including:
- 210/4860 Professional Fees - what is contained within this? The Town Clerk explained that payroll and other third party fees are within this account code.
- 100/4200 Waste Collection - why the increase next year? The Town Clerk explained this is down to cost pressures plus changes to workplace recycling regulations.
- 100/4098 Community Fridge - why the reason for the addition when the project is grant funded? The Town Clerk explained that there will be some work to do on an annual basis such as testing etc.
- 135/4200 & 4400 Waste Collection & Vehicles - why does this cost so much? The Town Clerk explained that the Council entered into a 5 year contract in May for a new tipper and this is the annual cost of that lease.
- 136/4085 Allotment R&M - this probably should be increased if we want to attract new clients to Burgess Lands site.
- 230/5175 Bunting - this figure at the moment is over budget, quotes for bunting being obtained.
- 234/4001 Fireworks Staffing - why is this figure £1? The Town Clerk explained that he was waiting for the finalised staffing requirement and then would cost this out.
- 210/4011 Pension Shortfall - do we know the figure yet? The Town Clerk explained he had emailed back in October to ascertain an updated figure based on an actuarial review - will know more nearer January.
- 210/5115 Remembrance - the Town Clerk reported that a band quote had been received for next year's event and that E&P Committee would need to discuss this in January. Members felt that time was of the essence and asked that £1200 be added to the line.

FG191125/6. OTHER MATTERS

FG191125/6.1 Complaints Policy

The Chair explained that the policy had been produced by One Voice Wales but believed that a better version could be produced. It was suggested to defer the item until the Chair and the Town Clerk can work on a better policy which would also capture compliments.

RESOLVED
To defer consideration of the policy until January 2026.

WTCM402 - Proposed by Cllr Morag Bailey, seconded by Cllr Alison Davies

FG191125/6.2 FOI Publication Scheme

The Town Clerk explained the draft FOI Publication Scheme and explained that the Council is legally required to have one under Section 19 of the Freedom of Information Act 2000.

RECOMMENDED
To approve and adopt the FOI Publication Scheme.

WTCM403 - Proposed by Cllr Revd William Rowell, seconded by Cllr Alison Davies. A recorded vote was requested.

For: Alison Davies, Carol Robinson, David France, Morag Bailey, Phil Owen, Richard Church, Revd William Rowell
Against:
Abstain: Estelle Bleivas, Phil Pritchard

FG191125/6.3 Festive Closure Period

Members discussed the festive closure period and the Town Clerk explained that the two statutory days had been fixed at the 29th and 30th December. The Town Clerk will circulate the full closure details to members via email.

A proposal was made to give staff additional paid leave on the 31st December 2025 and 2nd January 2026 and a recorded vote was requested.

RECOMMENDED
To approve two addition days of paid leave for staff on the 31st December 2025 and 2nd January 2026.

WTCM404 - Proposed by Cllr Phil Pritchard, seconded by Cllr Estelle Bleivas. A recorded vote was requested.

For: David France, Estelle Bleivas, Phil Owen, Phil Pritchard, Revd William Rowell
Against: Alison Davies, Carol Robinson, Morag Bailey, Richard Church
Abstain:

FG191125/7. DATE OF NEXT MEETING

The next meeting of Finance & Governance Committee will be held on 21st January 2026 at 6:30pm

FG191125/8. 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.

WTCM405 - Proposed by Cllr Revd William Rowell, seconded by Cllr Phil Owen

FG191125/9. STAFFING UPDATE [CONFIDENTIAL]

The Town Clerk gave an update on staffing matters including the recently held staff consultation on the new structure.

The meeting finished at 20:41.

Signed: Dated:

Councillor Morag Bailey (Chair)

Decision/Action Log

ID		Assigned
WTCM400	**RESOLUTION** **FG191125/4.1 Previous Minutes** To approve the minutes from the meeting of the Finance & Governance Committee on 15/10/2025, subject to the above typographical changes.	Town Clerk & Responsible Finance Officer
WTCM401	**RECOMMENDATION** **FG191125/5.2 Payment of Invoices - November** To confirm and agree payment of invoices for November 2025.	Town Clerk & Responsible Finance Officer
WTCM402	**RESOLUTION** **FG191125/6.1 Complaints Policy** To defer consideration of the policy until January 2026.	Town Clerk & Responsible Finance Officer

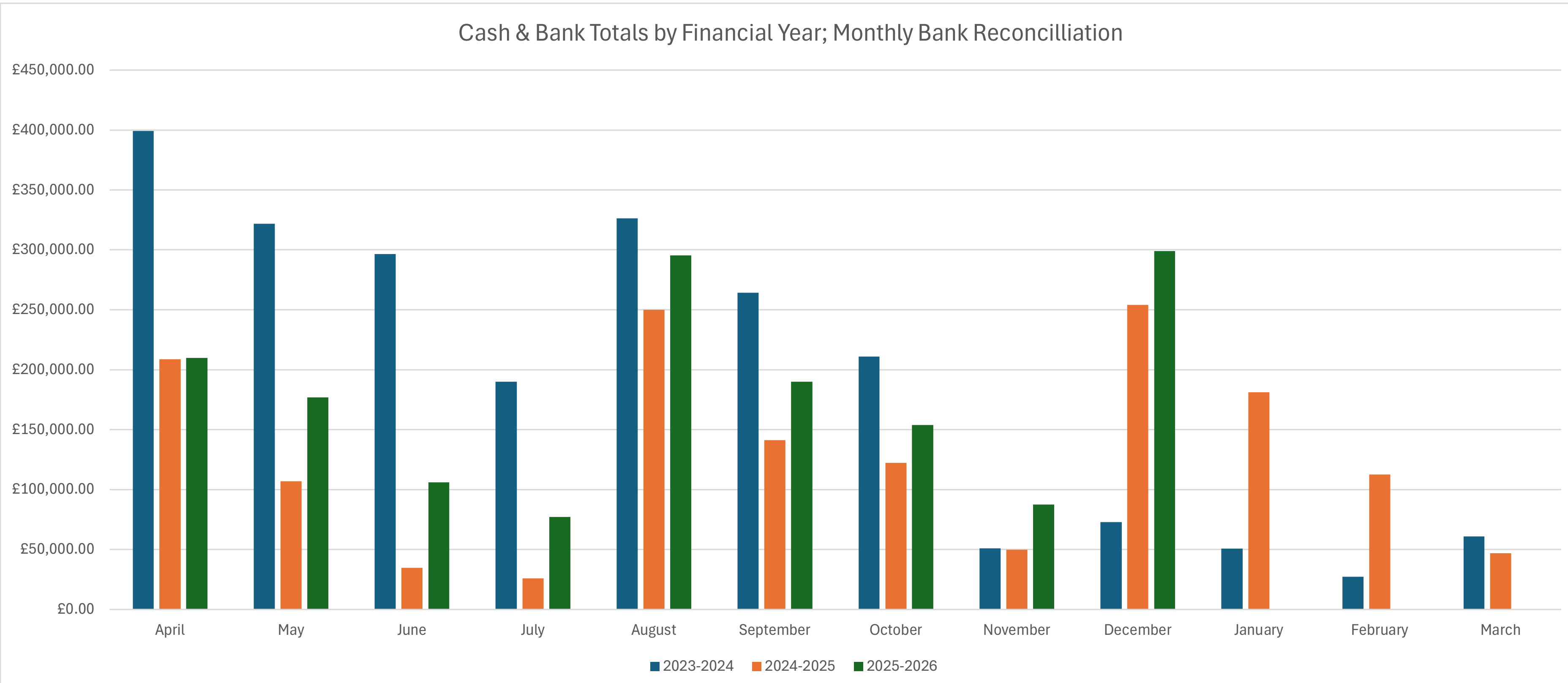
ID		Assigned
WTCM403	**RECOMMENDATION** **FG191125/6.2 FOI Publication Scheme** To approve and adopt the FOI Publication Scheme.	Town Clerk & Responsible Finance Officer
WTCM404	**RECOMMENDATION** **FG191125/6.3 Festive Closure Period** To approve two addition days of paid leave for staff on the 31st December 2025 and 2nd January 2026.	Town Clerk & Responsible Finance Officer
WTCM405	**RESOLUTION** **FG191125/8 Confidential Session - Exclusion** That members of the public and press be requested to leave the meeting by reason of the confidential nature of the business about to be transacted.	Town Clerk & Responsible Finance Officer

Appendix C

Welshpool Town Council

Cash & Bank Totals

	Precept				Precept				Precept			
Financial Year	**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			



Appendix D

P30 Welshpool Town Council
Month 10 (Ending 05/02/2026)

Employer

PAYE reference	914/W10213
Accounts Office reference	914PC00162457

Income Tax

Gross tax	£4,040.66
Received from HMRC to refund tax	£0.00
Gross Student + Postgraduate Loan deductions	£341.00
Gross CIS deductions	£0.00
CIS deductions suffered	£0.00
NET INCOME TAX (1)	***£4,381.66***

National Insurance Contributions

Employee National Insurance contributions	£1,087.67
Employer National Insurance contributions	£3,413.67
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
NET NATIONAL INSURANCE CONTRIBUTIONS (2)	***£4,501.34***

Year to Date

Amount due in previous periods	£64,383.09
Amount paid in previous periods	£64,383.09
Adjustment	£0.00
SHORTFALL (3)	***£0.00***

Total amount due (1 + 2 + 3) **£8,883.00**

Payment should reach HMRC by 22/02/2026. Pay account name HMRC Cumbernauld, account number 12001039, sort code 08-32-10, with reference 914PC001624572610. For more payment methods, see www.gov.uk/pay-paye-tax.

Appendix E

Cyngor Tref y Trallwng | Welshpool Town Council

Invoices / Payments for Approval - Month 10

Date	Invoice No.	Ref No.	Detail	Total	Status
AA Catering Disposables Ltd [AACATER]					
06/01/2026	IN061849	6220	Trays MoW Jan 26	£208.49	
Agile Fire Safety Ltd [AGILE]					
31/12/2025	1138/2025	6221	FRA TH	£420.00	
31/12/2025	1137/2025	6222	FRA AHC	£300.00	
31/12/2025	1211/2025	6223	FRA TIC	£280.00	
Autorama Vanrama [AUTORAMA] - paid by Direct Debit					
15/12/2025	DECAREMAC	6197	December EMAC Service Plan	£53.82	Paid on 15/12/2025
British Gas [BGAS] - paid by Direct Debit					
23/12/2025	808713091	6180	Electric M&B Nov	£12.60	Paid on 09/01/2026
05/01/2026	726044939	6209	Electric AHC Dec 25	£586.33	
Border Janitorial Supplies Ltd [BORDER]					
09/12/2025	241308	6147	Cleaning Materials Dec	£339.14	
Boys & Boden Ltd [BOYS]					
13/01/2026	PW/341694	6239	FLUSH PLATE SPARES KIT	£20.64	
DM Payroll Services Ltd [DMPAYROLL]					
17/12/2025	INV-4924	6164	Payroll Q3 2025	£172.80	
Enreach [ENREACH] - paid by Direct Debit					
31/12/2025	441524	6210	Telephone bill Jan 26	£611.02	
Grenke Leasing Ltd [GRENKE] - paid by Direct Debit					
19/12/2025	0000052664/2025	6172	Photocopier Lease Q4	£1,680.01	Paid on 06/01/2026
19/12/2025	0000091747/2026	6175	Telephone protection Jan	£81.60	Paid on 06/01/2026
Severn Trent Water Ltd [HAFREN] - paid by Direct Debit					
09/01/2026	587119235	6224	Water July - Jan 26	£5,277.33	
13/01/2026	695131658	6234	Water Changing Rooms H2	£1,321.54	
14/01/2026	362185491	6241	Day Centre Water Jan 26	£523.25	
14/01/2026	442131982	6242	Hospital Allot Water Jan 26	£394.96	
14/01/2026	892216317	6243	BLT Allotment water Jan 26	£29.72	
Hardings Shed and Garden Supplis [HARDINGS]					
31/12/2025	202600000057	6207	Fuel MoW Car Dec 25	£52.00	
H Balard & Son [HBALLARD]					
18/12/2025	65825	6174	Fuel Oct & Nov	£195.38	Paid on 22/12/2025
HM Land Registry [HMLR]					
10/12/2025	DEC1HMLR	6196	Title Information CYM394632 AH	£49.00	Paid on 16/12/2025

Date	Invoice No.	Ref No.	Detail	Total	Status
HMRC - PAYE [HMRC]					
15/01/2026	HMRCJAN26	6245	PAYE & NI Jan 26	£8,883.00	
Rentokil Initial [INITIAL] - paid by Direct Debit					
30/12/2025	35702533	6189	Hygiene Contract Jan to Feb	£916.55	
John Deere Financial [JOHNDEERE] - paid by Direct Debit					
01/12/2025	JD NOV	6183	Tractor Finance November	£677.67	Paid on 01/12/2025
30/12/2025	JD DEC	6184	Tractor Finance Dec	£677.67	Paid on 30/12/2025
01/12/2025	JDNOVEX	6199	Additional JD shortfall	£0.09	Paid on 01/12/2025
30/12/2025	JDDECEX	6200	JD Extra Dec	£0.09	Paid on 30/12/2025
JRB Enterprise Ltd [JRB]					
12/09/2025	28879	5902	Dog Poo Bags for Bins	£73.37	Paid on 13/10/2025
07/01/2026	29257	6235	Dog waste bags Jan 26	£75.91	
JRB Enterprise Ltd [JRBENT]					
07/01/2026	29257	6235	Dog waste bags Jan 26	£75.91	
Legal & General (Pensions) [LEGALGEN]					
15/01/2026	LGJAN26	6246	Legal & General Pension Jan 26	£2,142.97	
Lex AutoLease [LEXAUTO] - paid by Direct Debit					
16/12/2025	MIN7974131	6169	Tipper lease Jan to Feb 26	£708.18	Paid on 02/01/2026
16/12/2025	MIN8002927	6176	Van lease Jan 26	£532.68	Paid on 02/01/2026
LLoyds Bank Cardnet [LLOYDS1] - paid by Direct Debit					
12/12/2025	CNDECBOTH	6198	CardNet Service Charges Dec	£55.07	Paid on 12/12/2025
Lloyds Bank Credit Card [LLOYDS2] - paid by Direct Debit					
01/12/2025	CC DEC	6163	Cashback	£540.47	Paid on 29/12/2025
29/12/2025	LLCC2509	6192	Credit Card Dec (Duplicate - Removed)	£540.47	Paid on 29/12/2025
LLoyds Bank Charges [LLOYDS3] - paid by Direct Debit					
29/12/2025	DEC25SVG	6195	Banking Charges Dec	£83.85	Paid on 29/12/2025
Lloyds Bank Debit Card [LLOYDS4]					
10/12/2025	39	6155	Buffet for Mayor Christmas Rec	£150.00	
12/12/2025	04012780274	6156	Black refuse bags	£25.33	Paid on 16/12/2025
21/11/2025	GB5AB1EGABEI	6157	Folding table for CF	£30.97	Paid on 17/12/2025
14/12/2025	GB5B8MDPABEI	6158	Paper for santa letters	£6.88	Paid on 12/12/2025
09/12/2025	GB5B1HY9ABEI	6159	New fire alarm board	£37.00	Paid on 10/12/2025
04/12/2025	GB5AUTU6ABEI	6160	Disposable cups for TH	£34.28	Paid on 09/12/2025

Date	Invoice No.	Ref No.	Detail	Total	Status
03/12/2025	GB5ATTO0ABEI	6161	Lockable cupboard for CF	£100.09	Paid on 09/12/2025
10/12/2025	10643011012	6165	Mayors Buffet Misc	£64.70	Paid on 10/12/2025
27/11/2025	36172711	6166	Wrapping paper for books	£1.50	Paid on 01/12/2025
20/11/2025	PP13019944	6167	Parking penalty charge SS	£25.00	Paid on 01/12/2025
01/12/2025	WEB5116163	6168	Scales for CF	£136.02	Paid on 09/12/2025
20/11/2025	A23805279536	6191	Shelving for Community Fridge	£200.98	Paid on 01/12/2025
19/12/2025	31010DC	6193	Christmas Disco	£39.74	Paid on 19/12/2025
14/01/2026	INV26-0099	6238	Direct Stock	£209.94	Paid on 15/01/2026
13/01/2026	GB6DOSCABEI	6248	Staples for staplers	£4.60	Paid on 13/01/2026
13/01/2026	GB6000G4GHXORI	6249	Fire Door Stickers	£6.69	Paid on 13/01/2026
National Express Ltd [NATEXP]					
31/12/2025	B44220251231	6188	Nat Express Tickets Dec	£144.67	
Nick Roberts [NROBERTS]					
09/10/2025	3016S	6232	PAT test christmas lights	£120.00	
22/10/2025	3017S	6233	new socket & trees	£180.00	
Office Express UK [OFFICEEX]					
24/12/2025	2503	6190	Paper for printer	£118.01	
Otis Ltd [OTIS]					
16/12/2025	25072804/U1	6152	Disabled Lift Service Q4	£927.83	
16/12/2025	25072816/U1	6153	Back Lift Service Q4	£287.82	
11/06/2025	25032319/U4	6173	Repairs to lift TH	£349.22	Paid on 12/01/2026
Owens Coaches [OWENC]					
31/12/2025	OCDEC25	6250	Owens Coaches Dec 25	£2,805.20	
Powys County Council [PCC1]					
23/12/2025	20257145	6177	Llanerchyddol Election Aug 25	£1,882.23	
04/12/2025	40035609	6217	Waste collection AHC Dec 25	£107.14	
04/01/2026	40036917	6218	Waste Collection TH Jan 26	£133.53	
Powys Pension Fund [PCC2]					
15/01/2026	PCC2JAN26	6247	PCC Pension Jan 26	£475.30	
The Pink Laundry [PINKLAUND]					
19/12/2025	INV-0279	6171	Tablecloths dry cleaning	£78.00	Paid on 22/12/2025
Playdale Playgrounds Ltd [PLAYDALE]					
18/12/2025	0000063499	6204	0000063499/6204/Playdale Playg	£2,388.62	Paid on 02/12/2025
POS Terminal Rent [POS] - paid by Direct Debit					
01/12/2025	NOV POS	6185	POS Hire November	£29.40	Paid on 01/12/2025

Date	Invoice No.	Ref No.	Detail	Total	Status
30/12/2025	DEC 25 POS	6186	POS Hire Dec	£29.40	Paid on 30/12/2025
Potters Recycling [POTTERS]					
30/11/2025	62077	6145	Waste disposal Nov	£299.59	Paid on 22/12/2025
31/12/2025	62171	6187	Waste Disposal December	£215.34	
RCI Mobilize Financial Services [RCI] - paid by Direct Debit					
09/12/2025	83466132	6148	Lease MoW Jan 26	£252.85	Paid on 30/12/2025
03/01/2026	83466133	6211	MoW Van lease	£252.85	
Screwfix Direct Ltd [SCREWFIX]					
16/12/2025	A24139065751	6154	New flushing mechanism for toi	£19.39	Paid on 16/12/2025
Sefe Energy [SEFE] - paid by Direct Debit					
12/12/2025	INV04058475	6178	Gas TH Nov 25	£3,028.40	Paid on 22/12/2025
12/12/2025	INV04058339	6179	Gas AHC Nov 25	£1,277.59	Paid on 22/12/2025
Staff Salaries [STAFF]					
15/01/2026	STAFFJAN26	6244	Staff Salaries Jan 26	£22,294.27	
Swift Maintenance Services Ltd [SWIFT]					
31/12/2025	2038138	6219	Extraction Fan AHC Dec 25	£2,983.08	
3 Business Services [THREEBUS] - paid by Direct Debit					
01/12/2025	987745022039	6149	Admin Mobile phone costs Nov	£56.41	Paid on 31/12/2025
01/01/2026	987745022040	6212	Mobile Phones Jan	£56.41	
Total Energies [TOTAL E] - paid by Direct Debit					
07/12/2025	398112401/25	6141	Electricity TIC & Toilets Nov	£137.67	Paid on 23/12/2025
07/12/2025	398112335/25	6142	Electricity Office Nov	£1,086.22	Paid on 23/12/2025
09/12/2025	241308r	6144	Cleaning Materials Dec	£339.14	Paid on 16/12/2025
07/01/2026	401375342/26	6225	Electric TIC Jan 26	£123.92	
07/01/2026	401375309/26	6226	Eelctric Office Jan 26	£1,153.44	
United Technology [UMICRO] - paid by Direct Debit					
01/01/2026	INV-005789	6181	IT Support Jan	£298.78	Paid on 31/12/2025
05/01/2026	INV-005790	6182	AP Management Jan	£16.74	Paid on 31/12/2025
Universal Fire Protection Ltd [UNIVFIRE]					
31/12/2025	10163	6229	Fire alarm monitoring Dec 25	£407.40	
West Country Bailiffs [WCBAILIFFS]					
08/12/2025	152	6150	High Court Enforcement Service	£395.00	
Welshpool DIY [WPLDIY]					
04/12/2025	3145	6170	Various misc items	£115.03	

Total to Approve £74,533.19

Appendix F

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.
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	In progress	Full Council approved new structure to go live on 1st January - staff consultation being held.
FS4	FG	Develop a three year budget to balance savings with new income generation	TC £	Year 2-3	Not started	Council to consider 3 year budget in January
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	Not started	
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 - staff consultation being held.
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 G

Cyngor Tref y Trallwng | Welshpool Town Council

Welshpool Town Council, Tourist Information Centre, The Vicarage Gardens, Welshpool, SY21 7DD
Tel: 01938 553142 Email: town.clerk@welshpooltowncouncil.gov.uk

Document / Report

Author	Richard Williams Town Clerk & Responsible Finance Officer
Title	Budget 2627 - A Report FG
Date	16th January 2026

1. **Purpose**
    1. To present the draft budget for 2026/2027 to the Finance & Governance Committee for final review and comment.
    2. To seek the Committee's views on whether the draft budget should be recommended to Full Council for formal approval.
2. **Background**
    1. Officers have undertaken a detailed budget review for 2026/2027, including:
        1. removal of budgets for services no longer delivered by the Council;
        2. identification of savings and efficiencies;
        3. review of operational and contractual costs;
        4. development of new projects aligned to the Council's Interim Strategic Plan; and
        5. consideration of the Council's current level of General Reserves.
    2. Committees have had an opportunity to explore their own budgetary areas throughout October, November and January.
    3. The draft budget now presented reflects the outcome of that work and represents the final proposed position prior to submission to Full Council.
3. **Summary**
    1. The draft 2026/2027 budget is built around four key themes:
        1. Delivering savings and service change
        2. Properly funding essential services and commitments
        3. Investing in new priorities and projects
        4. Rebuilding financial resilience
    2. The draft budget includes:

    1. £86,920 of identified savings, including the transfer of the Ann Holloway Centre and Meals on Wheels services to Welshpool Community Haven and wider efficiencies.
    2. £125,330 of increased expenditure, made up of:
        1. approximately £45,350 of new and expanded projects aligned to the Interim Strategic Plan;
        2. £40,197 of unavoidable contractual and ongoing service costs; and
        3. £39,738 relating to inflationary and service delivery pressures.

4. **Investment**
    1. The draft budget includes new and expanded investment focused on regeneration, place-shaping, environmental improvements and community activity.
    2. The budget includes provision for:
        1. Town Hall Transformation enabling costs and fundraising activity;
        2. Place Plan and town centre initiatives;
        3. Environmental and biodiversity projects;
        4. Public realm improvements;
        5. Tourism branding and promotion; and
        6. Events, marketing and town presentation
    3. These projects are aligned to the Council's Interim Strategic Plan and are intended to deliver visible improvements and long-term benefits for Welshpool.

5. **Financial Resilience**
    1. The budget reflects a move towards more realistic operational budgeting, ensuring appropriate provision is made for:
        1. leases and contracts;
        2. maintenance and compliance;
        3. utilities increases;
        4. service delivery costs; and
        5. ongoing asset responsibilities.
    2. The Council's General Reserve remains low (£49,995). Financial monitoring indicates a forecast in-year surplus for 2025/2026.
    3. The draft budget includes a planned £20,000 contribution to General Reserves, alongside the application of the forecast surplus, to support a structured approach to rebuilding financial resilience.

6. **Links to Strategic Objectives and Interim Strategic Plan**
    1. FS4 - Develop a three year budget to balance savings with new income generation

7. **Resource & Legal Implications**

1. In accordance with good financial practice, the Responsible Finance Officer has reviewed the draft revenue budget and associated financial assumptions for 2026/2027 and provides the following comments to Council in line with Section 25 of the Local Government Act 2003:

   Robustness of the estimates
   The draft budget for 2026/2027 has been prepared following a comprehensive review of the Council's services, contracts, staffing structure, income streams and asset responsibilities. The estimates are considered robust as all service budgets have been subject to line by line scrutiny by officers twice and committees in three months of formal meetings. Inflationary and service pressures have been reflected across operational budgets, including utilities, contracts, maintenance and service delivery costs.

   Adequacy of the proposed financial reserves
   The Council's current General Reserve balance of £49,995 is low relative to the scale of the Council's operations, staffing commitments and asset base, and provides limited resilience to financial risk. However the draft budget prepared includes a clear strategy to rebuild which includes an in-year surplus and an additional £20,000 contribution in 2026/27. In addition, the Council will consider a proposal that all future capital receipts be transferred into a Capital Expenditure Earmarked Reserve, ensuring that capital resources are protected and applied appropriately in accordance with the Local Government Act 2003.

2. The setting of the Council's annual revenue budget and precept is a statutory function governed principally by the Local Government Finance Act 1992. In particular, section 50 of the Act requires the Council, as a local precepting authority, to formally calculate its budget requirement. Members are reminded that Audit Wales qualified the Council's 2023/24 accounts on the basis that the Council had not fully complied with the requirements of section 50 of the Local Government Finance Act 1992 when setting its budget and precept.

   In preparing the 2026/2027 budget, specific steps have been taken to address this and to strengthen the Council's legal compliance including the calculcations required by Section 50 of the 1992 Act.

   In addition, Members must ensure that the final decision to approve the budget and precept is taken in accordance with section 106 of the Local Government Finance Act 1992, which restricts voting where a member is in arrears of council tax.

8. Specific Implications

1. **Crime and Disorder** - The budget supports this duty by maintaining and strengthening provision for public realm improvements, town centre activity and events all leading to positive outcomes to prevent vandalism, anti-social behaviour (Crime and Disorder Act 1998).

2. **Biodiversity** - provision within the 2026/2027 budget includes specific funding for biodiversity action and environmental enhancements (Environment (Wales) Act 2016).

3. **Well-being** - the budget supports most if not all of the Well-being Objectives by investing in regeneration, financial resilience, community activity, town centre vitaility and enhancement of biodiversity and nature (Well-being of Future Generations (Wales) Act 2015).

4. **Risk Management** - Risk 19 - election costs / Risk 4 - adequacy of precept and budget / Risk 2 - precept request not submitted are all mitigated by this budget.

9. Recommendation

1. To review and comment on the draft budget for 2026/2027;

2. To note the draft budgets for 2027/2028 and 2028/2029;

3. Consider if any changes should be made prior to Full Council; and
4. If appropriate, recommend to Full Council to approve the draft budget.

10. Decision

1. To resolve to adopt the recommendations as above.

Appendix H

Welshpool Town Council 2025-2026

Annual Budget - By Committee (Actual YTD Month 10)

Note: Final - Draft 3 Budget

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Finance & Governance												
210	**Administration & Management**											
1076	Precept	731,075	731,075	0	0	781,600	0	781,600	781,600	0	0	0
1080	Income - Interest	300	817	0	0	500	0	500	629	700	0	0
1300	Income - Rent	3,750	2,750	0	0	0	0	0	0	0	0	0
1365	Income - Other	0	54	0	0	0	0	0	0	0	0	0
1370	Income - Grant	0	26,197	0	0	0	0	0	0	0	0	0
1380	Income - Charity Donations	0	74	0	0	0	0	0	704	0	0	0
1450	Income - Donations	0	0	0	0	0	0	0	14	0	0	0
1455	Income - Warm Hub Donations	0	0	0	0	0	0	0	2,080	0	0	0
	Total Income	735,125	760,967	0	0	782,100	0	782,100	785,027	700	0	0
4000	Salary	80,000	71,589	0	-5,948	135,830	0	129,882	64,658	99,890	0	0
4005	HMRC	20,000	24,957	0	0	13,815	0	13,815	19,632	12,550	0	0
4010	Pension Payments	7,000	3,835	0	0	6,657	0	6,657	5,883	7,000	0	0
4011	PCC Pension Shortfall	9,500	11,200	0	0	10,100	0	10,100	10,100	6,100	0	0
4020	Training Staff	5,000	926	0	0	4,000	0	4,000	410	4,500	0	0
4021	Training Councillors	5,000	440	0	0	1,000	0	1,000	1,278	1,250	0	0
4025	Uniforms	0	28	0	0	250	0	250	24	200	0	0
4055	Rates	5,564	1,465	0	0	7,500	0	7,500	0	0	0	0
4060	Services	6,000	6,393	0	0	7,500	0	7,500	3,418	0	0	0
4065	Mobile Phones	200	230	0	0	250	0	250	157	200	0	0
4085	Repairs & Maintenance	5,000	3,761	0	0	0	0	0	340	0	0	0
4095	Licenses	20	230	0	0	0	0	0	-130	0	0	0

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Welshpool Town Council 2025-2026

Annual Budget - By Committee (Actual YTD Month 10)

Note: Final - Draft 3 Budget

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4100	Cleaning & Materials	1,000	5,140	0	0	250	0	250	18	0	0	0
4202	Consumeables	0	20	0	0	0	0	0	0	0	0	0
4205	Marketing	0	0	0	0	0	0	0	0	1,000	0	0
4330	Special Projects	20,000	0	0	0	10,000	0	10,000	992	10,000	0	0
4340	Equipment	0	874	0	0	500	0	500	121	500	0	0
4445	Conferences	0	95	0	0	1,000	0	1,000	220	750	0	0
4470	Bank Charges	1,000	777	0	0	1,000	0	1,000	633	1,000	0	0
4725	Stationery	2,000	1,149	0	0	2,000	0	2,000	823	1,500	0	0
4850	Insurance	32,000	31,467	0	0	32,000	0	32,000	31,109	33,000	0	0
4855	Audit	6,000	1,812	0	0	2,500	0	2,500	1,275	2,500	0	0
4860	Professional Fees	10,000	3,540	0	3,948	2,500	0	6,448	6,806	2,500	0	0
4861	Legal Fees	0	0	0	0	0	0	0	0	2,500	0	0
4865	Web Site	0	0	0	0	500	0	500	0	0	0	0
4866	IT Costs	8,000	15,494	0	0	15,000	0	15,000	19,328	0	0	0
4870	Mayoral & Senior Allowance	1,500	670	0	0	1,500	0	1,500	476	0	0	0
4875	Health & Safety	6,000	6,612	0	0	7,000	0	7,000	6,998	7,250	0	0
4880	Electrical Testing	500	0	0	0	500	0	500	0	500	0	0
4885	Elections	3,000	48	0	0	1,500	0	1,500	8,913	5,000	0	0
4890	Welsh Language	500	0	0	0	500	0	500	0	250	0	0
4895	Subscriptions	1,500	1,923	0	0	2,000	0	2,000	2,072	2,500	0	0
4900	Miscellaneous Costs	2,000	1,866	0	0	500	0	500	1,313	500	0	0
4915	Archives	5,000	7,080	0	0	0	0	0	0	500	0	0
4920	Accounts Software	5,000	0	0	0	0	0	0	0	0	0	0
4925	Section 137	2,000	793	0	0	0	0	0	0	0	0	0

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Welshpool Town Council 2025-2026

Annual Budget - By Committee (Actual YTD Month 10)

Note: Final - Draft 3 Budget

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
5000	Rent Existing Offices	6,000	5,500	0	0	0	0	0	0	0	0	0
5146	Civic & Hospitality	500	0	0	0	500	0	500	150	0	0	0
5170	Newsletters	0	0	0	2,000	0	0	2,000	697	2,000	0	0
5449	Skateboard Park	10,000	0	0	0	0	0	0	0	0	0	0
5450	Warm Hub Expenditure	500	0	0	0	500	0	500	619	0	0	0
5501	Transfer to General Reserve	0	0	0	0	0	0	0	0	20,000	0	0
	Overhead Expenditure	267,284	209,913	0	0	268,652	0	268,652	188,332	225,440	0	0
	Movement to/(from) Gen Reserve	467,841	551,053			513,448		513,448	596,696	(224,740)		
211	**Office**											
4055	Rates	0	0	0	0	0	0	0	0	2,824	0	0
4061	Electricity	0	0	0	0	0	0	0	0	6,000	0	0
4100	Cleaning & Materials	0	0	0	0	0	0	0	0	250	0	0
4340	Equipment	0	0	0	0	0	0	0	0	1,000	0	0
	Overhead Expenditure	0	0	0	0	0	0	0	0	10,074	0	0
	Movement to/(from) Gen Reserve	0	0			0		0	0	(10,074)		
212	**Members Allowances**											
4870	Mayoral & Senior Allowance	0	0	0	0	0	0	0	0	1,500	0	0
4871	Councillor Allowances	0	0	0	0	0	0	0	0	3,120	0	0
	Overhead Expenditure	0	0	0	0	0	0	0	0	4,620	0	0
	Movement to/(from) Gen Reserve	0	0			0		0	0	(4,620)		
213	**IT Costs**											

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Annual Budget - By Committee (Actual YTD Month 10)

Note: Final - Draft 3 Budget

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4095	Licenses	0	0	0	0	0	0	0	0	240	0	0
4340	Equipment	0	0	0	0	0	0	0	0	2,500	0	0
4865	Web Site	0	0	0	0	0	0	0	0	500	0	0
4920	Accounts Software	0	0	0	0	0	0	0	0	4,000	0	0
4921	IT Support	0	0	0	0	0	0	0	0	3,156	0	0
4922	Photocopier	0	0	0	0	0	0	0	0	5,600	0	0
4923	Telephone & Broadband	0	0	0	0	0	0	0	0	6,855	0	0
	Overhead Expenditure	0	0	0	0	0	0	0	0	22,851	0	0
	Movement to/(from) Gen Reserve	0	0			0		0	0	(22,851)		
	Finance & Governance - Income	735,125	760,967	0	0	782,100	0	782,100	785,027	700	0	0
	Expenditure	267,284	209,913	0	0	268,652	0	268,652	188,332	262,985	0	0
	Movement to/(from) Gen Reserve	467,841	551,053			513,448		513,448	596,696	(262,285)		

Operations & Development

100 Town Hall

		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1100	Income - Corn Exchange	4,000	6,860	0	0	7,000	0	7,000	4,432	5,000	0	0
1101	Refreshments - JRR	0	0	0	0	0	0	0	30	0	0	0
1103	Refreshments - Corn Exchange	0	0	0	0	0	0	0	130	0	0	0
1104	Refreshments - Assembly Room	0	0	0	0	0	0	0	100	0	0	0
1105	Income - Assembly Rooms	5,000	2,511	0	0	1,800	0	1,800	4,347	3,500	0	0
1110	Income - Other Rooms	1,000	996	0	0	1,000	0	1,000	1,314	1,250	0	0
1120	Income - Telephone Mast Rental	5,000	10,000	0	0	5,000	0	5,000	2,500	5,000	0	0
1206	Income - Utilities Recharge	0	0	0	0	0	0	0	0	600	0	0

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Annual Budget - By Committee (Actual YTD Month 10)

Note: Final - Draft 3 Budget

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1370	Income - Grant	0	0	0	0	0	0	0	2,500	0	0	0
	Total Income	15,000	20,367	0	0	14,800	0	14,800	15,353	15,350	0	0
4000	Salary	46,800	46,904	0	0	68,355	0	68,355	47,200	0	0	0
4005	HMRC	11,700	16,464	0	0	6,885	0	6,885	13,433	0	0	0
4010	Pension Payments	4,500	5,289	0	0	6,657	0	6,657	4,641	0	0	0
4055	Rates	32,000	33,868	0	0	35,000	0	35,000	36,068	31,877	0	0
4060	Services	60,000	57,871	0	0	60,000	0	60,000	43,278	0	0	0
4061	Electricity	0	0	0	0	0	0	0	0	25,000	0	0
4062	Gas	0	0	0	0	0	0	0	0	30,000	0	0
4063	Water	0	0	0	0	0	0	0	0	2,500	0	0
4064	Hygiene Contract	0	0	0	0	0	0	0	0	4,500	0	0
4066	Statutory Testing	0	0	0	0	0	0	0	0	4,500	0	0
4085	Repairs & Maintenance	20,000	18,881	0	0	15,000	0	15,000	24,809	6,000	0	0
4095	Licenses	1,500	740	0	0	1,500	0	1,500	870	1,000	0	0
4096	BLT Loan	0	75,332	0	0	0	0	0	940	0	0	0
4098	Community Fridge	0	0	0	0	0	0	0	1,131	250	0	0
4100	Cleaning & Materials	250	602	0	0	10,000	0	10,000	9,135	375	0	0
4200	Waste Collection	1,200	1,742	0	0	1,500	0	1,500	1,979	2,750	0	0
4202	Consumeables	1,000	358	0	0	500	0	500	241	250	0	0
4340	Equipment	0	516	0	0	500	0	500	-449	250	0	0
4866	IT Costs	2,500	253	0	0	500	0	500	100	0	0	0
4875	Health & Safety	1,000	127	0	0	1,000	0	1,000	420	0	0	0
4900	Miscellaneous Costs	2,000	1,719	0	0	1,500	0	1,500	930	1,000	0	0
4930	Fundraiser/Consultants	5,000	5,000	0	0	0	0	0	0	0	0	0

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Welshpool Town Council 2025-2026

Annual Budget - By Committee (Actual YTD Month 10)

Note: Final - Draft 3 Budget

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Overhead Expenditure	189,450	265,666	0	0	208,897	0	208,897	184,727	110,252	0	0
	Movement to/(from) Gen Reserve	(174,450)	(245,299)			(194,097)		(194,097)	(169,374)	(94,902)		
101	**Town Hall Transformation**											
4097	Borrowing	0	0	0	0	0	0	0	0	24,000	0	0
4900	Miscellaneous Costs	0	0	0	0	0	0	0	0	250	0	0
4930	Fundraiser/Consultants	0	0	0	0	0	0	0	0	5,000	0	0
5458	TH2 - Fundraising Campaign	0	0	0	0	0	0	0	0	500	0	0
	Overhead Expenditure	0	0	0	0	0	0	0	0	29,750	0	0
	Movement to/(from) Gen Reserve	0	0			0		0	0	(29,750)		
102	**Town Centre**											
5453	TC1 - Shopfront Scheme	0	0	0	0	0	0	0	0	500	0	0
5454	TC2 - Planting	0	0	0	0	0	0	0	0	2,000	0	0
	Overhead Expenditure	0	0	0	0	0	0	0	0	2,500	0	0
	Movement to/(from) Gen Reserve	0	0			0		0	0	(2,500)		
110	**Markets**											
1200	Income - Market Stalls	13,000	20,408	0	0	13,000	0	13,000	13,760	13,000	0	0
1205	Income - Outdoor Markets	1,000	972	0	0	1,000	0	1,000	810	1,000	0	0
1300	Income - Rent	0	0	0	0	0	0	0	958	5,980	0	0
	Total Income	14,000	21,381	0	0	14,000	0	14,000	15,529	19,980	0	0
4000	Salary	0	0	0	0	0	0	0	0	8,070	0	0

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Annual Budget - By Committee (Actual YTD Month 10)

Note: Final - Draft 3 Budget

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4005	HMRC	0	0	0	0	0	0	0	0	1,030	0	0
4010	Pension Payments	0	0	0	0	0	0	0	0	570	0	0
4085	Repairs & Maintenance	2,000	0	0	0	750	0	750	340	0	0	0
4095	Licenses	500	338	0	0	500	0	500	361	500	0	0
4205	Marketing	0	0	0	0	250	0	250	0	1,000	0	0
4875	Health & Safety	500	0	0	0	0	0	0	0	0	0	0
4900	Miscellaneous Costs	200	0	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	3,200	338	0	0	1,500	0	1,500	701	11,170	0	0
	Movement to/(from) Gen Reserve	10,800	21,043			12,500		12,500	14,828	8,810		
130	**Recreation**											
1340	Income - Rec Club Rents etc	3,000	3,000	0	0	3,000	0	3,000	1,383	0	0	0
1345	Income - Casual Recreation	0	219	0	0	0	0	0	29	0	0	0
1350	Income - Allotments	500	585	0	0	600	0	600	855	0	0	0
1365	Income - Other	0	6,134	0	0	0	0	0	1,672	0	0	0
1370	Income - Grant	0	0	0	0	0	0	0	20,000	0	0	0
	Total Income	3,500	9,938	0	0	3,600	0	3,600	23,940	0	0	0
4020	Training Staff	5,000	1,869	0	0	2,000	0	2,000	1,905	0	0	0
4025	Uniforms	0	0	0	0	0	0	0	0	0	0	0
4060	Services	3,000	2,459	0	0	2,500	0	2,500	3,854	0	0	0
4085	Repairs & Maintenance	16,000	16,219	0	0	6,000	0	6,000	5,453	0	0	0
4095	Licenses	30	0	0	0	0	0	0	0	0	0	0
4202	Consumeables	500	0	0	0	500	0	500	426	0	0	0

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Welshpool Town Council 2025-2026

Annual Budget - By Committee (Actual YTD Month 10)

Note: Final - Draft 3 Budget

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4340	Equipment	5,000	1,701	0	0	2,500	0	2,500	1,515	0	0	0
4341	Play Equipment	23,000	10,204	0	0	10,000	0	10,000	5,408	0	0	0
4342	Play Area Fencing	0	0	0	0	16,000	0	16,000	13,250	0	0	0
4345	End of Season Works	0	0	0	0	20,000	0	20,000	21,380	0	0	0
4355	Country Park Lease	500	830	0	0	400	0	400	530	0	0	0
4360	Outer Park Lease	1,300	1,000	0	0	1,000	0	1,000	1,500	0	0	0
4365	STRI/ROSPA	1,500	1,548	0	0	1,500	0	1,500	520	0	0	0
4375	Memorial Garden	0	1,723	0	0	250	0	250	1,894	0	0	0
4380	Allotment Costs	0	0	0	0	300	0	300	0	0	0	0
4400	Vehicles	1,000	532	0	0	0	0	0	8,546	0	0	0
4401	Vehicle Running Costs	1,000	683	0	0	1,000	0	1,000	1,090	0	0	0
4695	Landfill Maes Y Dre Project	0	160	0	0	0	0	0	0	0	0	0
4875	Health & Safety	500	316	0	0	250	0	250	16	0	0	0
4900	Miscellaneous Costs	500	0	0	0	100	0	100	0	0	0	0
	Overhead Expenditure	58,830	39,245	0	0	64,300	0	64,300	67,288	0	0	0
	Movement to/(from) Gen Reserve	(55,330)	(29,307)			(60,700)		(60,700)	(43,348)	0		
131	**Operations**											
4000	Salary	0	0	0	0	0	0	0	0	126,630	0	0
4002	Overtime	0	0	0	0	0	0	0	0	3,000	0	0
4005	HMRC	0	0	0	0	0	0	0	0	15,460	0	0
4010	Pension Payments	0	0	0	0	0	0	0	0	8,620	0	0
4020	Training Staff	0	0	0	0	0	0	0	0	3,000	0	0
4025	Uniforms	0	0	0	0	0	0	0	0	400	0	0

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Annual Budget - By Committee (Actual YTD Month 10)

Note: Final - Draft 3 Budget

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4026	PPE	0	0	0	0	0	0	0	0	500	0	0
4065	Mobile Phones	0	0	0	0	0	0	0	0	200	0	0
4202	Consumeables	0	0	0	0	0	0	0	0	500	0	0
4400	Vehicles	0	0	0	0	0	0	0	0	5,865	0	0
4401	Vehicle Running Costs	0	0	0	0	0	0	0	0	1,200	0	0
4875	Health & Safety	0	0	0	0	0	0	0	0	250	0	0
4900	Miscellaneous Costs	0	0	0	0	0	0	0	0	300	0	0
	Overhead Expenditure	0	0	0	0	0	0	0	0	165,925	0	0
	Movement to/(from) Gen Reserve	0	0			0		0	0	(165,925)		
132	**Playparks**											
4085	Repairs & Maintenance	0	0	0	0	0	0	0	0	8,000	0	0
4342	Play Area Fencing	0	0	0	0	0	0	0	0	10,000	0	0
	Overhead Expenditure	0	0	0	0	0	0	0	0	18,000	0	0
	Movement to/(from) Gen Reserve	0	0			0		0	0	(18,000)		
133	**Open Spaces**											
1340	Income - Rec Club Rents etc	0	0	0	0	0	0	0	0	3,700	0	0
	Total Income	0	0	0	0	0	0	0	0	3,700	0	0
4063	Water	0	0	0	0	0	0	0	0	2,600	0	0
4085	Repairs & Maintenance	0	0	0	0	0	0	0	0	7,000	0	0
4087	Tree Surveys / Works	0	0	0	0	0	0	0	0	1,500	0	0
4202	Consumeables	0	0	0	0	0	0	0	0	500	0	0

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Welshpool Town Council 2025-2026

Annual Budget - By Committee (Actual YTD Month 10)

Note: Final - Draft 3 Budget

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4340	Equipment	0	0	0	0	0	0	0	0	5,000	0	0
4345	End of Season Works	0	0	0	0	0	0	0	0	23,000	0	0
4355	Country Park Lease	0	0	0	0	0	0	0	0	500	0	0
4360	Outer Park Lease	0	0	0	0	0	0	0	0	1,500	0	0
4365	STRI/ROSPA	0	0	0	0	0	0	0	0	1,500	0	0
4400	Vehicles	0	0	0	0	0	0	0	0	6,778	0	0
4401	Vehicle Running Costs	0	0	0	0	0	0	0	0	500	0	0
4515	Buttington Cemetery	0	0	0	0	0	0	0	0	1,400	0	0
	Overhead Expenditure	0	0	0	0	0	0	0	0	51,778	0	0
	Movement to/(from) Gen Reserve	0	0			0		0	0	(48,078)		
135	**Waste Collection**											
4200	Waste Collection	0	0	0	0	0	0	0	0	2,750	0	0
4400	Vehicles	0	0	0	0	0	0	0	0	7,082	0	0
4401	Vehicle Running Costs	0	0	0	0	0	0	0	0	1,200	0	0
5455	DO3 - Dog Waste Bins	0	0	0	0	0	0	0	0	1,000	0	0
5456	DO2 - Campaign Dog Friendly	0	0	0	0	0	0	0	0	250	0	0
	Overhead Expenditure	0	0	0	0	0	0	0	0	12,282	0	0
	Movement to/(from) Gen Reserve	0	0			0		0	0	(12,282)		
136	**Allotments**											
1350	Income - Allotments	0	0	0	0	0	0	0	0	750	0	0
	Total Income	0	0	0	0	0	0	0	0	750	0	0

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Annual Budget - By Committee (Actual YTD Month 10)

Note: Final - Draft 3 Budget

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4063	Water	0	0	0	0	0	0	0	0	500	0	0
4085	Repairs & Maintenance	0	0	0	0	0	0	0	0	250	0	0
	Overhead Expenditure	0	0	0	0	0	0	0	0	750	0	0
	Movement to/(from) Gen Reserve	0	0			0		0	0	0		
137	**Biodiversity & Horticulture**											
4383	Flowers & Gardens	0	0	0	0	0	0	0	0	1,000	0	0
5457	EN2 - Biodiversity Action	0	0	0	0	0	0	0	0	2,000	0	0
	Overhead Expenditure	0	0	0	0	0	0	0	0	3,000	0	0
	Movement to/(from) Gen Reserve	0	0			0		0	0	(3,000)		
138	**Bus Shelters/Street Furniture**											
4085	Repairs & Maintenance	0	0	0	0	0	0	0	0	250	0	0
4991	Capital Works	0	0	0	0	0	0	0	0	3,000	0	0
	Overhead Expenditure	0	0	0	0	0	0	0	0	3,250	0	0
	Movement to/(from) Gen Reserve	0	0			0		0	0	(3,250)		
139	**The Hub**											
1455	Income - Warm Hub Donations	0	0	0	0	0	0	0	0	1	0	0
	Total Income	0	0	0	0	0	0	0	0	1	0	0
5450	Warm Hub Expenditure	0	0	0	0	0	0	0	0	1	0	0
	Overhead Expenditure	0	0	0	0	0	0	0	0	1	0	0

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		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Movement to/(from) Gen Reserve	0	0			0		0	0	0		
140	**Street Scene**											
1370	Income - Grant	0	13,670	0	0	0	0	0	0	0	0	0
	Total Income	0	13,670	0	0	0	0	0	0	0	0	0
4000	Salary	37,600	49,962	0	0	65,079	0	65,079	44,908	0	0	0
4005	HMRC	9,400	14,935	0	0	6,566	0	6,566	12,279	0	0	0
4010	Pension Payments	5,000	5,188	0	0	4,662	0	4,662	4,839	0	0	0
4020	Training Staff	1,000	0	0	0	1,000	0	1,000	0	0	0	0
4025	Uniforms	500	673	0	0	500	0	500	445	0	0	0
4026	PPE	0	0	0	0	500	0	500	60	0	0	0
4065	Mobile Phones	200	195	0	0	200	0	200	157	0	0	0
4085	Repairs & Maintenance	1,000	1,125	0	0	1,200	0	1,200	830	0	0	0
4200	Waste Collection	2,000	1,915	0	0	2,500	0	2,500	2,593	0	0	0
4202	Consumeables	500	61	0	0	0	0	0	0	0	0	0
4330	Special Projects	0	10,731	0	0	0	0	0	0	0	0	0
4340	Equipment	3,000	2,552	0	0	3,000	0	3,000	1,003	0	0	0
4400	Vehicles	8,000	10,907	0	0	5,400	0	5,400	14,514	0	0	0
4401	Vehicle Running Costs	2,000	795	0	0	1,500	0	1,500	531	0	0	0
4515	Buttington Cemetery	0	0	0	0	1,500	0	1,500	1,300	0	0	0
4900	Miscellaneous Costs	0	0	0	0	200	0	200	0	0	0	0
	Overhead Expenditure	70,200	99,039	0	0	93,807	0	93,807	83,459	0	0	0
	Movement to/(from) Gen Reserve	(70,200)	(85,369)			(93,807)		(93,807)	(83,459)	0		

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Welshpool Town Council 2025-2026

Annual Budget - By Committee (Actual YTD Month 10)

Note: Final - Draft 3 Budget

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
150	**Toilets**											
1355	Income - Toilets	3,000	2,037	0	0	0	0	0	0	0	0	0
1365	Income - Other	0	0	0	0	0	0	0	0	500	0	0
	Total Income	3,000	2,037	0	0	0	0	0	0	500	0	0
4000	Salary	0	0	0	0	0	0	0	2,169	21,120	0	0
4005	HMRC	0	0	0	0	0	0	0	213	1,670	0	0
4010	Pension Payments	0	0	0	0	0	0	0	176	1,480	0	0
4060	Services	1,000	6,561	0	0	3,000	0	3,000	14,520	0	0	0
4061	Electricity	0	0	0	0	0	0	0	0	2,000	0	0
4063	Water	0	0	0	0	0	0	0	0	5,000	0	0
4064	Hygiene Contract	0	0	0	0	0	0	0	0	4,500	0	0
4085	Repairs & Maintenance	2,000	431	0	0	1,000	0	1,000	2,691	1,000	0	0
4100	Cleaning & Materials	0	75	0	0	15,000	0	15,000	6,550	500	0	0
4900	Miscellaneous Costs	0	1,418	0	0	0	0	0	0	0	0	0
4990	Toilet Contract	20,000	16,322	0	0	0	0	0	0	0	0	0
4991	Capital Works	0	0	0	0	0	0	0	0	1,000	0	0
	Overhead Expenditure	23,000	24,806	0	0	19,000	0	19,000	26,319	38,270	0	0
	Movement to/(from) Gen Reserve	(20,000)	(22,769)			(19,000)		(19,000)	(26,319)	(37,770)		
160	**Domen Castell**											
4055	Rates	0	574	0	0	0	0	0	582	779	0	0
4060	Services	0	727	0	0	1,200	0	1,200	198	0	0	0
4061	Electricity	0	0	0	0	0	0	0	0	200	0	0

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Welshpool Town Council 2025-2026

Annual Budget - By Committee (Actual YTD Month 10)

Note: Final - Draft 3 Budget

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4063	Water	0	0	0	0	0	0	0	0	100	0	0
4085	Repairs & Maintenance	0	11,800	0	0	5,000	0	5,000	13,838	1,500	0	0
4095	Licenses	1,350	1,850	0	0	1,350	0	1,350	1,350	0	0	0
4500	CCTV	0	0	0	0	0	0	0	0	1,000	0	0
4550	Rent Private Land	3,000	3,000	0	0	3,000	0	3,000	3,000	3,000	0	0
4555	Rent Powis Estates	0	0	0	0	0	0	0	0	1,350	0	0
4860	Professional Fees	0	0	0	0	0	0	0	0	1,000	0	0
	Overhead Expenditure	4,350	17,952	0	0	10,550	0	10,550	18,969	8,929	0	0
	Movement to/(from) Gen Reserve	(4,350)	(17,952)			(10,550)		(10,550)	(18,969)	(8,929)		
190	**Ann Holloway Centre**											
1110	Income - Other Rooms	10,000	2,431	0	0	5,000	0	5,000	3,658	0	0	0
1300	Income - Rent	0	4,639	0	0	0	0	0	600	1,000	0	0
1365	Income - Other	0	300	0	0	0	0	0	0	1	0	0
1635	Income - Lease	15,000	1,250	0	0	6,000	0	6,000	6,000	0	0	0
	Total Income	25,000	8,619	0	0	11,000	0	11,000	10,258	1,001	0	0
4005	HMRC	0	708	0	0	0	0	0	0	0	0	0
4060	Services	16,000	12,685	0	0	12,000	0	12,000	10,466	0	0	0
4085	Repairs & Maintenance	6,000	2,291	0	0	5,000	0	5,000	7,213	0	0	0
4100	Cleaning & Materials	200	1,925	0	0	4,000	0	4,000	1,043	0	0	0
4200	Waste Collection	2,000	1,293	0	0	1,500	0	1,500	916	0	0	0
4866	IT Costs	2,500	253	0	0	200	0	200	0	0	0	0
4875	Health & Safety	1,000	0	0	0	200	0	200	300	0	0	0

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		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4900	Miscellaneous Costs	0	0	0	0	200	0	200	56	0	0	0
	Overhead Expenditure	27,700	19,155	0	0	23,100	0	23,100	19,993	0	0	0
	Movement to/(from) Gen Reserve	(2,700)	(10,535)			(12,100)		(12,100)	(9,735)	1,001		
200	**Meals on Wheels**											
1370	Income - Grant	0	2,000	0	0	0	0	0	0	0	0	0
1650	Income - Meals on Wheels	12,000	26,637	0	0	20,000	0	20,000	19,099	0	0	0
	Total Income	12,000	28,637	0	0	20,000	0	20,000	19,099	0	0	0
4000	Salary	16,000	19,378	0	0	21,735	0	21,735	13,098	5,250	0	0
4005	HMRC	4,000	3,852	0	0	801	0	801	2,200	225	0	0
4010	Pension Payments	1,500	0	0	0	0	0	0	0	0	0	0
4085	Repairs & Maintenance	1,000	329	0	0	0	0	0	0	0	0	0
4100	Cleaning & Materials	500	0	0	0	500	0	500	163	100	0	0
4202	Consumeables	500	46	0	0	250	0	250	25	0	0	0
4340	Equipment	500	1,938	0	0	500	0	500	0	0	0	0
4400	Vehicles	4,000	5,112	0	0	4,000	0	4,000	1,940	1,265	0	0
4710	Meal Costs	12,000	5,800	0	0	8,000	0	8,000	2,518	500	0	0
4900	Miscellaneous Costs	200	48	0	0	200	0	200	0	0	0	0
	Overhead Expenditure	40,200	36,502	0	0	35,986	0	35,986	19,944	7,340	0	0
	Movement to/(from) Gen Reserve	(28,200)	(7,865)			(15,986)		(15,986)	(845)	(7,340)		

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Annual Budget - By Committee (Actual YTD Month 10)

Note: Final - Draft 3 Budget

	Last Year		Current Year						Next Year		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Operations & Development - Income	72,500	104,650	0	0	63,400	0	63,400	84,178	41,282	0	0
Expenditure	416,930	502,704	0	0	457,140	0	457,140	421,400	463,197	0	0
Movement to/(from) Gen Reserve	(344,430)	(398,054)			(393,740)		(393,740)	(337,221)	(421,915)		

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Welshpool Town Council 2025-2026

Annual Budget - By Committee (Actual YTD Month 10)

Note: Final - Draft 3 Budget

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Events & Planning												
103	**Place Plan**											
4661	Commission Costs	0	0	0	0	0	0	0	0	1,500	0	0
	Overhead Expenditure	0	0	0	0	0	0	0	0	1,500	0	0
	Movement to/(from) Gen Reserve	0	0			0		0	0	(1,500)		
180	**Tourist Information**											
1110	Income - Other Rooms	0	0	0	0	0	0	0	347	0	0	0
1370	Income - Grant	0	80,265	0	0	0	0	0	23,775	0	0	0
1500	Income - Commission Sales	25,000	43,057	0	0	40,000	0	40,000	48,659	42,000	0	0
1505	Income - Rail Ticket	6,000	8,480	0	0	8,000	0	8,000	6,890	8,000	0	0
1510	Income - Direct Sales	25,000	11,086	0	0	13,500	0	13,500	9,273	12,000	0	0
	Total Income	56,000	142,888	0	0	61,500	0	61,500	88,944	62,000	0	0
4000	Salary	50,000	50,143	0	0	63,145	0	63,145	50,115	67,390	0	0
4005	HMRC	10,000	9,351	0	0	4,325	0	4,325	11,522	7,860	0	0
4010	Pension Payments	8,000	6,835	0	0	7,552	0	7,552	7,409	7,030	0	0
4011	PCC Pension Shortfall	0	4,579	0	0	0	0	0	0	0	0	0
4055	Rates	4,500	4,668	0	0	4,700	0	4,700	6,436	2,824	0	0
4060	Services	5,500	8,892	0	0	10,000	0	10,000	2,155	0	0	0
4061	Electricity	0	0	0	0	0	0	0	0	2,000	0	0
4085	Repairs & Maintenance	1,000	4,854	0	0	2,000	0	2,000	429	1,500	0	0
4100	Cleaning & Materials	0	0	0	0	1,000	0	1,000	877	250	0	0
4205	Marketing	0	0	0	0	0	0	0	0	500	0	0

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		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4470	Bank Charges	0	0	0	0	0	0	0	0	1,000	0	0
4660	Direct Stock	14,000	8,177	0	0	15,000	0	15,000	5,042	7,500	0	0
4661	Commission Costs	30,000	34,555	0	0	35,000	0	35,000	37,047	35,000	0	0
4662	Train ticket costs	5,000	633	0	0	5,000	0	5,000	0	650	0	0
4690	TIC Redesign	0	124,187	0	0	0	0	0	0	0	0	0
4725	Stationery	0	15	0	0	0	0	0	0	0	0	0
4866	IT Costs	200	0	0	0	200	0	200	78	0	0	0
4875	Health & Safety	200	0	0	0	200	0	200	537	500	0	0
4900	Miscellaneous Costs	200	895	0	0	500	0	500	786	500	0	0
4991	Capital Works	0	0	0	0	0	0	0	23,775	0	0	0
	Overhead Expenditure	128,600	257,782	0	0	148,622	0	148,622	146,206	134,504	0	0
	180 Net Income over Expenditure	-72,600	-114,894	0	0	-87,122	0	-87,122	-57,262	-72,504	0	0
6000	plus Transfer from EMR	0	36,357	0	0	0	0	0	0	0	0	0
6001	less Transfer to EMR	0	0	0	0	0	0	0	11,888	0	0	0
	Movement to/(from) Gen Reserve	(72,600)	(78,537)			(87,122)		(87,122)	(69,150)	(72,504)		
182	**Tourism**											
5451	VW1 - Tourism Brand	0	0	0	0	0	0	0	0	1,000	0	0
5452	VW2 - Promotion Tourism	0	0	0	0	0	0	0	0	1,500	0	0
	Overhead Expenditure	0	0	0	0	0	0	0	0	2,500	0	0
	Movement to/(from) Gen Reserve	0	0			0		0	0	(2,500)		
230	**Events**											

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Annual Budget - By Committee (Actual YTD Month 10)

Note: Final - Draft 3 Budget

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1365	Income - Other	250	706	0	0	0	0	0	6	0	0	0
1370	Income - Grant	250	0	0	0	0	0	0	0	0	0	0
1850	Income - Carnival	0	1,099	0	0	1,000	0	1,000	677	0	0	0
1860	Income -Flicks in the Sticks	0	1,254	0	0	1,200	0	1,200	842	0	0	0
1870	Income - Fireworks Display	500	3,232	0	0	2,000	0	2,000	2,514	0	0	0
1880	Income - Winter Festival	500	419	0	0	700	0	700	1,223	0	0	0
1890	Income - Fron Choir Concert	500	0	0	0	0	0	0	0	0	0	0
1895	Income - Other Events	2,000	148	0	0	1,500	0	1,500	1,131	1,500	0	0
	Total Income	4,000	6,858	0	0	6,400	0	6,400	6,393	1,500	0	0
4000	Salary	0	0	0	0	0	0	0	0	16,140	0	0
4005	HMRC	0	0	0	0	0	0	0	0	2,050	0	0
4010	Pension Payments	0	0	0	0	0	0	0	0	1,130	0	0
4065	Mobile Phones	200	213	0	0	250	0	250	157	200	0	0
4205	Marketing	0	0	0	0	0	0	0	0	1,000	0	0
4340	Equipment	0	108	0	0	0	0	0	0	0	0	0
4900	Miscellaneous Costs	500	98	0	0	500	0	500	270	250	0	0
5100	Flicks in the Sticks	500	1,936	0	0	1,500	0	1,500	863	0	0	0
5105	Fireworks Display	5,000	2,291	0	0	2,500	0	2,500	2,186	0	0	0
5115	Remembrance	500	100	0	0	500	0	500	1,586	0	0	0
5120	Winter Festival	6,000	12,345	0	0	2,000	0	2,000	1,967	0	0	0
5121	Christmas Lights	0	0	0	0	2,000	0	2,000	12,696	0	0	0
5122	New Christmas Lights	7,000	9,155	0	0	0	0	0	0	0	0	0
5140	Easter Egg Hunt	0	0	0	0	0	0	0	28	0	0	0
5145	Community Awards	0	0	0	0	0	0	0	80	0	0	0

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Annual Budget - By Committee (Actual YTD Month 10)

Note: Final - Draft 3 Budget

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
5175	Bunting & Flags	0	421	0	0	0	0	0	0	2,000	0	0
5180	Road Closure	0	0	0	0	0	0	0	0	600	0	0
5190	Community Events	6,000	5,993	0	0	3,000	0	3,000	2,503	2,650	0	0
5192	Carnival	0	0	0	0	2,500	0	2,500	3,237	0	0	0
	Overhead Expenditure	25,700	32,658	0	0	14,750	0	14,750	25,574	26,020	0	0
	Movement to/(from) Gen Reserve	(21,700)	(25,799)			(8,350)		(8,350)	(19,181)	(24,520)		
231	**Carnival**											
1850	Income - Carnival	0	0	0	0	0	0	0	0	800	0	0
	Total Income	0	0	0	0	0	0	0	0	800	0	0
4001	Staffing Cost	0	0	0	0	0	0	0	0	1,000	0	0
4340	Equipment	0	0	0	0	0	0	0	0	650	0	0
5192	Carnival	0	0	0	0	0	0	0	0	2,400	0	0
	Overhead Expenditure	0	0	0	0	0	0	0	0	4,050	0	0
	Movement to/(from) Gen Reserve	0	0			0		0	0	(3,250)		
232	**Winter Festival**											
1880	Income - Winter Festival	0	0	0	0	0	0	0	0	1,000	0	0
	Total Income	0	0	0	0	0	0	0	0	1,000	0	0
4001	Staffing Cost	0	0	0	0	0	0	0	0	1,000	0	0
4340	Equipment	0	0	0	0	0	0	0	0	650	0	0
5120	Winter Festival	0	0	0	0	0	0	0	0	2,200	0	0

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Annual Budget - By Committee (Actual YTD Month 10)

Note: Final - Draft 3 Budget

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
5123	Gifts for Santa	0	0	0	0	0	0	0	0	300	0	0
5180	Road Closure	0	0	0	0	0	0	0	0	600	0	0
	Overhead Expenditure	0	0	0	0	0	0	0	0	4,750	0	0
	Movement to/(from) Gen Reserve	0	0			0		0	0	(3,750)		
233	**Flicks in the Sticks**											
1860	Income -Flicks in the Sticks	0	0	0	0	0	0	0	0	1,000	0	0
	Total Income	0	0	0	0	0	0	0	0	1,000	0	0
5100	Flicks in the Sticks	0	0	0	0	0	0	0	0	1,350	0	0
	Overhead Expenditure	0	0	0	0	0	0	0	0	1,350	0	0
	Movement to/(from) Gen Reserve	0	0			0		0	0	(350)		
234	**Fireworks**											
1870	Income - Fireworks Display	0	0	0	0	0	0	0	0	2,500	0	0
	Total Income	0	0	0	0	0	0	0	0	2,500	0	0
4001	Staffing Cost	0	0	0	0	0	0	0	0	500	0	0
4340	Equipment	0	0	0	0	0	0	0	0	250	0	0
5105	Fireworks Display	0	0	0	0	0	0	0	0	2,500	0	0
	Overhead Expenditure	0	0	0	0	0	0	0	0	3,250	0	0
	Movement to/(from) Gen Reserve	0	0			0		0	0	(750)		
235	**Civic Events**											

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Welshpool Town Council 2025-2026

Annual Budget - By Committee (Actual YTD Month 10)

Note: Final - Draft 3 Budget

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
5115	Remembrance	0	0	0	0	0	0	0	0	1,450	0	0
5145	Community Awards	0	0	0	0	0	0	0	0	300	0	0
5146	Civic & Hospitality	0	0	0	0	0	0	0	0	250	0	0
	Overhead Expenditure	0	0	0	0	0	0	0	0	2,000	0	0
	Movement to/(from) Gen Reserve	0	0			0		0	0	(2,000)		
236	**Christmas Lights**											
4086	Installation	0	0	0	0	0	0	0	0	10,000	0	0
4880	Electrical Testing	0	0	0	0	0	0	0	0	600	0	0
5121	Christmas Lights	0	0	0	0	0	0	0	0	2,000	0	0
	Overhead Expenditure	0	0	0	0	0	0	0	0	12,600	0	0
	Movement to/(from) Gen Reserve	0	0			0		0	0	(12,600)		
	Events & Planning - Income	60,000	149,746	0	0	67,900	0	67,900	95,337	68,800	0	0
	Expenditure	154,300	290,440	0	0	163,372	0	163,372	171,780	192,524	0	0
	Net Income over Expenditure	-94,300	-140,693	0	0	-95,472	0	-95,472	-76,443	-123,724	0	0
	plus Transfer from EMR	0	36,357	0	0	0	0	0	0	0	0	0
	less Transfer to EMR	0	0	0	0	0	0	0	11,888	0	0	0
	Movement to/(from) Gen Reserve	(94,300)	(104,336)			(95,472)		(95,472)	(88,331)	(123,724)		

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Welshpool Town Council 2025-2026

Annual Budget - By Committee (Actual YTD Month 10)

Note: Final - Draft 3 Budget

	Last Year		Current Year						Next Year		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Total Budget Income	867,625	1,015,363	0	0	913,400	0	913,400	964,543	110,782	0	0
Expenditure	838,514	1,003,057	0	0	889,164	0	889,164	781,511	918,706	0	0
Net Income over Expenditure	29,111	12,306	0	0	24,236	0	24,236	183,031	-807,924	0	0
plus Transfer from EMR	0	36,357	0	0	0	0	0	0	0	0	0
less Transfer to EMR	0	0	0	0	0	0	0	11,888	0	0	0
Movement to/(from) Gen Reserve	29,111	48,663			24,236		24,236	171,144	(807,924)		

Appendix I

		Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
100	**Town Hall**						
1100	Income - Corn Exchange	7,000	5,000	5,150	5,305	0	0
1105	Income - Assembly Rooms	1,800	3,500	3,605	3,713	0	0
1110	Income - Other Rooms	1,000	1,250	1,288	1,327	0	0
1120	Income - Telephone Mast	5,000	5,000	0	0	0	0
1206	Income - Utilities Recharge	0	600	618	637	0	0
	Total Income	**14,800**	**15,350**	**10,661**	**10,982**	**0**	**0**
4000	Salary	68,355	0	0	0	0	0
4005	HMRC	6,885	0	0	0	0	0
4010	Pension Payments	6,657	0	0	0	0	0
4055	Rates	35,000	31,877	32,833	33,818	0	0
4060	Services	60,000	0	0	0	0	0
4061	Electricity	0	25,000	25,750	26,523	0	0
4062	Gas	0	30,000	30,900	31,827	0	0
4063	Water	0	2,500	2,575	2,652	0	0
4064	Hygiene Contract	0	4,500	4,635	4,774	0	0
4066	Statutory Testing	0	4,500	4,635	4,774	0	0
4085	Repairs & Maintenance	15,000	6,000	6,180	6,365	0	0
4095	Licenses	1,500	1,000	1,030	1,061	0	0
4098	Community Fridge	0	250	250	250	0	0
4100	Cleaning & Materials	10,000	375	386	398	0	0
4200	Waste Collection	1,500	2,750	2,833	2,918	0	0
4202	Consumeables	500	250	258	266	0	0
4340	Equipment	500	250	258	266	0	0
4866	IT Costs	500	0	0	0	0	0
4875	Health & Safety	1,000	0	0	0	0	0
4900	Miscellaneous Costs	1,500	1,000	1,030	1,061	0	0
	Total Overhead Expenditure	**208,897**	**110,252**	**113,553**	**116,953**	**0**	**0**
	Net Income over Expenditure	**(194,097)**	**(94,902)**	**(102,892)**	**(105,971)**	**0**	**0**
101	**Town Hall Transformation**						
4097	Borrowing	0	24,000	24,000	24,000	0	0
4900	Miscellaneous Costs	0	250	250	250	0	0
4930	Fundraiser/Consultants	0	5,000	0	0	0	0
5458	TH2 - Fundraising Campaign	0	500	515	530	0	0
	Total Overhead Expenditure	**0**	**29,750**	**24,765**	**24,780**	**0**	**0**
	Net Income over Expenditure	**0**	**(29,750)**	**(24,765)**	**(24,780)**	**0**	**0**
102	**Town Centre**						
5453	TC1 - Shopfront Scheme	0	500	515	530	0	0
5454	TC2 - Planting	0	2,000	2,250	2,500	0	0
	Total Overhead Expenditure	**0**	**2,500**	**2,765**	**3,030**	**0**	**0**
	Net Income over Expenditure	**0**	**(2,500)**	**(2,765)**	**(3,030)**	**0**	**0**
103	**Place Plan**						

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		Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
4661	Commission Costs	0	1,500	1,500	0	0	0
	Total Overhead Expenditure	**0**	**1,500**	**1,500**	**0**	**0**	**0**
	Net Income over Expenditure	**0**	**(1,500)**	**(1,500)**	**0**	**0**	**0**
110	**Markets**						
1200	Income - Market Stalls	13,000	13,000	13,390	13,792	0	0
1205	Income - Outdoor Markets	1,000	1,000	1,030	1,061	0	0
1300	Income - Rent	0	5,980	6,159	6,344	0	0
	Total Income	**14,000**	**19,980**	**20,579**	**21,197**	**0**	**0**
4000	Salary	0	8,070	8,312	8,561	0	0
4005	HMRC	0	1,030	1,061	1,093	0	0
4010	Pension Payments	0	570	587	605	0	0
4085	Repairs & Maintenance	750	0	0	0	0	0
4095	Licenses	500	500	500	500	0	0
4205	Marketing	250	1,000	1,000	1,000	0	0
	Total Overhead Expenditure	**1,500**	**11,170**	**11,460**	**11,759**	**0**	**0**
	Net Income over Expenditure	**12,500**	**8,810**	**9,119**	**9,438**	**0**	**0**
130	**Recreation**						
1340	Income - Rec Club Rents etc	3,000	0	0	0	0	0
1350	Income - Allotments	600	0	0	0	0	0
	Total Income	**3,600**	**0**	**0**	**0**	**0**	**0**
4020	Training Staff	2,000	0	0	0	0	0
4060	Services	2,500	0	0	0	0	0
4085	Repairs & Maintenance	6,000	0	0	0	0	0
4202	Consumeables	500	0	0	0	0	0
4340	Equipment	2,500	0	0	0	0	0
4341	Play Equipment	10,000	0	0	0	0	0
4342	Play Area Fencing	16,000	0	0	0	0	0
4345	End of Season Works	20,000	0	0	0	0	0
4355	Country Park Lease	400	0	0	0	0	0
4360	Outer Park Lease	1,000	0	0	0	0	0
4365	STRI/ROSPA	1,500	0	0	0	0	0
4375	Memorial Garden	250	0	0	0	0	0
4380	Allotment Costs	300	0	0	0	0	0
4401	Vehicle Running Costs	1,000	0	0	0	0	0
4875	Health & Safety	250	0	0	0	0	0
4900	Miscellaneous Costs	100	0	0	0	0	0
	Total Overhead Expenditure	**64,300**	**0**	**0**	**0**	**0**	**0**
	Net Income over Expenditure	**(60,700)**	**0**	**0**	**0**	**0**	**0**
131	**Operations**						
4000	Salary	0	126,630	130,429	134,342	0	0
4002	Overtime	0	3,000	3,090	3,183	0	0
4005	HMRC	0	15,460	15,924	16,402	0	0

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		Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
4010	Pension Payments	0	8,620	8,879	9,145	0	0
4020	Training Staff	0	3,000	3,000	3,000	0	0
4025	Uniforms	0	400	400	400	0	0
4026	PPE	0	500	500	500	0	0
4065	Mobile Phones	0	200	200	200	0	0
4202	Consumeables	0	500	500	500	0	0
4400	Vehicles	0	5,865	5,865	5,865	0	0
4401	Vehicle Running Costs	0	1,200	1,236	1,273	0	0
4875	Health & Safety	0	250	250	250	0	0
4900	Miscellaneous Costs	0	300	300	300	0	0
	Total Overhead Expenditure	**0**	**165,925**	**170,573**	**175,360**	**0**	**0**
	Net Income over Expenditure	**0**	**(165,925)**	**(170,573)**	**(175,360)**	**0**	**0**
132	**Playparks**						
4085	Repairs & Maintenance	0	8,000	8,000	8,000	0	0
4342	Play Area Fencing	0	10,000	8,000	5,000	0	0
	Total Overhead Expenditure	**0**	**18,000**	**16,000**	**13,000**	**0**	**0**
	Net Income over Expenditure	**0**	**(18,000)**	**(16,000)**	**(13,000)**	**0**	**0**
133	**Open Spaces**						
1340	Income - Rec Club Rents etc	0	3,700	3,700	3,700	0	0
	Total Income	**0**	**3,700**	**3,700**	**3,700**	**0**	**0**
4063	Water	0	2,600	2,678	2,758	0	0
4085	Repairs & Maintenance	0	7,000	7,000	7,000	0	0
4087	Tree Surveys / Works	0	1,500	0	0	0	0
4202	Consumeables	0	500	500	500	0	0
4340	Equipment	0	5,000	5,000	5,000	0	0
4345	End of Season Works	0	23,000	23,690	24,401	0	0
4355	Country Park Lease	0	500	500	500	0	0
4360	Outer Park Lease	0	1,500	1,500	1,500	0	0
4365	STRI/ROSPA	0	1,500	1,500	1,500	0	0
4400	Vehicles	0	6,778	6,778	6,778	0	0
4401	Vehicle Running Costs	0	500	500	500	0	0
4515	Buttington Cemetery	0	1,400	1,442	1,485	0	0
	Total Overhead Expenditure	**0**	**51,778**	**51,088**	**51,922**	**0**	**0**
	Net Income over Expenditure	**0**	**(48,078)**	**(47,388)**	**(48,222)**	**0**	**0**
135	**Waste Collection**						
4200	Waste Collection	0	2,750	2,833	2,918	0	0
4400	Vehicles	0	7,082	7,082	7,082	0	0
4401	Vehicle Running Costs	0	1,200	1,236	1,273	0	0
5455	DO3 - Dog Waste Bins	0	1,000	250	250	0	0
5456	DO2 - Campaign Dog Friendly	0	250	250	250	0	0
5459	DO5 - Dog-Friendly	0	0	250	250	0	0
	Total Overhead Expenditure	**0**	**12,282**	**11,901**	**12,023**	**0**	**0**

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		Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
	Net Income over Expenditure	**0**	**(12,282)**	**(11,901)**	**(12,023)**	**0**	**0**
136	**Allotments**						
1350	Income - Allotments	0	750	800	800	0	0
	Total Income	**0**	**750**	**800**	**800**	**0**	**0**
4063	Water	0	500	515	530	0	0
4085	Repairs & Maintenance	0	250	258	266	0	0
	Total Overhead Expenditure	**0**	**750**	**773**	**796**	**0**	**0**
	Net Income over Expenditure	**0**	**0**	**27**	**4**	**0**	**0**
137	**Biodiversity & Horticulture**						
4383	Flowers & Gardens	0	1,000	500	500	0	0
5457	EN2 - Biodiversity Action	0	2,000	2,000	2,000	0	0
	Total Overhead Expenditure	**0**	**3,000**	**2,500**	**2,500**	**0**	**0**
	Net Income over Expenditure	**0**	**(3,000)**	**(2,500)**	**(2,500)**	**0**	**0**
138	**Bus Shelters/Street Furniture**						
4085	Repairs & Maintenance	0	250	250	250	0	0
4991	Capital Works	0	3,000	0	0	0	0
	Total Overhead Expenditure	**0**	**3,250**	**250**	**250**	**0**	**0**
	Net Income over Expenditure	**0**	**(3,250)**	**(250)**	**(250)**	**0**	**0**
139	**The Hub**						
1455	Income - Warm Hub Donations	0	1	1	1	0	0
	Total Income	**0**	**1**	**1**	**1**	**0**	**0**
5450	Warm Hub Expenditure	0	1	1	1	0	0
	Total Overhead Expenditure	**0**	**1**	**1**	**1**	**0**	**0**
	Net Income over Expenditure	**0**	**0**	**0**	**0**	**0**	**0**
140	**Street Scene**						
4000	Salary	65,079	0	0	0	0	0
4005	HMRC	6,566	0	0	0	0	0
4010	Pension Payments	4,662	0	0	0	0	0
4020	Training Staff	1,000	0	0	0	0	0
4025	Uniforms	500	0	0	0	0	0
4026	PPE	500	0	0	0	0	0
4065	Mobile Phones	200	0	0	0	0	0
4085	Repairs & Maintenance	1,200	0	0	0	0	0
4200	Waste Collection	2,500	0	0	0	0	0
4340	Equipment	3,000	0	0	0	0	0
4400	Vehicles	5,400	0	0	0	0	0
4401	Vehicle Running Costs	1,500	0	0	0	0	0
4515	Buttington Cemetery	1,500	0	0	0	0	0

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		Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
4900	Miscellaneous Costs	200	0	0	0	0	0
	Total Overhead Expenditure	**93,807**	**0**	**0**	**0**	**0**	**0**
	Net Income over Expenditure	**(93,807)**	**0**	**0**	**0**	**0**	**0**
150	**Toilets**						
1365	Income - Other	0	500	500	500	0	0
	Total Income	**0**	**500**	**500**	**500**	**0**	**0**
4000	Salary	0	21,120	21,754	22,407	0	0
4005	HMRC	0	1,670	1,720	1,772	0	0
4010	Pension Payments	0	1,480	1,524	1,570	0	0
4060	Services	3,000	0	0	0	0	0
4061	Electricity	0	2,000	2,060	2,122	0	0
4063	Water	0	5,000	5,150	5,305	0	0
4064	Hygiene Contract	0	4,500	4,635	4,774	0	0
4085	Repairs & Maintenance	1,000	1,000	1,030	1,061	0	0
4100	Cleaning & Materials	15,000	500	515	530	0	0
4991	Capital Works	0	1,000	0	0	0	0
	Total Overhead Expenditure	**19,000**	**38,270**	**38,388**	**39,541**	**0**	**0**
	Net Income over Expenditure	**(19,000)**	**(37,770)**	**(37,888)**	**(39,041)**	**0**	**0**
160	**Domen Castell**						
4055	Rates	0	779	802	826	0	0
4060	Services	1,200	0	0	0	0	0
4061	Electricity	0	200	206	212	0	0
4063	Water	0	100	103	106	0	0
4085	Repairs & Maintenance	5,000	1,500	1,750	2,000	0	0
4095	Licenses	1,350	0	0	0	0	0
4500	CCTV	0	1,000	250	250	0	0
4550	Rent Private Land	3,000	3,000	3,000	3,000	0	0
4555	Rent Powis Estates	0	1,350	1,350	1,350	0	0
4860	Professional Fees	0	1,000	500	0	0	0
	Total Overhead Expenditure	**10,550**	**8,929**	**7,961**	**7,744**	**0**	**0**
	Net Income over Expenditure	**(10,550)**	**(8,929)**	**(7,961)**	**(7,744)**	**0**	**0**
180	**Tourist Information**						
1500	Income - Commission Sales	40,000	42,000	43,260	44,558	0	0
1505	Income - Rail Ticket	8,000	8,000	8,240	8,487	0	0
1510	Income - Direct Sales	13,500	12,000	12,360	12,731	0	0
	Total Income	**61,500**	**62,000**	**63,860**	**65,776**	**0**	**0**
4000	Salary	63,145	67,390	69,412	71,494	0	0
4005	HMRC	4,325	7,860	8,096	8,339	0	0
4010	Pension Payments	7,552	7,030	7,241	7,458	0	0
4055	Rates	4,700	2,824	2,909	2,996	0	0
4060	Services	10,000	0	0	0	0	0
4061	Electricity	0	2,000	2,060	2,122	0	0

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		Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
4085	Repairs & Maintenance	2,000	1,500	1,545	1,591	0	0
4100	Cleaning & Materials	1,000	250	258	266	0	0
4205	Marketing	0	500	500	500	0	0
4470	Bank Charges	0	1,000	1,030	1,061	0	0
4660	Direct Stock	15,000	7,500	7,725	7,957	0	0
4661	Commission Costs	35,000	35,000	36,050	37,132	0	0
4662	Train ticket costs	5,000	650	670	690	0	0
4866	IT Costs	200	0	0	0	0	0
4875	Health & Safety	200	500	500	500	0	0
4900	Miscellaneous Costs	500	500	500	500	0	0
	Total Overhead Expenditure	**148,622**	**134,504**	**138,496**	**142,606**	**0**	**0**
	Net Income over Expenditure	**(87,122)**	**(72,504)**	**(74,636)**	**(76,830)**	**0**	**0**
182	**Tourism**						
5451	VW1 - Tourism Brand	0	1,000	1,000	1,000	0	0
5452	VW2 - Promotion Tourism	0	1,500	1,500	1,500	0	0
	Total Overhead Expenditure	**0**	**2,500**	**2,500**	**2,500**	**0**	**0**
	Net Income over Expenditure	**0**	**(2,500)**	**(2,500)**	**(2,500)**	**0**	**0**
190	**Ann Holloway Centre**						
1110	Income - Other Rooms	5,000	0	0	0	0	0
1300	Income - Rent	0	1,000	1,000	1,000	0	0
1365	Income - Other	0	1	1	1	0	0
1635	Income - Lease	6,000	0	0	0	0	0
	Total Income	**11,000**	**1,001**	**1,001**	**1,001**	**0**	**0**
4060	Services	12,000	0	0	0	0	0
4085	Repairs & Maintenance	5,000	0	0	0	0	0
4100	Cleaning & Materials	4,000	0	0	0	0	0
4200	Waste Collection	1,500	0	0	0	0	0
4866	IT Costs	200	0	0	0	0	0
4875	Health & Safety	200	0	0	0	0	0
4900	Miscellaneous Costs	200	0	0	0	0	0
	Total Overhead Expenditure	**23,100**	**0**	**0**	**0**	**0**	**0**
	Net Income over Expenditure	**(12,100)**	**1,001**	**1,001**	**1,001**	**0**	**0**
200	**Meals on Wheels**						
1650	Income - Meals on Wheels	20,000	0	0	0	0	0
	Total Income	**20,000**	**0**	**0**	**0**	**0**	**0**
4000	Salary	21,735	5,250	0	0	0	0
4005	HMRC	801	225	0	0	0	0
4100	Cleaning & Materials	500	100	0	0	0	0
4202	Consumeables	250	0	0	0	0	0
4340	Equipment	500	0	0	0	0	0
4400	Vehicles	4,000	1,265	0	0	0	0
4710	Meal Costs	8,000	500	0	0	0	0

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		Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
4900	Miscellaneous Costs	200	0	0	0	0	0
	Total Overhead Expenditure	**35,986**	**7,340**	**0**	**0**	**0**	**0**
	Net Income over Expenditure	**(15,986)**	**(7,340)**	**0**	**0**	**0**	**0**
210	**Administration & Management**						
1076	Precept	781,600	0	0	0	0	0
1080	Income - Interest	500	700	721	743	0	0
	Total Income	**782,100**	**700**	**721**	**743**	**0**	**0**
4000	Salary	129,882	99,890	102,887	105,974	0	0
4005	HMRC	13,815	12,550	12,927	13,315	0	0
4010	Pension Payments	6,657	7,000	7,210	7,426	0	0
4011	PCC Pension Shortfall	10,100	6,100	6,300	6,500	0	0
4020	Training Staff	4,000	4,500	4,500	4,500	0	0
4021	Training Councillors	1,000	1,250	1,250	1,250	0	0
4025	Uniforms	250	200	200	200	0	0
4055	Rates	7,500	0	0	0	0	0
4060	Services	7,500	0	0	0	0	0
4065	Mobile Phones	250	200	200	200	0	0
4100	Cleaning & Materials	250	0	0	0	0	0
4205	Marketing	0	1,000	1,000	1,000	0	0
4330	Special Projects	10,000	10,000	10,000	10,000	0	0
4340	Equipment	500	500	500	500	0	0
4445	Conferences	1,000	750	750	750	0	0
4470	Bank Charges	1,000	1,000	1,030	1,061	0	0
4725	Stationery	2,000	1,500	1,545	1,591	0	0
4850	Insurance	32,000	33,000	33,990	35,010	0	0
4855	Audit	2,500	2,500	2,575	2,652	0	0
4860	Professional Fees	6,448	2,500	2,575	2,652	0	0
4861	Legal Fees	0	2,500	1,000	1,000	0	0
4865	Web Site	500	0	0	0	0	0
4866	IT Costs	15,000	0	0	0	0	0
4870	Mayoral & Senior Allowance	1,500	0	0	0	0	0
4875	Health & Safety	7,000	7,250	7,468	7,692	0	0
4880	Electrical Testing	500	500	515	530	0	0
4885	Elections	1,500	5,000	4,000	4,000	0	0
4890	Welsh Language	500	250	250	250	0	0
4895	Subscriptions	2,000	2,500	2,500	2,500	0	0
4900	Miscellaneous Costs	500	500	500	500	0	0
4915	Archives	0	500	500	500	0	0
5146	Civic & Hospitality	500	0	0	0	0	0
5170	Newsletters	2,000	2,000	2,000	2,000	0	0
5450	Warm Hub Expenditure	500	0	0	0	0	0
5501	Transfer to General Reserve	0	20,000	20,000	20,000	0	0
	Total Overhead Expenditure	**268,652**	**225,440**	**228,172**	**233,553**	**0**	**0**
	Net Income over Expenditure	**513,448**	**(224,740)**	**(227,451)**	**(232,810)**	**0**	**0**

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		Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
4055	Rates	0	2,824	2,909	2,996	0	0
4061	Electricity	0	6,000	6,180	6,365	0	0
4100	Cleaning & Materials	0	250	258	266	0	0
4340	Equipment	0	1,000	1,000	1,000	0	0
	Total Overhead Expenditure	**0**	**10,074**	**10,347**	**10,627**	**0**	**0**
	Net Income over Expenditure	**0**	**(10,074)**	**(10,347)**	**(10,627)**	**0**	**0**
212	**Members Allowances**						
4870	Mayoral & Senior Allowance	0	1,500	1,500	1,500	0	0
4871	Councillor Allowances	0	3,120	3,120	3,120	0	0
	Total Overhead Expenditure	**0**	**4,620**	**4,620**	**4,620**	**0**	**0**
	Net Income over Expenditure	**0**	**(4,620)**	**(4,620)**	**(4,620)**	**0**	**0**
213	**IT Costs**						
4095	Licenses	0	240	247	254	0	0
4340	Equipment	0	2,500	2,500	2,500	0	0
4865	Web Site	0	500	500	500	0	0
4920	Accounts Software	0	4,000	4,000	3,500	0	0
4921	IT Support	0	3,156	3,156	3,156	0	0
4922	Photocopier	0	5,600	5,600	5,600	0	0
4923	Telephone & Broadband	0	6,855	6,855	6,855	0	0
	Total Overhead Expenditure	**0**	**22,851**	**22,858**	**22,365**	**0**	**0**
	Net Income over Expenditure	**0**	**(22,851)**	**(22,858)**	**(22,365)**	**0**	**0**
230	**Events**						
1850	Income - Carnival	1,000	0	0	0	0	0
1860	Income -Flicks in the Sticks	1,200	0	0	0	0	0
1870	Income - Fireworks Display	2,000	0	0	0	0	0
1880	Income - Winter Festival	700	0	0	0	0	0
1895	Income - Other Events	1,500	1,500	1,545	1,591	0	0
	Total Income	**6,400**	**1,500**	**1,545**	**1,591**	**0**	**0**
4000	Salary	0	16,140	16,624	17,123	0	0
4005	HMRC	0	2,050	2,112	2,175	0	0
4010	Pension Payments	0	1,130	1,164	1,199	0	0
4065	Mobile Phones	250	200	200	200	0	0
4205	Marketing	0	1,000	1,000	1,000	0	0
4900	Miscellaneous Costs	500	250	250	250	0	0
5100	Flicks in the Sticks	1,500	0	0	0	0	0
5105	Fireworks Display	2,500	0	0	0	0	0
5115	Remembrance	500	0	0	0	0	0
5120	Winter Festival	2,000	0	0	0	0	0
5121	Christmas Lights	2,000	0	0	0	0	0
5175	Bunting & Flags	0	2,000	2,060	2,122	0	0
5180	Road Closure	0	600	618	637	0	0
5190	Community Events	3,000	2,650	2,730	2,812	0	0
5192	Carnival	2,500	0	0	0	0	0

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		Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
	Total Overhead Expenditure	**14,750**	**26,020**	**26,758**	**27,518**	**0**	**0**
	Net Income over Expenditure	**(8,350)**	**(24,520)**	**(25,213)**	**(25,927)**	**0**	**0**
231	**Carnival**						
1850	Income - Carnival	0	800	824	849	0	0
	Total Income	**0**	**800**	**824**	**849**	**0**	**0**
4001	Staffing Cost	0	1,000	1,030	1,061	0	0
4340	Equipment	0	650	670	690	0	0
5192	Carnival	0	2,400	2,472	2,546	0	0
	Total Overhead Expenditure	**0**	**4,050**	**4,172**	**4,297**	**0**	**0**
	Net Income over Expenditure	**0**	**(3,250)**	**(3,348)**	**(3,448)**	**0**	**0**
232	**Winter Festival**						
1880	Income - Winter Festival	0	1,000	1,030	1,061	0	0
	Total Income	**0**	**1,000**	**1,030**	**1,061**	**0**	**0**
4001	Staffing Cost	0	1,000	1,030	1,061	0	0
4340	Equipment	0	650	670	690	0	0
5120	Winter Festival	0	2,200	2,266	2,334	0	0
5123	Gifts for Santa	0	300	309	318	0	0
5180	Road Closure	0	600	618	637	0	0
	Total Overhead Expenditure	**0**	**4,750**	**4,893**	**5,040**	**0**	**0**
	Net Income over Expenditure	**0**	**(3,750)**	**(3,863)**	**(3,979)**	**0**	**0**
233	**Flicks in the Sticks**						
1860	Income -Flicks in the Sticks	0	1,000	1,030	1,061	0	0
	Total Income	**0**	**1,000**	**1,030**	**1,061**	**0**	**0**
5100	Flicks in the Sticks	0	1,350	1,391	1,433	0	0
	Total Overhead Expenditure	**0**	**1,350**	**1,391**	**1,433**	**0**	**0**
	Net Income over Expenditure	**0**	**(350)**	**(361)**	**(372)**	**0**	**0**
234	**Fireworks**						
1870	Income - Fireworks Display	0	2,500	2,575	2,652	0	0
	Total Income	**0**	**2,500**	**2,575**	**2,652**	**0**	**0**
4001	Staffing Cost	0	500	515	530	0	0
4340	Equipment	0	250	258	266	0	0
5105	Fireworks Display	0	2,500	2,575	2,652	0	0
	Total Overhead Expenditure	**0**	**3,250**	**3,348**	**3,448**	**0**	**0**
	Net Income over Expenditure	**0**	**(750)**	**(773)**	**(796)**	**0**	**0**
235	**Civic Events**						
5115	Remembrance	0	1,450	1,450	1,450	0	0

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		Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
5145	Community Awards	0	300	300	300	0	0
5146	Civic & Hospitality	0	250	250	250	0	0
	Total Overhead Expenditure	**0**	**2,000**	**2,000**	**2,000**	**0**	**0**
	Net Income over Expenditure	**0**	**(2,000)**	**(2,000)**	**(2,000)**	**0**	**0**
236	**Christmas Lights**						
4086	Installation	0	10,000	10,300	10,609	0	0
4880	Electrical Testing	0	600	618	637	0	0
5121	Christmas Lights	0	2,000	2,060	2,122	0	0
	Total Overhead Expenditure	**0**	**12,600**	**12,978**	**13,368**	**0**	**0**
	Net Income over Expenditure	**0**	**(12,600)**	**(12,978)**	**(13,368)**	**0**	**0**
	Total Budget Income	913,400	110,782	108,827	111,914	0	0
	Expenditure	889,164	918,706	916,011	933,034	0	0
	Movement to/(from) Gen Reserve	**24,236**	**(807,924)**	**(807,184)**	**(821,120)**	**0**	**0**

Appendix J

Cyngor Tref Trallwng | Welshpool Town Council

Draft Complaints, Comments and Compliments Policy

1. Introduction

Welshpool Town Council is committed to delivering high-quality, accessible and accountable services. We welcome feedback in all forms, including complaints, comments and compliments.

This policy sets out how the Council will:
- Handle complaints fairly, consistently and in a timely manner
- Resolve concerns wherever possible at the earliest opportunity
- Learn from complaints to improve services
- Enable customers to make comments and provide compliments
- Ensure transparency, accountability and continuous improvement

2. Scope of the Policy

This policy applies to:
- All services delivered by Welshpool Town Council
- All officers and members when dealing with public complaints
- Complaints about actions, omissions, decisions, or service standards

This policy does **not** apply to:
- Freedom of Information or Data Protection requests (handled under separate statutory procedures)
- Matters where there is a statutory right of appeal or a separate legal process (e.g. planning, licensing, code of conduct complaints)

Where another formal route exists, the complainant will be advised accordingly.

3. Definitions

Complaint
An expression of dissatisfaction, however made, about the standard of service, actions or lack of action by the Council, its staff, councillors, or those acting on its behalf, affecting an individual or group, where a response or outcome is required.

A customer does not need to use the word “complaint” for it to be treated as one.

Comment
Feedback, suggestions or observations about services or Council activity.

Compliment
Positive feedback about a service, project, or individual.

4. Principles

The Council's complaints handling is underpinned by the following principles:

- Easy access to the complaints process
- Early and informal resolution wherever possible
- Openness, fairness and proportionality
- Timely and clear communication
- Appropriate investigation
- Learning from outcomes
- Respect for all parties

5. What is not normally treated as a complaint

- A first request for a service
- Matters already considered under this policy (unless new information arises)
- Anonymous complaints lacking sufficient detail to investigate
- Issues outside the Council's powers or responsibilities
- Matters raised more than 12 months after the event (except in exceptional circumstances such as safeguarding or serious health and safety concerns)

6. Roles and Responsibilities

Town Clerk

- Overall responsibility for implementation of this policy
- Appointing investigating officers
- Ensuring learning outcomes are reported to Council

Investigating Officer

- Conducting fair, proportionate and timely investigations
- Keeping the complainant informed
- Preparing written outcomes

Councillors

- May assist constituents to submit complaints
- May act as an advocate only with the complainant's written consent
- Must not investigate complaints themselves
- Must not seek to influence investigations
- Must declare any personal interest and step away from involvement

Councillors who receive complaints must pass them promptly to the Town Clerk.

7. How to make a complaint

Complaints may be made:

- By email
- By post
- By telephone

- In person to any member of staff
- In person to a Town Councillor
- Via the Council’s website complaints form

If the complaint concerns the Town Clerk, it should be addressed to the Town Mayor.

Complaints regarding councillors should be referred to the Public Services Ombudsman for Wales as the Council has no legal powers to investigate a complaint against a member of the Council.

Where someone is acting on behalf of another person, written consent will be required. Complaints may be submitted in Welsh and will receive a response in Welsh.

8. Informal Resolution

The Council encourages early resolution wherever possible.

Concerns should first be raised with the member of staff delivering the service. Many issues can be resolved quickly without the need for a formal process.

Where informal resolution is not possible or appropriate, the matter will progress to the formal complaints process.

9. Formal Complaints Process

9.1 Acknowledgement

- Written acknowledgement within 5 working days
- Confirmation of who will investigate
- Clarification of the complaint and desired outcome

9.2 Investigation

- Normally undertaken by the Town Clerk
- More serious or sensitive complaints may be referred to an independent or external person
- Investigations will be proportionate to the issues raised
- Relevant evidence will be reviewed
- Meetings may be held where appropriate

Most complaints will be concluded within 20 working days.

Where this is not possible, the complainant will be informed of the reasons and revised timescales.

9.3 Outcome

The complainant will receive a written response setting out:

- Findings
- Conclusions
- Any fault identified
- Any actions to be taken

- Apology where appropriate

10. Putting Things Right

Where fault is identified, the Council may:
- Provide or repeat a service
- Correct errors
- Review or amend procedures
- Offer explanation and apology
- Consider reasonable financial remedy where appropriate

11. Appeal Stage

If the complainant remains dissatisfied, they may request an appeal.
- Appeals must be submitted in writing
- An Appeals Panel of councillors not previously involved will be convened
- The complainant may attend and present their case
- The investigating officer will present the Council's findings

The Panel may:
- Uphold the original decision
- Substitute a new decision
- Recommend further investigation

A written decision will normally be issued within **20 working days** of the appeal request.

12. Public Services Ombudsman for Wales & Judicial Review

If the complainant remains dissatisfied after completion of the Council's procedure, they may refer the matter to:

Public Services Ombudsman for Wales
1 Ffordd yr Hen Gae, Pencoed CF35 5LJ
www.ombudsmanwales.org.uk

The Ombudsman is independent and will normally expect the Council's complaints process to have been exhausted first.

The complainant can also exercise their right to a judicial review, however reviews must be submitted to the Court within 3 months.

13. Record Keeping & Reporting

The Council will:
- Maintain a complaints log
- Receive periodic summary reports
- Identify trends and service improvements

- Approve action plans where necessary

14. Comments
Comments and suggestions are welcomed and recorded. They may be used to inform service reviews, policy development and future planning.

15. Compliments

Compliments are valued and shared with staff and councillors. They are recorded and used to recognise good practice.

16. Vexatious Complaints

Welshpool Town Council is committed to dealing with all complaints fairly, proportionately and with respect. However, the Council also has a duty to protect its staff, councillors and resources from behaviour that is abusive, unreasonably persistent, or vexatious.

Where a complainant's behaviour becomes such that it hinders the proper consideration of their complaint, places unreasonable demands on staff or councillors, or involves harassment, intimidation or repeated pursuit of issues that have already been properly concluded, the Council may take action in accordance with its separate Vexatious Complaints Policy.

Appendix K

Cyngor Tref Trallwng — Welshpool Town Council

Draft Gritting & Snow Clearance Policy

1. Introduction

This Policy sets out how Welshpool Town Council ("the Council") will manage gritting and snow clearance on land and assets under its ownership or control during periods of icy conditions and snowfall.

The aims of this Policy are:

- Reduce the risk of slips, trips and falls to the public, councillors, staff and volunteers.
- Provide a clear, consistent and proportionate framework for winter weather decision-making.
- Guide officers on the prioritisation of areas for treatment.
- Support the Council's duties under health and safety legislation, occupiers' liability law, and the "reasonable precautions" conditions of its insurance arrangements.

This Policy does not replace or duplicate the statutory responsibilities of Powys County Council as Highway Authority.

2. Scope of the Policy

This Policy applies to:

- All land, buildings and public spaces owned, leased or directly managed by Welshpool Town Council.
- Council-operated services and facilities, including (but not limited to):
  - Town Hall and associated external areas
  - Public toilets
  - Tourist Information Centre
  - Council car parks
  - Allotment sites (shared access areas)
  - Play areas, recreation grounds and sports facilities
  - Markets and event spaces
  - Pedestrian routes forming part of Council premises

This Policy does not apply to:

- Adopted highways, roads or footways maintained by Powys County Council.
- Land or buildings not under the Council's ownership or management.

3. Policy Statement

Welshpool Town Council recognises that winter weather conditions significantly increase the risk of accidents and disruption to services. The Council will take reasonable, practical and proportionate steps to manage these risks.

In doing so, the Council will:

- Operate a risk-based system of prioritisation.
- Deploy resources where they will have the greatest impact on public safety and essential service continuity.
- Maintain suitable records of decisions and actions taken.
- Review this Policy regularly.

The Council acknowledges that it is not reasonably practicable to grit or clear all land under its control at all times, and that some areas may be temporarily closed where treatment cannot be safely or effectively provided.

4. Legal and Insurance Framework

This Policy is informed by, and will be applied in accordance with, the following:

4.1 Health and Safety

Health and Safety at Work etc. Act 1974, Management of Health and Safety at Work Regulations 1999 & Workplace (Health, Safety and Welfare) Regulations 1992

This legislation require the Council, so far as is reasonably practicable, to ensure the health and safety of employees and others affected by its activities.

4.2 Occupiers' Liability

Occupiers' Liability Act 1957 & Occupiers' Liability Act 1984

This legislation establish a duty to take reasonable care to ensure that visitors are reasonably safe when using Council-managed premises.

4.3 Civil Liability

In personal injury claims arising from icy or snowy conditions, courts assess whether the Council has acted reasonably, not whether all risks were eliminated. Having a clear policy, documented risk assessments, prioritisation and records of action is central to demonstrating compliance.

4.4 Insurance Arrangements

The Council maintains Public Liability and Employers' Liability insurance.

- Public Liability insurance responds to claims from third parties (e.g. slips and falls by members of the public).
- Employers' Liability insurance responds to claims arising from injury to employees or volunteers undertaking gritting or snow clearance activities.

The Council's insurance policy includes a general condition requiring the Council to take reasonable precautions to prevent accident or injury and to protect people and property. This Policy supports compliance with that condition.

5. Roles & Responsibilities

Full Council

- Approves and reviews this Policy.

Relevant Committees

- Consider resource implications and operational oversight as appropriate.

Operations Manager or Town Clerk

- Has overall responsibility for implementing this Policy.
- Authorises activation of gritting and snow clearance operations.
- Ensures suitable risk assessments are in place.
- Ensures appropriate records are maintained.
- Ensures staff are provided with guidance, training and equipment.

Operational Staff

- Undertake gritting and snow clearance in accordance with this Policy and any supporting operational procedures.
- Comply with all health and safety requirements.
- Report hazards, incidents, near misses and resource issues promptly.

6. Activation

Gritting and snow clearance operations may be initiated when:

- Met Office weather warnings indicate risk of ice or snow;
- Local observation identifies conditions likely to present a risk to safety;
- At the discretion of the Operations Manager or Town Clerk.

Decisions will take into account:

- Severity and expected duration of conditions;
- Staffing availability and welfare considerations;
- The nature of sites affected;
- Competing operational demands.

There is no automatic obligation to grit in all circumstances.

7. Prioritisation of Areas

Due to finite resources, the Council will apply a risk-based prioritisation approach.

Priority 1 – Essential Access and Service Delivery

- Entrances, exits and main pedestrian routes to:
  - Town Hall
  - Public toilets
  - Community Hub / Warm Hub
  - Tourist Information Centre
- Steps, ramps, handrails and disabled access routes.
- Areas required for essential service delivery, statutory functions or emergency access.

Priority 2 – High Footfall and Higher-Risk Areas

- Markets and event spaces (when in use).
- Recreation grounds, play areas and sports facilities.
- Primary access routes within Council car parks.
- Known high-risk locations (e.g. shaded areas, slopes, historically problematic locations).

Priority 3 – Secondary Areas

- Low-footfall paths and amenity routes.
- Peripheral or discretionary areas where closure may be more appropriate than treatment.

Where treatment is not reasonably practicable, the Council may temporarily close areas and display warning signage.

8. Operational Principles

The Council will:

- Prioritise pedestrian safety over vehicles.
- Where possible, undertake pre-treatment based on forecasts.
- Use suitable grit/salt materials and equipment.
- Ensure staff and volunteers are trained and appropriately equipped.
- Consider signage and public warnings where practicable.

Risk assessments will be maintained covering:

- Slips, trips and falls.
- Manual handling.
- Adverse weather working.
- Lone working.
- Use of equipment and vehicles.

9. Record Keeping

To support effective management, learning, and insurance requirements, the Council will keep records of:

- Relevant weather warnings and local conditions.
- Decisions to activate or suspend operations.
- Areas treated and approximate times.
- Staffing arrangements.
- Reported incidents, near misses or complaints.

Records will be retained in accordance with the Council's document retention arrangements and insurance expectations.

10. Insurance and Liability

This Policy supports the Council's Public Liability and Employers' Liability insurance arrangements.

The existence of this Policy does not remove the possibility of claims. However, consistent application, proportionate decision-making, documented risk assessments and proper record keeping significantly strengthen the Council's legal and insurance position.

Appendix L

Cyngor Tref y Trallwng | Welshpool Town Council

Welshpool Town Council, Tourist Information Centre, The Vicarage Gardens, Welshpool, SY21 7DD
Tel: 01938 553142 Email: town.clerk@welshpooltowncouncil.gov.uk

Document / Report

Author	Richard Williams Town Clerk & Responsible Finance Officer
Title	Financial Regulations Amendments - Report
Date	15th January 2026

1. **Purpose**
    1. To present Members with updated Financial Regulations 2025–26, highlighting where amendments have been introduced, clarified or strengthened since the version adopted on 28 May 2025.

2. **Background**
    1. Following adoption of the Financial Regulations in May 2025, a detailed review has been undertaken to ensure that the document still reflects current legislation, good practice and the Council's operational arrangements.

3. **Summary**
    1. The amendments to the Financial Regulations include:
        1. clearer annual review requirements for internal controls
        2. introduction of new monthly transaction checking process
        3. movement in deadlines relating to the Budget
        4. refinements to the quotation thresholds and wording for clarity
        5. increase in the internal fund transfer amount
        6. changes in the debit cards process and wording of pre-paid debit cards
        7. reduction in amount of petty cash due to the phasing out
        8. explicit reference to third party certification where salary changes are notified to payroll provider.

4. **Links to Strategic Objectives and Interim Strategic Plan**
    1. None.

5. **Resource & Legal Implications**
    1. The changes strengthen the Council's alignment with:

    1. the Account and Audit (Wales) Regulations 2013;
    2. the Procurement Act 2023; and
    3. the Governance and Accountability for Local Councils in Wales – Practitioners' Guide.
2. Overall, the amendments improve audit resilience, clarity of delegation, and internal control.

6. **Specific Implications**
    1. None.

7. **Recommendation**
    1. To approve the revised Financial Regulations 2025-2026.

8. **Decision**
    1. To resolve to adopt the recommendations as above.

Appendix M

WELSHPOOL TOWN COUNCIL

FINANCIAL REGULATIONS 2025-26 (AS AMENDED)

Contents

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

1. General

1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.

1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.

1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.

1.4. In these Financial Regulations:

- 'Accounts and Audit Regulations' means the regulations issued under Section 39 of the Public Audit (Wales) Act 2004, or any superseding legislation, and then in force, unless otherwise specified.
- "Approve" refers to an online action, allowing an electronic transaction to take place.
- "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
- 'Proper practices' means those set out in *The Practitioners' Guide*
- *Practitioners' Guide* the Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
- "Purchasing Officer" means an officer authorised by the Town Clerk.
- 'Must' and **bold text** refer to a statutory obligation the council cannot change.
- 'Shall' refers to a non-statutory instruction by the council to its members and staff.

1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The RFO;

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and control systems;
- ensures the accounting control systems are observed;
- ensures the accounting records are kept up to date;
- seeks economy, efficiency and effectiveness in the use of council resources; and
- produces financial management information as required by the council.

1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**

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

1.7. In addition, the council shall:

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

2. Risk management and internal control

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk with the RFO shall prepare, for approval by the Council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least once in each quarter, and at each financial year end, a member other than the Chair or a bank signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Council's Finance Committee.

~~2.6.~~2.7. ~~The Council will be appoint members each month~~Each month a member will be appointed by the Finance Committee to verify at least three purchases and transactions made within~~for~~ the accounts produced by the RFO. The member shall sign and date a statement confirming that this activity has taken place and shall be reported to, and noted by the Council's Finance Committee.

~~2.7.~~2.8. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.

3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**

- **day-to-day entries of all sums of money received and expended by the council (documented in the cash book) and the matters to which they relate;**
- **a record of the assets and liabilities of the council.**

3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Return.

3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.

3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices**.

3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.

3.7. The internal auditor shall be appointed by the council ~~or a committee of the council~~ and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.

3.8. The council shall ensure that the internal auditor:

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

3.9. The Internal auditor may not under any circumstances:

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

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

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

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

4. Budget and precept

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

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

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

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

4.5. In appropriate cases, each committee (if any) shall review its draft budget and submit any proposed amendments to the ~~council Finance c~~Finance Committee not later than the end of ~~December~~ November each year.

4.6. The draft budget with any committee proposals and forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the Finance ~~committee~~ Committee in January and a recommendation made to the council.

4.7. Having considered the proposed budget and forecast, the council shall determine its budget requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.

4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**

4.9. The RFO shall **issue the precept to the billing authority no later than the ~~end of February~~date specified by the billing authority** and supply each member with a copy of the agreed annual budget.

4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.

4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the Council.

5. Procurement

5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.

5.2. The Clerk with the RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.

5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.

5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and the Procurement (Wales) Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**

5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:

5.6. For contracts estimated to exceed £30,000 including VAT, the Clerk or RFO shall seek to advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.

5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation[1] regarding the publication of invitations and notices about the award of contracts.**

5.8. For contracts greater than £1,000 but below £30,000 excluding VAT the Clerk ~~or~~, RFO or purchasing officer shall try to obtain at least 3 fixed-price quotes.

5.9. Where the value is between £100 and £1,000 excluding VAT, the Clerk ~~or~~, RFO or purchasing officer shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.

5.10. For smaller purchases, the Clerk, ~~or~~ RFO, or purchasing officer shall seek to achieve value for money.

5.11. **Contracts must not be split to avoid compliance with these rules.**

5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

i. specialist services, such as legal professionals acting in disputes;

ii. repairs to, or parts for, existing machinery or equipment;

iii. works, goods or services that constitute an extension of an existing contract;

iv. goods or services that are only available from one supplier or are sold at a fixed price.

5.13. When applications are made to waive the above~~is~~ financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the Council. Avoidance of competition is not a valid reason.

5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- a purchasing officer, under delegated authority, for any items below the limits set by the Clerk (but must be under £1,000 excluding VAT).
- the Clerk, under delegated authority, for any items below £1,000 excluding VAT.
- the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £2,000 excluding VAT.
- a duly delegated committee of the council for any items between £1,000 to £5,000 excluding VAT.

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

- in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
- the council for all items over £5,000;

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

5.16. No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.

5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.

5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible as soon as practicable thereafter.

5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Welsh Government borrowing approval has been obtained first.

5.20. An official order or letter shall be issued for all work, goods and services where a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Lloyds. The arrangements shall be reviewed from time to time for security and efficiency.

6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council’s bank.

6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO. Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been ‘examined, verified and certified’ by the RFO.

6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.

6.5. All payments shall be made by online banking, in accordance with a resolution of the council, or duly delegated committee, or a delegated decision by an officer, unless the council resolves to use a different payment method.

6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year.

6.7. The Clerk and RFO shall have delegated authority to authorise payments in the following circumstances:

i. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.

ii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee.

iii. Fund transfers within the councils banking arrangements up to the sum of £~~10~~20,000~~, provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee~~.

6.8. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the finance committee who shall recommend to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

7.1. Where internet banking arrangements are made with any bank, the RFO or other officer appointed by the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.

7.2. All authorised signatories shall have access to view the council's bank accounts online.

7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.

7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices if appropriate, shall be sent by email to authorised signatories.

7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.

7.6. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.

7.7. Evidence shall be retained showing which members approved the payment online and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.

7.8. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every ~~two years~~year.

7.9. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at ~~least every two years~~the annual meeting.

7.10. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk and the RFO. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every three years.

7.11. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

7.12. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Cheque payments

8.1. Cheques or orders for payment in accordance in accordance with a resolution or delegated decision shall be signed by two members and countersigned by the Clerk.

8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.

8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

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

9. Payment cards

9.1. Any Debit Card issued for use will be specifically restricted to the Clerk, ~~and the RFO~~ ~~or authorised purchasing officer~~ and will also be restricted to a single transaction maximum value of £~~500~~ 1000 unless authorised by council or finance committee in writing before any order is placed.

9.2. A pre-paid debit card may be issued to ~~employees~~ authorised purchasing officers with varying limits. These limits will be set by the ~~council~~Clerk and must not exceed £1000. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.

9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and RFO and any balance shall be paid in full each month.

9.4. Personal credit or debit cards of members or staff shall not be used under any circumstances.

10. Petty Cash

10.1. The RFO shall maintain a petty cash float of no more than £~~250~~ 100 and may provide petty cash to officers for the purpose of defraying operational and other expenses.

a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.

b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.

11. Payment of salaries and allowances

11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**

11.2. **Guidance issued by the Independent Remuneration Panel for Wales in relation to the taxation of councillor allowances must be fully adhered to.**

11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council.

11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the finance committee to ensure that the correct payments have been made.

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

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

~~11.8.~~ 11.9. Any notification to the Councils payroll provider to alter or change staff gross pay, emoluments or terms and conditions ~~which affects the Clerk or the RFO~~ shall be certified by the Chair of the Finance & Governance Committee that those changes are authorised by Council, prior to submission to the payroll provider~~.~~

12. Loans and investments

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

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

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

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

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

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

13. Income

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

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

13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records and minutes.

13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

13.5. Personal cheques shall not be cashed out of money held on behalf of the council.

13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and any repayment claim under section 33 of the VAT Act 1994 shall be made quarterly and at least annually at the end of the financial year.

13.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

13.8. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.

14. Payments under contracts for building or other construction works

14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

15.1. The officer in charge of each department shall be responsible for the care and custody of stores and equipment in that department.

15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

15.4. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

16. Assets, properties and estates

16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2. The ~~RFO~~ Clerk shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit (Wales) Regulations.

16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £250. In each case a written report shall be provided to council.

17. Insurance

17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

17.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers in consultation with the Clerk.

17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

18. Charities

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

19. Suspension and revision of Financial Regulations

19.1. The council shall review these Financial Regulations annually and following any change of clerk or RFO.

19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

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

Appendix N

Cyngor Tref y Trallwng | Welshpool Town Council

Welshpool Town Council, Tourist Information Centre, The Vicarage Gardens, Welshpool, SY21 7DD
Tel: 01938 553142 Email: town.clerk@welshpooltowncouncil.gov.uk

Document / Report

Author	Richard Williams Town Clerk & Responsible Finance Officer
Title	Petty Cash & Debit Cards - F&G
Date	15th January 2026

1. **Purpose**
    1. To seek Committee consideration and approval for the phased withdrawal of the Council's petty cash system and the introduction of pre-paid debit cards for authorised purchasing officers, in order to modernise payment processes, strengthen financial controls, and reduce risk.

2. **Background**
    1. The Council currently operates a petty cash system to facilitate small, low-value operational purchases. While petty cash can provide flexibility, it presents inherent risks and administrative burdens, including:
        1. increased exposure to loss, theft, or error,
        2. weaker audit trails compared to electronic transactions,
        3. increased staff time spent administering and evidencing transactions.
    2. As part of the recent review of the Council's Financial Regulations, opportunities have been identified to reduce reliance on cash handling and move towards more secure, transparent and auditable purchasing methods.
    3. Pre-paid debit cards are now widely used across the local government sector as a controlled alternative to petty cash, enabling small purchases to be made quickly while retaining full electronic records and oversight.

3. **Advice**
    1. It is proposed that the Council phases out petty cash, retaining a smaller amount (£100) for emergencies and where absolutely neccessary and instead introduces pre-paid debit cards for authorised purchasing officers, to be used for low value-operational purchases where invoicing does not exist or is not appropriate.
    2. Under this approach:
        1. Cards would be issued only to authorised purchasing officers specifically authorised by the Town Clerk
        2. Each card would have a defined spending limit

3. Cards would not permit cash withdrawals
4. All transactions would be visible electronically and supported by receipts.
5. Spending would continue to be reported to Members through the normal financial reporting process along with monthly reconcillaition.

4. Links to Strategic Objectives and Interim Strategic Plan

1. None.

5. Resource & Legal Implications

1. There is no significant direct cost to the Council beyond card administration fees. There are a few providers on the market which offer the facility, including Lloyds Bank which offer 'charge cards'.
2. The proposals are expected to:
    1. reduce administrative time spent on petty cash management, and
    2. lower the risk or loss or misuse of funds.
3. The proposal supports the Council’s duties under the Accounts and Audit (Wales) Regulations to maintain effective systems of internal control.

6. Specific Implications

1. **Risk Management -** seeks to mitigate Risk 7 (cash handling).

7. Recommendation

1. To approve the phasing out of petty cash to level set by Financial Regulations; and
2. 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.

8. Decision

1. To resolve to adopt the recommendations as above.

Appendix O

Llywodraeth Cymru
Welsh Government

Clerks of Community and Town Councils

17 December 2025

Dear Clerk,

Appropriate Sum under Section 137(4)(a) of the Local Government Act 1972 -

Section 137 Expenditure Limit for 2026-27

This is to notify you that the appropriate sum for the purposes of section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for Community and Town Councils in Wales for the financial year 2026-27 is £11.60.

Section 137(1) of the 1972 Act permits each Community or Town Council to incur expenditure for purposes for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure incurred. Community and Town Councils are also permitted under section 137(3) to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2026-27 will be £11.60 per elector.

For the financial year 2026-27, the appropriate sum for the purposes of section 137(4)(a) is calculated by applying the formula set out in Schedule 12B to the 1972 Act. The Retail Prices Index increased by 4% between September 2024 and September 2025. This means that, by application of the formula, the appropriate sum for the financial year 2026-27 increases from £11.10 to £11.60 per elector.

For clarity, the Local Government and Elections (Wales) Act 2021 includes provision which enables ‘eligible community councils’ to exercise the General Power of Competence. The power for Community and Town Councils to exercise the General Power of Competence came into force on 5 May 2022.

Welsh Government / Llywodraeth Cymru
Cathays Park / Parc Cathays,
Cardiff / Caerdydd. CF10 3NQ

Llywodraeth Cymru
Welsh Government

The relevant ***statutory guidance for community and town councils*** explains the interaction between the two powers (i.e. the general power of competence and the power under s.137 of the 1972 Act). Community and town councils exercising the General Power of Competence are not subject to an expenditure limit, but other conditions apply. For all other community and town councils, the limit set out in this letter will apply.

Yours sincerely

Martin Bull
Local Government Finance Policy & Sustainability Division

Appendix P

Cyngor Tref y Trallwng | Welshpool Town Council

Welshpool Town Council, Tourist Information Centre, The Vicarage Gardens, Welshpool, SY21 7DD
Tel: 01938 553142 Email: town.clerk@welshpooltowncouncil.gov.uk

Document / Report

Author	Richard Williams Town Clerk & Responsible Finance Officer
Title	Digital Engagement Report - Q3
Date	13th January 2026

1. **Purpose**
    1. To inform the Committee of the Council's digital engagement performance over Quarter 3 (1st October to 31st December 2025), based on website analytics and Facebook insights.

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

3. **Website Performance**
    1. Our website performance grew compared to previous periods due to the installation of tracking metrics.
    2. In summary there was 6,600 active users in the period with 21,000 page views.
    3. The most popular pages where the Council's meeting calendar and councillors.

4. **Social Media Performance**
    1. This quarter saw a dramatic increase in views and engagement, largely driven by well-performing event and news-related posts.
    2. This quarter saw:
        1. 336,941 total views (+22.3%)
        2. 30,704 viewers (new metric)
        3. 1,454 content interactions (-16.5%)
        4. 5,446 page visits (-9.6%)
        5. 114 new followers (-7.3%)
    3. Top performing posts by views were a reminder about the Free Festive Parking which saw 15,036 views; hiring new staff which saw 12,921 views and Santa visiting children which saw 4,360 views.

5. Conclusion

1. Quarter 3 has shown an uplift in digital engagement across both the website and Facebook, however a reduction in new visitors and interaction with content compared to the last quarter.

6. Decision

1. To note for information only.