Welshpool Town Council, The Vicarage Gardens, Welshpool, Powys, SY21 7DD
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Minutes of the Events & Planning Committee held on 02/09/2026 6:30pm in Council Chamber, Welshpool Town Hall.

PRESENT:

Cllr Chris Davies (Chair)
Cllr Estelle Bleivas
Cllr Jackson Quarrell
Cllr Kelly Meredith
Cllr Morag Bailey
Cllr Phil Owen
Cllr Revd William Rowell

Apologies for absence:

Cllr Nick Howells

Absent:

Cllr Dr Ben Gwalchmai

Also in attendance:

Cllr Phil Pritchard
Kimberly Wright - Events & Markets Manager

EP020926/1. WELCOME, CODE OF CONDUCT AND APOLOGIES FOR ABSENCE

The Chair welcomed all those present to the meeting and reminded all attendees to show respect for all throughout the meeting. Apologies received by Cllr Nick Howells.

EP020926/2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None.

EP020926/3. PUBLIC PARTICIPATION

None.

EP020926/5. MINUTES AND MATTERS ARISING

EP020926/5.1 Previous Minutes

Cllr Phil Pritchard asked if Minutes could be numbered.

RESOLVED
To approve the minutes from the meeting of the Events & Planning Committee on 01/07/2026

WTCM824 - Proposed by Cllr Morag Bailey, seconded by Cllr Jackson Quarrell

EP020926/5.2 Matters Arising

All items are on the agenda this evening or have been completed

EP020926/5.3 Previous Minutes

Cllr Bill Rowell and Cllr Morag Bailey thanked the Events and Market Manager for her minutes.

RESOLVED
To approve the minutes from the meeting of the Events & Planning Committee on 12/08/2026

WTCM825 - Proposed by Cllr Revd William Rowell, seconded by Cllr Morag Bailey

EP020926/5.4 Matters Arising

Planning comments have been submitted.

EP020926/6. TOURISM & ECONOMIC DEVELOPMENT

EP020926/6.1 Information Centre - July & August 2026

The Information Centre manager was not present at the meeting. Any questions deferred to the next meeting.

EP020926/6.2 Visit Welshpool

Councillors are impressed with the Visit Welshpool app, website and branding.

RECOMMENDED
To note the progress made across the four strands of the Visit Welshpool programme;
To approve the launch of the Visit Welshpool mobile application and website;
To approve the Visit Welshpool branding guidelines and authorise officers to produce branded content and progress the Town Guide within the approved budget;
To note that the first Business Forum will be held at the Royal Oak at the end of September 2026 and that invitations will be issued to local businesses; and
To note the progress of the Voucher Scheme design competition and that the Mayor will judge the entries

WTCM826 - Proposed by Cllr Revd William Rowell, seconded by Cllr Phil Owen

EP020926/6.3 Bedroom Browser 2027/2028

Councillors agreed that the advertisement would be a good boost to the Town. If the QR code is used, this will determine how many people used the advert to access the app.

RECOMMENDED
To agree to a Quarter Page (135mm x 95mm) insert in the Bedroom Browser 2026/2027 for £425 + VAT and to include elements relating to Visit Welshpool.

WTCM827 - Proposed by Cllr Morag Bailey, seconded by Cllr Phil Owen

EP020926/7. BUSINESS PLANNING & FINANCIAL MATTERS

EP020926/7.1 Interim Strategic Plan Action Plan

Councillors agreed it is good to see things 'in progress'.
Cllr Jackson Quarell suggested adding a facility to link volunteers to good causes.

EP020926/7.2 Budget and Committee Finance (Months 4 and 5)

Cllr Morag Bailey reminded the Committee to prioritise for future events as most expenditure falls in Autumn/Winter

EP020926/8. EVENTS

EP020926/8.1 Summer Cinema & Craft Session

The Events Manager updated the Committee on the recent cinema and craft session. 35 tickets were sold, and 25 attended on the day. Three tables of craft for all to enjoy. Everyone enjoyed the experience and would love to see it return.

EP020926/8.2 Carnival

Those who attended the public meeting agreed they would like to join the Carnival Committee.
Cllr Phil Owen said that inviting other groups/organisations would be advantageous. Input from other organisations would make it stronger, as with the Town Hall bid. Groups such as the young farmers will need plenty of notice.
Councillors agreed that the layout of the event this year was wrong and needs to be addressed for 2027.
Councillors also agreed that the Carnival should take place during the May Bank holiday weekend, with the day to be confirmed.

RESOLVED
To arrange a public meeting by mid October to discuss the Carnival and to invite local groups and organisations. Carnival to be held over the May Bank Holiday weekend with the date to be confirmed.

WTCM828 - Proposed by Cllr Morag Bailey, seconded by Cllr Estelle Bleivas

EP020926/8.3 Halloween parade and party 2026

Councillors were concerned about the 'best dressed' competition. Cllr Kelly Meredith agreed to give the Events Manager 'rules' for such a competition, used at one of their events.
Councillors agreed that sponsorship should be looked into for the event.
Councillors went through the Officers' recommendations one by one.

RESOLVED
To ask officers to investigate sponsorship for the Halloween Parade and Party.

WTCM829 - Proposed by Cllr Morag Bailey, seconded by Cllr Chris Davies

RESOLVED
Use a free packet of sweets as a prize for dressing up. To approach Mollies for sponsorship.

WTCM830 - Proposed by Cllr Phil Owen, seconded by Cllr Morag Bailey

RESOLVED
To authorise officers to purchase additional refreshments, popcorn, juice/pop, crisps and a

healthy option to an amount not exceeding £150.

WTCM831 - Proposed by Cllr Revd William Rowell, seconded by Cllr Phil Owen

RESOLVED
To organise a raffle and use existing Halloween novelty cups and plushies as prizes.

WTCM832 - Proposed by Cllr Morag Bailey, seconded by Cllr Revd William Rowell

RESOLVED
To delegate the Halloween Parade and Party Best Dressed Competition to the Events and Markets Manager in consultation with Cllr Bill Rowell and Cllr Morag Bailey.

WTCM833 - Proposed by Cllr Morag Bailey, seconded by Cllr Estelle Bleivas

RESOLVED
To delegate the selection of the Carnival King/Queen and attendants to the Events and Markets Manager in consultation with Cllr Bill Rowell and Cllr Morag Bailey.

WTCM834 - Proposed by Cllr Morag Bailey, seconded by Cllr Estelle Bleivas

RESOLVED
To accept the quote form Ian Tulloch for PA services for the Halloween Parade and Party for £200.

WTCM835 - Proposed by Cllr Revd William Rowell, seconded by Cllr Jackson Quarrell

EP020926/8.4 Paranormal Evening

Councillors agreed that if this event is to take place, it must be done well.
Cllr Bill Rowell suggested that this time of year was too busy to add another event.
Cllr Phil Pritchard left the meeting
Cllr Estelle Bleivas left the meeting.

RESOLVED
To defer this item until January 2027

WTCM836 - Proposed by Cllr Morag Bailey, seconded by Cllr Phil Owen

EP020926/8.5 Remembrance Services 2026

The Events manager informed the committee that a meeting took place with Royal British Legion representatives. It was agreed that it would be best to drop the Friday service at the Memorial Garden, keep Remembrance Sunday as it is, and move the 11th of November service to the Memorial Garden. Cllr Bill Rowell said that people would miss the Town Hall service, and to perhaps look at it again for 2027.

RECOMMENDED
To confirm the new dates and times suit local schools for the Remembrance events and to refer to Full Council for approval.

WTCM838 - Proposed by Cllr Revd William Rowell, seconded by Cllr Morag Bailey

EP020926/8.6 Fireworks 2027

The Events Manager informed the committee that there is an income from stall holders. So far, a total of £84 has been received. To initially explore using Cllr Bill Rowell's PA system.

EP020926/8.7 Live Acts at Welshpool Town Hall

Councillors were concerned that the acts listed in the report were expensive for what they were offering. Cllr Phil Owen said rock bands playing covers would be much more successful, and suggested that a local band play as a supporting act.

RESOLVED
To ask officers to investigate options for local bands and liaise with the organisers of the Music Festival and report back to the Events and Planning Committee in October.

WTCM840 - Proposed by Cllr Phil Owen, seconded by Cllr Kelly Meredith

EP020926/8.8 Christmas Lights Installation

Council received the quotation from Bright Grid Solutions Ltd.

RECOMMENDED
To accept the quotation for Christmas Lights Installation for 2026 from Bright Grid Solutions Ltd for £9267.

WTCM841 - Proposed by Cllr Morag Bailey, seconded by Cllr Revd William Rowell

EP020926/8.9 Winter Festival

Councillors agreed to ask Cllr Nick Howells to P. A using Cllr Bill Rowell's P.A system.
It was suggested to use the Winter Festival for local bands to perform.
Councillors agreed that choir performances are always well received at the Winter Festival.
Market manager to ask the Town Clerk if the Visit Welshpool app could include the 'Christmas decorations display' on it, to encourage people to download the app.
Cllrs agreed to defer Cllr Kelly Meredith's ideas until the next meeting.

RESOLVED
To authorise officers to book the petting zoo, Disco Daddy and the caricaturist for the Winter Festival.

WTCM842 - Proposed by Cllr Morag Bailey, seconded by Cllr Jackson Quarrell

EP020926/8.10 Cuppa with a Councillor

Cllr Morag Bailey suggested using the Hub, as it is a ready-made venue and Councillors already attend. Cllr Jackson Quarell suggested two councillors arrive half an hour earlier for the Committee meeting on a Wednesday, and use that time to engage with the public.

RESOLVED
To utilise the existing Hub as a venue for the scheme and to explore two councillors arriving at Committee Meetings half an hour earlier than usual start times.

WTCM843 - Proposed by Cllr Morag Bailey, seconded by Cllr Revd William Rowell

EP020926/8.11 Walking Festival

Cllr William Rowell explained that there was nothing further to report.

EP020926/8.12 Dance Festival

Cllr Phil Owen explained that there was nothing further to report.

EP020926/8.13 Event ideas

Cllr Bill Rowell proposed to suspend standing orders, seconded by Cllr Phil Owen. The Committee were all in favour.
Cllr Kelly Meredith agreed to defer all items until the next meeting, except for the car boot item.
Cllr Kelly Meredith explained that Tesco car boot has recently stopped, due to insurance costs, and suggested that someone else take over the running of it, possibly using Powis Estates field, used for the Country in Western event.
Councillors agreed that Powis Estate field would be too expensive to hire, and Welshpool Town Council staff costs and additional insurance (if they would cover it) mean that the Council may not be legally able to take it on.
Cllr Kelly Meredith suggested an organisation/group/club take on the responsibility, and other venues such as Maes-y-dre or the livestock market be considered.
Cllr Phil Owen agreed to ask Welshpool High School if they would be interested in holding it on their grounds and raising funds for the School.

RESOLVED
To defer items to the next meeting.

WTCM844 - Proposed by Cllr Revd William Rowell, seconded by Cllr Morag Bailey

EP020926/9. PLACE PLAN

Cllr Bill Rowell updated the Committee on the recent Place Plan meeting.
After the initial meeting, a trial walkabout at Pool Quay was organised, which proved very useful.
A further meeting has been scheduled, and the Events Manager has contacted Planning Aid Wales regarding support and costings; Newtown and Crickhowel have also used Planning Aid Wales.
A programme of the process will need to be put together; community engagement is most important.
Planning for real exercise - great way of getting information needed.
More precise delivery of what people want.
Process will take 2-3 years.

EP020926/10. PLANNING - NEW APPLICATIONS

EP020926/10.1 P/26/0752/LBC

Members considered the planning application and provided the following response:

Response: Support
Comments:
Councillors support with no comment

RESOLVED
To respond to the planning authority in respect of P/26/0752/LBC with the above response and comments.

WTCM845 - Proposed by Cllr Revd William Rowell, seconded by Cllr Morag Bailey

EP020926/10.2 P/26/0836/FUL

Members considered the planning application and provided the following response:

Response: Support

Comments:
Welshpool Town Council supports the proposed application and recognises the potential benefits that the development could bring to the town and its residents.
The Council notes the provisions of Policy R3 ??? Development within Town Centre Areas of the adopted Powys Local Development Plan, which seeks to ensure that development within Town Centre Areas enhances the vitality and viability of the existing town centre and does not undermine the proportion of retail and commercial uses within the relevant Primary or Secondary Frontage.
Whilst the Council supports the proposed change of use, it would wish to see consideration given to retaining the retail element of the premises and safeguarding the opportunity for the space to return to retail use in the future.
On this basis, Welshpool Town Council supports the application, subject to consideration being given to the retention and future protection of the retail space.

RESOLVED
To respond to the planning authority in respect of P/26/0836/FUL with the above response and comments.

WTCM846 - Proposed by Cllr Jackson Quarrell, seconded by Cllr Morag Bailey

EP020926/10.3 Planning decisions

Councillors noted that no planning decisions were received at the time of this agenda.

EP020926/11. PAVEMENT LICENCES

EP020926/11.1 7102-4795-7482-5577 - Welshpool Town Council

Cllr Phil Owen would like to see pavement uplighting.

EP020926/11.2 9194-9774-5859-7309 - Coco Coffee House

Councillors agreed they like the seating area; it looks welcoming and friendly.

EP020926/12. ITEMS FOR FUTURE AGENDA & DATE OF NEXT MEETING

Councillors noted that the next meeting of the Events & Planning Committee will be held on Wednesday, 7th October 2026 at 6:30 pm

The meeting finished at 21:30.

Signed: Dated:

Councillor Chris Davies (Chair)

Decision/Action Log

ID		Assigned
WTCM824	**RESOLUTION** **EP020926/5.1 Previous Minutes** To approve the minutes from the meeting of the Events & Planning Committee on 01/07/2026	Events & Markets Manager

ID		Assigned
WTCM825	**RESOLUTION** **EP020926/5.3 Previous Minutes** To approve the minutes from the meeting of the Events & Planning Committee on 12/08/2026	Events & Markets Manager
WTCM826	**RECOMMENDATION** **EP020926/6.2 Visit Welshpool** To note the progress made across the four strands of the Visit Welshpool programme; To approve the launch of the Visit Welshpool mobile application and website; To approve the Visit Welshpool branding guidelines and authorise officers to produce branded content and progress the Town Guide within the approved budget; To note that the first Business Forum will be held at the Royal Oak at the end of September 2026 and that invitations will be issued to local businesses; and To note the progress of the Voucher Scheme design competition and that the Mayor will judge the entries	Town Clerk & Responsible Finance Officer
WTCM827	**RECOMMENDATION** **EP020926/6.3 Bedroom Browser 2027/2028** To agree to a Quarter Page (135mm x 95mm) insert in the Bedroom Browser 2026/2027 for £425 + VAT and to include elements relating to Visit Welshpool.	Town Clerk & Responsible Finance Officer
WTCM828	**RESOLUTION** **EP020926/8.2 Carnival** To arrange a public meeting by mid October to discuss the Carnival and to invite local groups and organisations. Carnival to be held over the May Bank Holiday weekend with the date to be confirmed.	Events & Markets Manager
WTCM829	**RESOLUTION** **EP020926/8.3 Halloween parade and party 2026** To ask officers to investigate sponsorship for the Halloween Parade and Party.	Events & Markets Manager
WTCM830	**RESOLUTION** **EP020926/8.3 Halloween parade and party 2026** Use a free packet of sweets as a prize for dressing up. To approach Mollies for sponsorship.	Events & Markets Manager
WTCM831	**RESOLUTION** **EP020926/8.3 Halloween parade and party 2026** To authorise officers to purchase additional refreshments, popcorn, juice/pop, crisps and a healthy option to an amount not exceeding £150.	Events & Markets Manager
WTCM832	**RESOLUTION** **EP020926/8.3 Halloween parade and party 2026** To organise a raffle and use existing Halloween novelty cups and plushies as prizes.	Events & Markets Manager

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WTCM834	**RESOLUTION** **EP020926/8.3 Halloween parade and party 2026** To delegate the selection of the Carnival King/Queen and attendants to the Events and Markets Manager in consultation with Cllr Bill Rowell and Cllr Morag Bailey.	Events & Markets Manager
WTCM835	**RESOLUTION** **EP020926/8.3 Halloween parade and party 2026** To accept the quote form Ian Tulloch for PA services for the Halloween Parade and Party for £200.	Events & Markets Manager
WTCM836	**RESOLUTION** **EP020926/8.4 Paranormal Evening** To defer this item until January 2027	Events & Markets Manager
WTCM838	**RECOMMENDATION** **EP020926/8.5 Remembrance Services 2026** To confirm the new dates and times suit local schools for the Remembrance events and to refer to Full Council for approval.	Events & Markets Manager
WTCM840	**RESOLUTION** **EP020926/8.7 Live Acts at Welshpool Town Hall** To ask officers to investigate options for local bands and liaise with the organisers of the Music Festival and report back to the Events and Planning Committee in October.	Events & Markets Manager
WTCM841	**RECOMMENDATION** **EP020926/8.8 Christmas Lights Installation** To accept the quotation for Christmas Lights Installation for 2026 from Bright Grid Solutions Ltd for £9267.	Town Clerk & Responsible Finance Officer
WTCM842	**RESOLUTION** **EP020926/8.9 Winter Festival** To authorise officers to book the petting zoo, Disco Daddy and the caricaturist for the Winter Festival.	Events & Markets Manager
WTCM843	**RESOLUTION** **EP020926/8.10 Cuppa with a Councillor** To utilise the existing Hub as a venue for the scheme and to explore two councillors arriving at Committee Meetings half an hour earlier than usual start times.	Events & Markets Manager
WTCM844	**RESOLUTION** **EP020926/8.13 Event ideas** To defer items to the next meeting.	Events & Markets Manager
WTCM845	**RESOLUTION** **EP020926/10.1 P/26/0752/LBC** To respond to the planning authority in respect of P/26/0752/LBC with the above response and comments.	Events & Markets Manager

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