Cyngor Tref Trallwng
Welshpool Town Council

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

Minutes of the Full Council held on 26/11/2025 6:30pm in Council Chamber, Welshpool Town Hall.

PRESENT:

Cllr Alison Davies
Cllr Dr Ben Gwalchmai
Cllr Carol Robinson
Cllr Chris Davies
Cllr Jackson Quarrell
Cllr Morag Bailey
Cllr Nick Howells
Cllr Phil Owen
Cllr Phil Pritchard
Cllr Richard Church
Cllr Revd William Rowell

Apologies for absence:

Cllr David France
Cllr Estelle Bleivas
Sally Fitzgerald

Absent:

Cllr Julie Arnold

Also in attendance:

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

FC261125/1. WELCOME AND APOLOGIES FOR ABSENCE

His Worship the Mayor, Cllr Phil Owen welcomed all to the meeting. Apologies for absence were received from Cllrs David France, Estelle Bleivas and Sally Fitzgerald.

FC261125/2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

The following interests were declared:

Item	Councillor	Type	Reason
8.1	Chris Davies	Personal	Daughter is employed by the Council and would be affected by the recommendation.

FC261125/3. PUBLIC PARTICIPATION

None

FC261125/4. TOWN MAYOR'S REPORT - NOVEMBER 2025

The Mayor gave an update and explained that November has been very full on with events such as Fireworks, Remembrance and White Ribbon and conveyed his thanks to all the staff and councillors who had been involved.

The Mayor also referenced the previous meeting and urged those present to respect the democratic process and work together for the good of the town.

FC261125/5. COUNTY COUNCIL AND COUNTY COUNCILLOR UPDATES

County Cllr Richard Church reported that that an increase in litter had been observed along the canal towpath since KFC and Starbucks had opened in Buttington. A discussion also took place regarding the loss of car parking provision at the site for walkers and the Town Clerk confirmed that the Events & Planning Committee would discuss this as a planning enforcement issue in January.

FC261125/6. MINUTES AND MATTERS ARISING

FC261125/6.1 Previous Minutes

An amendment was proposed to correct the erroneous duplication of a seconder in FC221025/10.

RECOMMENDED
To approve as amended above, the minutes from the meeting of the Full Council on 22/10/2025.

WTCM406 - Proposed by Cllr Morag Bailey, seconded by Cllr Alison Davies. A recorded vote was requested.

For: Alison Davies, Dr Ben Gwalchmai, Carol Robinson, Jackson Quarrell, Morag Bailey, Nick Howells, Phil Owen, Richard Church
Against: Phil Pritchard
Abstain: Chris Davies, Revd William Rowell

FC261125/6.2 Matters Arising

The Town Clerk reported that all actions were either in progress or complete.

FC261125/7. COMMITTEES - MINUTES

FC261125/7.1 Events & Planning Committee - November 2025

The Chair of the Committee, Cllr Chris Davies ran through the minutes and offered to answer any questions.

FC261125/8. COMMITTEES - RECOMMENDATIONS

FC261125/8.1 Finance & Governance Committee - November 2025

The Chair of the Committee, Cllr Morag Bailey ran through the minutes and offered to answer any questions. She referred to the two recommendations made to Council which were listed on the agenda.

A discussion took place between members and Cllr Chris Davies declared an personal interest.
Cllr Nick Howells left the meeting due to technical issues.

A recorded vote was held on the recommendation relating to the Festive Closure Period which would

have approved two additional days of paid leave for staff on the 31st December 2025 and 2nd January 2026.
For: Jackson Quarrell, Phil Owen, Phil Pritchard, William Rowell (4)
Against: Alison Davies, Dr Ben Gwalchmai, Carol Robinson, Morag Bailey, Richard Church (5)
Abstain: None

Cllr Phil Pritchard left the meeting.

An alternative motion was proposed and seconded which would be to approve one additional day of paid leave for staff on the 31st December 2025 and this was accepted. The remaining recommendation was also proposed and seconded and accepted.

RESOLVED
To approve one additional day of paid leave for staff on the 31st December 2025.

WTCM407 - Proposed by Cllr Dr Ben Gwalchmai, seconded by Cllr Jackson Quarrell

RECOMMENDED
To approve and adopt the FOI Publication Scheme.

WTCM408 - Proposed by Cllr Morag Bailey, seconded by Cllr Alison Davies

FC261125/9. FINANCE

FC261125/9.1 Council Accounts (October - Period 7)

Councillors noted the financial reports.

FC261125/9.2 Payment of Invoices - November

Councillors thanked the Town Clerk for the new format for presentation of payment of invoices.

RESOLVED
To approve payment of invoices for November 2025.

WTCM409 - Proposed by Cllr Revd William Rowell, seconded by Cllr Alison Davies

FC261125/10. BUDGET 2026/2027 - DRAFT 2

The Town Clerk summarised the changes and thanked all councillors for working on the draft budget to date. He explained that a third draft would be considered by all committees and ultimately Council in January where the precept would also be set.

FC261125/11. OTHER MATTERS

FC261125/11.1 Remembrance 2026 - Band

The Town Clerk explained that due to the short timescales, the Council was considering this item instead of the Events & Planning Committee. A discussion took place between members and they agreed that the inclusion of some elements of a band this year was a welcome addition.

RESOLVED
To approve the booking of a band for Remembrance 2026 at the cost of £1200.

WTCM410 - Proposed by Cllr Revd William Rowell, seconded by Cllr Jackson Quarrell

FC261125/11.2 Civic and Ceremonial Working Group

The Town Clerk explained the background to the group and hoped it would examine areas of historic civic and ceremonial aspects which the Council previously did whilst also exploring that is appropriate in the modern age. Members supported the request and suggested that Cllrs Estelle Bleivas, Jackson Quarrell, William Rowell, Alison Davies, Carol Robinson and the Mayor sit on the group.

RESOLVED
That a working group of Cllrs Estelle Bleivas, Jackson Quarrell, William Rowell, Alison Davies, Carol Robinson and the Mayor be established to work with the officers on civic and ceremonial matters.

WTCM411 - Proposed by Cllr Revd William Rowell, seconded by Cllr Morag Bailey

FC261125/11.3 Car Parking Trial

The Town Clerk summarised the report and explained that this topic was being explored by other towns in Powys and wanted to ensure that Welshpool had an opportunity to pursue similar opportunities.

A discussion took place on the merits and disadvantages of the scheme and it was proposed to defer consideration until after an evaluation had been undertaken of the four free parking days over the festive period and requested that the Town Clerk brought the report back for consideration in January.

RESOLVED
To defer consideration of the report until January 2026.

WTCM412 - Proposed by Cllr Morag Bailey, seconded by Cllr Alison Davies

FC261125/12. OUTSIDE BODIES

FC261125/12.1 OVW AGM

The Town Clerk explained the background to the item and members elected Cllr Alison Davies to attend and discussed the proposed motions.

RESOLVED
To elect Cllr Alison Davies to attend the One Voice Wales Annual General Meeting (AGM) on the 21st January 2026 and vote on the proposed motions on behalf of the Council.

WTCM413 - Proposed by Cllr Morag Bailey, seconded by Cllr Phil Owen

FC261125/12.2 Other Outside Bodies

Cllr Morag Bailey reported that she had attended her first meeting as additional community governor at Welshpool Church in Wales Primary School.

The Town Clerk reported that members will need to meet as the R U Sayce Trust in January to discuss financial issues.

FC261125/13. DATE OF NEXT MEETING

The next meeting of Full Council will be held on 10th December 2025 at 6:30pm and will be followed by festive refreshments - an invitation was made to all councillors, staff and their spouses.

FC261125/14. 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.

WTCM414 - Proposed by Cllr Revd William Rowell, seconded by Cllr Alison Davies

FC261125/15. OPERATIONS & DEVELOPMENT COMMITTEE - NOVEMBER 2025

In the absence of the Chair, the Town Clerk summarised the recommendation made by the committee in relation to Meals on Wheels.

RESOLVED
To approve the transfer of Meals on Wheels Service to Welshpool Community Haven (Charity No. 1207827) on an agreed date, under the terms of the draft Service Transfer Agreement;
To authorise the Town Clerk to finalise the Transfer Agreement on behalf of the Council; and
To authorise the Town Clerk to oversee implementation, including staff and data transfer, vehicle arrangements, and any transitional support as required

WTCM415 - Proposed by Cllr Morag Bailey, seconded by Cllr Revd William Rowell

FC261125/16. LAND ADJ TO YOUTH CENTRE

The Town Clerk explained the previous decision relating to the land and after discussions with the interested party had asked Council to vary the agreement made.

RESOLVED
To authorise the Town Clerk to enter into negotiations with The Feathers Association for a ten year lease with an option to renew over the portion of the land for use as a skatepark and recreational space and to draft and agree such Heads of Terms as appropriate, with the final lease approval reserved to Council.

WTCM416 - Proposed by Cllr Revd William Rowell, seconded by Cllr Alison Davies

The meeting finished at 20:41.

Signed: Dated:

Councillor (Chair)

Decision/Action Log

ID		Assigned
WTCM406	**RECOMMENDATION** **FC261125/6.1 Previous Minutes** To approve as amended above, the minutes from the meeting of the Full Council on 22/10/2025.	Town Clerk & Responsible Finance Officer
WTCM407	**RESOLUTION** **FC261125/8.1 Finance & Governance Committee - November 2025** To approve one additional day of paid leave for staff on the 31st December 2025.	Town Clerk & Responsible Finance Officer

ID		Assigned
WTCM408	**RECOMMENDATION** **FC261125/8.1 Finance & Governance Committee - November 2025** To approve and adopt the FOI Publication Scheme.	Town Clerk & Responsible Finance Officer
WTCM409	**RESOLUTION** **FC261125/9.2 Payment of Invoices - November** To approve payment of invoices for November 2025.	Town Clerk & Responsible Finance Officer
WTCM410	**RESOLUTION** **FC261125/11.1 Remembrance 2026 - Band** To approve the booking of a band for Remembrance 2026 at the cost of £1200.	Town Clerk & Responsible Finance Officer
WTCM411	**RESOLUTION** **FC261125/11.2 Civic and Ceremonial Working Group** That a working group of Cllrs Estelle Bleivas, Jackson Quarrell, William Rowell, Alison Davies, Carol Robinson and the Mayor be established to work with the officers on civic and ceremonial matters.	Town Clerk & Responsible Finance Officer
WTCM412	**RESOLUTION** **FC261125/11.3 Car Parking Trial** To defer consideration of the report until January 2026.	Town Clerk & Responsible Finance Officer
WTCM413	**RESOLUTION** **FC261125/12.1 OVW AGM** To elect Cllr Alison Davies to attend the One Voice Wales Annual General Meeting (AGM) on the 21st January 2026 and vote on the proposed motions on behalf of the Council.	Town Clerk & Responsible Finance Officer
WTCM414	**RESOLUTION** **FC261125/14 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
WTCM415	**RESOLUTION** **FC261125/15 Operations & Development Committee - November 2025** To approve the transfer of Meals on Wheels Service to Welshpool Community Haven (Charity No. 1207827) on an agreed date, under the terms of the draft Service Transfer Agreement; To authorise the Town Clerk to finalise the Transfer Agreement on behalf of the Council; and To authorise the Town Clerk to oversee implementation, including staff and data transfer, vehicle arrangements, and any transitional support as required	Town Clerk & Responsible Finance Officer
WTCM416	**RESOLUTION** **FC261125/16 Land Adj to Youth Centre** To authorise the Town Clerk to enter into negotiations with The Feathers Association for a ten year lease with an option to renew over the portion of the land for use as a skatepark and recreational space and to draft and agree such Heads of Terms as appropriate, with the final lease approval reserved to Council.	Town Clerk & Responsible Finance Officer

List of Payments Approved by Council
As required by Financial Reg 6.8

Date	Invoice No.	Ref No.	Detail	Total
AA Catering Disposables Ltd [AACATER]				
19/11/2025	IN061666	6082	Foil trays etc MoW	£208.49
Alan Thomas Electrical [ALANTHOMAS]				
14/11/2025	1331	6055	christmas light elect test	£600.00
Arts Alive [ARTS]				
07/10/2025	FP-141	6002	Flicks in the Sticks Oct 25	£180.00
05/11/2025	FP-261	6073	screening of Bonhoeffer 3rd No	£180.00
Autorama Vanarama [AUTORAMA] - paid by Direct Debit				
15/10/2025	OCT	6012	October autorama	£58.82
British Gas Trading Limited [BGAS] - paid by Direct Debit				
31/10/2025	803901914	6033	Electric M+B	£12.60
07/11/2025	725772410	6062	electric AHC Oct	£889.21
Border Janitorial Supplies LTD [BORDER]				
23/10/2025	240262	5998	Cleaning Materials TH	£167.35
Fiddes & Son Ltd T/A Bowcom [BOW]				
06/11/2025	SI32525	6060	line marking paint	£400.14
Boys & Boden Ltd [BOYS]				
22/10/2025	W/357485	5999	Silicon etc	£13.10
05/11/2025	W/359166	6046	bark for memorial garden	£257.15
13/11/2025	PW/339979	6076	Grey valve for toilet	£30.73
Charlies Stores Ltd [CHARLIES]				
23/10/2025	01790	6074	Stilh Hedge Cutter	£954.96
23/10/2025	SI 0526	6075	Stihl Battery Expansion	£759.98
Charlies AG &Turf Limited [CHARLIESAG]				
18/11/2025	127841	6083	Van repairs Nov 2025	£60.95
C&L 24HR Emergency Drainage Ltd [CLDRAIN]				
01/11/2025	SI-6022	6042	Water Leak Fixes	£2,742.00
D & R Corfield [CORFIELD]				
27/10/2025	RENT2526	6006	Rent of Country Park 2025/26	£500.00
Derand Ltd [DERAND]				

Date	Invoice No.	Ref No.	Detail	Total
29/10/2025	0183148	6015	Christmas Lights Installatoin	£11,120.40
Enconvo UK Ltd [ENREACH] - paid by Direct Debit				
31/10/2025	434882	6030	Telephone Oct 25	£603.82
Grenke Leasing Ltd [GRENKE] - paid by Direct Debit				
01/10/2025	170010398OCT	6009	Q2 photocopier lease	£1,680.01
01/10/2025	0000441243/2025	6010	Monthly telephone rental Octob	£81.60
Hardings Shed and Garden Supplies [HARDINGS]				
31/10/2025	202500001802	6031	Fuel Oct	£81.70
HM Land Registry [HMLR] - paid by Direct Debit				
14/10/2025	OCT1	6021	HMLR official copies Oct	£21.00
28/10/2025	OCT3	6024	HLMR official copies CYM500394	£14.00
HMRC - PAYE [HMRC]				
17/11/2025	TAX NOV 2025	6064	tax paye november 2025	£7,044.51
John Deere Financial [JOHNDEERE] - paid by Direct Debit				
30/10/2025	JD OCT	6026	Tractor Finance October	£667.76
30/10/2025	JD OCT 2	6028	Tractor Finance October 2	£10.00
Jolly's Circus [JOLLY]				
14/10/2025	002	5985	Jollys Circus Winter Fest '25	£500.00
Legal & General (Pensions) [LEGALGEN] - paid by Direct Debit				
17/11/2025	NOV 2025	6067	staff pension l&g nov 25	£0.00
Lex Autolease Limited [LEXAUTO] - paid by Direct Debit				
16/10/2025	MIN7828604	6001	Black van lease	£532.68
19/10/2025	RFI1245308	6003	Van Road Fund Recharge	£12.00
17/11/2025	MIN7900508	6072	tipper lease dec 25	£708.18
Links Electrical [LINKS]				
31/10/2025	01076015	6034	LEC Bulbs	£13.37
LLoyds Bank Cardnet [LLOYDS1] - paid by Direct Debit				
14/10/2025	CN OCT	6020	CardNet Fees October	£72.69
Lloyds Bank Credit Card [LLOYDS2] - paid by Direct Debit				
27/10/2025	OCT	6022	spotify	£572.20
LLoyds Bank Charges [LLOYDS3] - paid by Direct Debit				
28/10/2025	OCT25	6023	Lloyds Bank Charges October	£82.71

Date	Invoice No.	Ref No.	Detail	Total
Lloyds Bank Debit Card [LLOYDS4]				
13/10/2025	9072396330	5987	RM Newsletter Oct 25	£240.60
20/10/2025	4888255	5988	Posters for WF+F	£130.78
13/10/2025	4876642	5989	Newsletter Print Oct 25	£474.95
13/10/2025	INV622065	5990	S137 Equipment for CF	£708.99
21/10/2025	37805519	6000	Christmas Story Books	£300.00
22/10/2025	9074386030	6004	Loval Handover Service	£27.00
26/10/2025	INV327344244	6005	Zoom workplace licence	£129.90
01/10/2025	REEVOOCT	6008	Scarfs and jewllery Oct	£186.48
20/10/2025	CTC5	6016	Planning Aid Wales Training KW	£40.00
20/10/2025	139735	6068	New flags for TH	£218.34
27/10/2025	FBADS-479-105028756	6069	Fireworks event advertising	£12.00
07/11/2025	FBADS-479-105069810	6070	Fireworks event advertising 2	£7.98
M A Roberts Groundworks and Construction [MARGR]				
17/11/2025	176	6079	New bench pads for Dol & Vic	£1,200.00
Morgan Fire & Security Systems Ltd [MFSS]				
03/11/2025	1133272	6039	Alarm Monitoring AHC	£126.07
Mid Wales Sign & Print Ltd [MWSIGN]				
21/08/2025	INV-12231	6078	Community board names	£0.00
National Express Ltd [NATEXP]				
31/10/2025	B44220251031	6049	nat ex october	£561.29
Nick Roberts [NROBERTS]				
22/10/2025	3017	5997	additional electrical sockets	£180.00
Office Express UK [OFFICEEX]				
31/10/2025	2016	6041	Paper and Planners	£151.91
One Voice Wales [ONEVOICE]				
28/10/2025	10181	6035	Councillor Training	£42.00
14/11/2025	10254	6056	training code of conduct WR	£42.00
12/11/2025	10242	6057	training nature PM AD	£42.00
Owen???s of Oswestry Coaches Ltd. [OWENC]				
31/10/2025	OCT25	6032	Owens Coaches Oct	£7,599.00
Powys County Council [PCC1]				

Date	Invoice No.	Ref No.	Detail	Total
30/10/2025	TIC RATES 2	6027	TIC and Office Rates Additiona	£1,607.79
05/11/2025	20251924	6036	Hire of Ch St Car Park Dec 25	£819.30
05/11/2025	20251923	6037	Hire of Ch St Car Park Dec 25	£371.50
06/11/2025	40034441	6059	trade waste TH Oct	£107.85
Powys Pension Fund [PCC2]				
17/11/2025	NOV 2025	6066	pcc pension fund nov 25	£475.30
Powysland Club [PCLUB]				
13/11/2025	INV131125	6080	Purchase of books for TIC	£96.00
Phils Tool Hire [PHILSTOO]				
05/11/2025	01792	6038	Equipment hire	£199.80
The Pink Laundry [PINKLAUND]				
19/11/2025	INV-0220	6081	dry cleaning tablecloths Nov	£42.00
Playdale Playgrounds Ltd [PLAYDALE]				
21/10/2025	062665	5994	062665/WPO6/Repair Country Par	£448.19
29/10/2025	0000062802	6040	Basket Seat, Secondary support	£2,388.62
POS Terminal Rent [POS] - paid by Direct Debit				
30/10/2025	OCT POS	6025	October POS rental	£29.40
G F Potter [POTTERS]				
31/10/2025	61932	6047	waste collection potters oct	£163.84
Permanent Recruitment Solutions [PRS]				
20/10/2025	6903	5995	Cleaning Supply w/e 19th Oct	£412.22
28/07/2025	6667	6029	Cleaning Costs 28/7/25	£542.40
03/11/2025	6944	6058	cleaning supply W/E 2nd Nov	£520.70
10/11/2025	6953	6061	cleaning supply W/E 9th Nov	£520.70
18/11/2025	6980	6071	Cleaning Supply W/E 16th Nov	£499.01
TA & J Ratledge [RATLEDGE]				
14/10/2025	01688	5986	Childrens disco halloween '25	£200.00
Royal British Legion [RBL]				
07/11/2025	NOV 25	6045	4 poppy wreaths	£110.00
RCI Financial Services Ltd [RCI] - paid by Direct Debit				
01/11/2025	83466131	6043	MoW van lease Nov	£252.85
Sefe Energy [SEFE] - paid by Direct Debit				

Date	Invoice No.	Ref No.	Detail	Total
14/10/2025	INV03987956	6007	Day Centre Gas Bill Oct 25	£166.40
14/10/2025	INV03987970	6014	Town Hall Gas Sept 2025	£894.93
Staff Salaries [STAFF]				
17/11/2025	NOV 2025	6063	staff salaries november 2025	£20,328.47
Swift Maintenance Services Ltd [SWIFT]				
16/10/2025	2037424	5996	Inspection of Equipment after	£162.00
31/10/2025	2037608	6048	2037608/WPO7/PPM repairs quote	£1,108.22
Hutchison 3G UK Limited [THREEBUS] - paid by Direct Debit				
01/11/2025	987745022038	6044	Mobile phones Nov	£56.41
Total Energies Gas & Power Limited [TOTAL E] - paid by Direct Debit				
07/11/2025	394407447/25	6052	electric TH oct	£3,288.17
07/11/2025	394407711/25	6053	electric TIC and Toilets Oct	£661.17
07/11/2025	394407250/25	6054	electric Office oct	£111.85
Linked Technology Limited [UMICRO] - paid by Direct Debit				
01/11/2025	INV-005256	6050	IT support nov	£298.78
01/11/2025	INV-005257	6051	AP management Nov	£16.74
Universal Fire Protection Ltd [UNIVFIRE]				
24/10/2025	9967	6017	Fire Alarm System Check TH	£192.00
24/10/2025	9968	6018	Fire Alarm Check AHC	£84.00
24/10/2025	9969	6019	Fire Alarm System Check TIC	£72.00
Wrexham Concert Band [WREXHAM]				
22/10/2025	28	5993	Drummer for Remembrance 091125	£250.00