Welshpool Town Council, The Vicarage Gardens, Welshpool, Powys, SY21 7DD
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Minutes of the Finance & Governance Committee held on 16/09/2026 6:30pm in Council Chamber, Welshpool Town Hall.

PRESENT:

Cllr Alison Davies
Cllr Morag Bailey (Chair)
Cllr Phil Pritchard
Cllr Richard Church
Cllr Revd William Rowell

Apologies for absence:

Cllr Carol Robinson
Cllr David France

Absent:

Also in attendance:

Kimberly Wright - Events & Markets Manager
Sonja Willems - Finance & Administration Assistant

FG160926/1. WELCOME, CODE OF CONDUCT AND APOLOGIES FOR ABSENCE

The Chair welcomed all to the meeting and reminded attendees to show respect for all throughout the meeting, in line with the obligations of the Code of Conduct. Apologies were received from Cllr Carol Robinson and Cllr David France.

FG160926/2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None.

FG160926/3. PUBLIC PARTICIPATION

None.

FG160926/4. MINUTES AND MATTERS ARISING

FG160926/4.1 Previous Minutes

RESOLVED
To approve the minutes from the meeting of the Finance & Governance Committee on 15/07/2026

WTCM859 - Proposed by Cllr Alison Davies, seconded by Cllr Revd William Rowell

FG160926/4.2 Matters Arising

None.

FG160926/5. BUSINESS PLANNING & FINANCIAL MATTERS

FG160926/5.1 Council Accounts (July - Period 4)

Members discussed the Inc & Exp report for Month 4
Cllr Alison Davies is concerned that the miscellaneous costs percentage is high.
Town Clerk to inform Committee what is covered in Miscellaneous.
Cllr Bill Rowell was confused over the percentages recorded in the Carnival figures. Sonja explained how the system creates the percentage figures.
Cllr Richard Church highlighted the percentage spent on end-of-season works and asked how much is yet to come out of it.

RESOLVED
To note the bank balances, accounts and overspends for Period 4

WTCM860 - Proposed by Cllr Alison Davies, seconded by Cllr Richard Church

FG160926/5.2 Council Accounts (August - Period 5)

Members discussed the Inc & Exp report for Month 5
Cllr Alison Davies raised the archives budget heading, as this has not been used to date. Alison asked if the years 2024/2025 have been archived yet.
Cllr Alison Davies also highlighted that the operations mobile phone has high expenditure.
Cllr Bill Rowell asked about the Borfa Green bus shelter: when we replace the concrete base, would that make Welshpool Town Council responsible for the bus shelter?
Cllr Alison Davies asked for the Biodiversity Plan to be brought back to Committee and explained that ties for trees have not yet been completed.
Cllr Richard Church asked what the waste collection heading was for. Kimberly explained that waste, such as cardboard and glass, is collected from outside the Town Hall.

RESOLVED
To note the bank balances, accounts and overspends for Period 5

WTCM861 - Proposed by Cllr Alison Davies, seconded by Cllr Richard Church

FG160926/5.2 Payment of Invoices - September

Members scrutinised the payment of invoices.

RECOMMENDED
To approve payment of invoices for September 2026

WTCM862 - Proposed by Cllr Alison Davies, seconded by Cllr Revd William Rowell

FG160926/5.3 Scrutiny of Payments

Cllr Alison Davies met with Sonja and went through the accounts. System working well.
Cllr Richard Church updated the Committee after he came in to scrutinise payments in July. Cllr Richard Church also checked expenditure against the budget.

FG160926/5.4 Interim Strategic Plan Action Plan

Members are pleased to see actions in progress, ongoing or completed.

FG160926/5.5 Budget Virements

The Committee read and considered the budget virements.

RECOMMENDED
To approve the budget virements as set out in the report.

WTCM863 - Proposed by Cllr Alison Davies, seconded by Cllr Revd William Rowell

FG160926/6. POLICY

FG160926/6.1 Disciplinary Policy

Members of the committee discussed the policy page by page.
Cllr Morag Bailey would like an amendment made. Page 5, item 9, under the misconduct heading, says 'minor breaches of employment contract'. Cllr Morag Bailey suggested adding 'serious breaches of employment contract' under the Gross Misconduct heading.
Cllr Bill Rowell added that item 1.4 has an 'it' that is not needed.
Cllr Morag Bailey suggested that something be added to explain whether, if a member of staff appeals, a suspension will still be in place or not.

RECOMMENDED
To adopt the Disciplinary Policy with the following amendments;
- Page 5, item 9, under the misconduct heading, says 'minor breaches of employment contract '; add 'serious breaches of employment contract' under the Gross Misconduct heading.
- Item 1.4 has an 'it' that is not needed.
- Add an explanation of whether, if a member of staff appeals, a suspension will still be in place or not.

WTCM864 - Proposed by Cllr Alison Davies, seconded by Cllr Revd William Rowell

FG160926/6.2 Grievance Policy

Members agreed that the policy is good and clear.

RECOMMENDED
To adopt the Grievance Policy.

WTCM865 - Proposed by Cllr Alison Davies, seconded by Cllr Richard Church

FG160926/6.3 Policy Review

Members considered the review of policies against the Finance and Governance Toolkit.

RECOMMENDED
To note the comparison of the Council's current employment policy framework with section B.12 of the Finance & Governance Toolkit.
To instruct officers, with support from the Council's human resources provider, to prioritise the preparation or review of policies covering adoption and paternity leave, capability, recruitment and shared parental leave.

To establish and maintain a central employment policy schedule recording approval and review dates.

WTCM866 - Proposed by Cllr Alison Davies, seconded by Cllr Revd William Rowell

FG160926/7. OTHER MATTERS

FG160926/7.1 Newsletter

Members discussed and agreed to review the Newsletter distribution after it has taken place.
Members also noted that there were no alternative options for the distribution.
Cllr Alison Davies suggested encouraging anyone who does not receive a Newsletter to contact the office directly with their address.
Cllr Morag Bailey added that perhaps anyone who does not receive a newsletter through the post can get in touch with the office and have a digital copy sent to them via email.

RECOMMENDED
To approve the printing and Royal Mail door-to-door distribution to SY21 7, SY21 8 and SY21 9 of the Council newsletter at a cost not exceeding £1,400.

WTCM867 - Proposed by Cllr Revd William Rowell, seconded by Cllr Richard Church

FG160926/7.2 Budget Setting Timetable 2027-2028

Cllr Bill Rowell raised caution on the timeframe of the budget-setting process, due to the possibility of cold weather.

FG160926/8. ITEMS FOR FUTURE AGENDA & DATE OF NEXT MEETING

Noting that the next meeting will be held on Wednesday, 21st October 2026.
No future items suggested.

FG160926/9. 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.

WTCM868 - Proposed by Cllr Morag Bailey, seconded by Cllr Revd William Rowell

FG160926/10. UTILITIES [CONFIDENTIAL]

Members thanked the Town Clerk for all his work.

RECOMMENDED
To note the chronology of the competing gas contracts and the circumstances in which the British Gas contract failed to go live.
To note that GEAB has agreed to waive in full its potential Non-Live Administration Fee and any other associated termination, cancellation or administration fees, that British Gas is not pursuing any sum, and that the matter has been concluded in full and final settlement.
To note that, following receipt of GEAB's written confirmation, the Council entered into the TotalEnergies electricity agreement for the period from 1 February 2029 to 31 January 2032.

WTCM869 - Proposed by Cllr Alison Davies, seconded by Cllr Revd William Rowell

FG160926/11. DEBTORS UPDATE - SEPTEMBER [CONFIDENTIAL]

The Finance & Administration Assistant provided members with an update and answered queries.

RECOMMENDED
To note the current debtor position; and
To approve the action as outlined in Section 3 of the Report in relation to Stage 3 debts

WTCM870 - Proposed by Cllr Richard Church, seconded by Cllr Revd William Rowell

FG160926/12. STAFFING [CONFIDENTIAL]

Councillors discussed the reports and expressed their appreciation to all staff over the last couple of months for the standard of work being produced.

The meeting finished at 19:50.

Signed: Dated:

Councillor Morag Bailey (Chair)

Decision/Action Log

ID		Assigned
WTCM859	**RESOLUTION** **FG160926/4.1 Previous Minutes** To approve the minutes from the meeting of the Finance & Governance Committee on 15/07/2026	Town Clerk & Responsible Finance Officer
WTCM860	**RESOLUTION** **FG160926/5.1 Council Accounts (July - Period 4)** To note the bank balances, accounts and overspends for Period 4	Town Clerk & Responsible Finance Officer
WTCM861	**RESOLUTION** **FG160926/5.2 Council Accounts (August - Period 5)** To note the bank balances, accounts and overspends for Period 5	Town Clerk & Responsible Finance Officer
WTCM862	**RECOMMENDATION** **FG160926/5.2 Payment of Invoices - September** To approve payment of invoices for September 2026	Town Clerk & Responsible Finance Officer
WTCM863	**RECOMMENDATION** **FG160926/5.5 Budget Virements** To approve the budget virements as set out in the report.	Town Clerk & Responsible Finance Officer
WTCM864	**RECOMMENDATION** **FG160926/6.1 Disciplinary Policy** To adopt the Disciplinary Policy with the following amendments; - Page 5, item 9, under the misconduct heading, says 'minor breaches of employment contract '; add 'serious breaches of employment contract' under the Gross Misconduct heading. - Item 1.4 has an 'it' that is not needed. - Add an explanation of whether, if a member of staff appeals, a suspension will still be in place or not.	Town Clerk & Responsible Finance Officer
WTCM865	**RECOMMENDATION** **FG160926/6.2 Grievance Policy** To adopt the Grievance Policy.	Town Clerk & Responsible Finance Officer

ID		Assigned
WTCM866	**RECOMMENDATION** **FG160926/6.3 Policy Review** To note the comparison of the Council's current employment policy framework with section B.12 of the Finance & Governance Toolkit. To instruct officers, with support from the Council's human resources provider, to prioritise the preparation or review of policies covering adoption and paternity leave, capability, recruitment and shared parental leave. To establish and maintain a central employment policy schedule recording approval and review dates.	Town Clerk & Responsible Finance Officer
WTCM867	**RECOMMENDATION** **FG160926/7.1 Newsletter** To approve the printing and Royal Mail door-to-door distribution to SY21 7, SY21 8 and SY21 9 of the Council newsletter at a cost not exceeding £1,400.	Town Clerk & Responsible Finance Officer
WTCM868	**RESOLUTION** **FG160926/9 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
WTCM869	**RECOMMENDATION** **FG160926/10 Utilities** To note the chronology of the competing gas contracts and the circumstances in which the British Gas contract failed to go live. To note that GEAB has agreed to waive in full its potential Non-Live Administration Fee and any other associated termination, cancellation or administration fees, that British Gas is not pursuing any sum, and that the matter has been concluded in full and final settlement. To note that, following receipt of GEAB's written confirmation, the Council entered into the TotalEnergies electricity agreement for the period from 1 February 2029 to 31 January 2032.	Town Clerk & Responsible Finance Officer
WTCM870	**RECOMMENDATION** **FG160926/11 Debtors Update - September** To note the current debtor position; and To approve the action as outlined in Section 3 of the Report in relation to Stage 3 debts	Town Clerk & Responsible Finance Officer