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 22/10/2025 6:30pm in Council Chamber, Welshpool Town Hall.

PRESENT:

Cllr Alison Davies
Cllr Dr Ben Gwalchmai
Cllr Carol Robinson
Cllr Chris Davies
Cllr David France
Cllr Estelle Bleivas
Cllr Jackson Quarrell
Cllr Morag Bailey
Cllr Nick Howells
Cllr Phil Owen (Chair)
Cllr Phil Pritchard
Cllr Richard Church
Sally Fitzgerald

Apologies for absence:

Cllr Julie Arnold
Cllr Revd William Rowell

Absent:

Also in attendance:

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

FC221025/1. WELCOME AND APOLOGIES FOR ABSENCE

His Worship the Mayor, Cllr Phil Owen welcomed all to the meeting. Apologies for absence were received from Cllr Julie Arnold and Cllr William Rowell.

FC221025/2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

The following interests were declared:

Item	Councillor	Type	Reason
17.2	Chris Davies	Personal & Prejudicial	Daughter is employed by the Council and would be affected by the staffing structure changes.
16	Sally Fitzgerald	Personal & Prejudicial	Affects well being or financial position of me or my partner, my relatives.

FC221025/3. PUBLIC PARTICIPATION

None.

FC221025/4. TOWN MAYOR'S REPORT - OCTOBER 2025

The Mayor gave an update and explained that Deputy Mayor, Cllr Bill Rowell had stepped in for him at the 1940s weekend and expressed this thanks. The Mayor also urged all councillors to volunteer their time at the upcoming events such as Fireworks, Remembrance Parade and Winter Festival.

FC221025/5. COUNTY COUNCIL AND COUNTY COUNCILLOR UPDATES

County Cllr Richard Church reported that the Flash Leisure Centre had received a national award for increasing participation rates.
County Cllr Carol Robinson reported that her petition on road safety at Salop Road had now been launched and she will be working with schools on this.

FC221025/6. MINUTES AND MATTERS ARISING

FC221025/6.1 Previous Minutes

RESOLVED
To approve the minutes from the meeting of the Full Council on 24/09/2025.

WTCM371 - Proposed by Cllr Morag Bailey, seconded by Cllr Alison Davies

FC221025/6.2 Matters Arising

The Town Clerk reported that since the meeting, Powys County Council had now issued the documents to councillors about the project. It was also reported that the Council is holding an event for White Ribbon Day on the 25th November and members were asked to attend.

Cllr Nick Howells joined the meeting.

FC221025/7. COMMITTEES - RECOMMENDATIONS

FC221025/7.1 Events & Planning Committee - October 2025

The Chair of the Committee, Cllr Chris Davies explained that in their meeting in October two recommendations were made to Full Council which were outside the scope of the committee powers.

The first one was relating to Free Car Parking at Severn Stars and Church Street car parks for the Winter Festival and just Church Street car park for the three Saturdays in December. The Town Clerk explained that the cost would roughly be £1000 and that Severn Stars car park was not available for hire as this is a short stay car park.

The second matter was the allocation of the donations from the annual Book Sale to 6 charities.

RESOLVED
To allocate the raised funds from the Book Sale as follows:
- Montgomeryshire Family Crisis Centre £100
- Montgomeryshire Youth Theatre £100
- Parkinson's Welshpool branch £100
- Dementia Welshpool branch £100
- Bryntirion £100

- Feathers £200

WTCM372 - Proposed by Cllr Estelle Bleivas, seconded by Cllr Sally Fitzgerald

RESOLVED
To approve the proposal for free parking at Severn Stars and Church Street car parks for the Winter Festival Event (29th November) and the three Saturdays leading up to Christmas Day (6th December, 10th December and 20th December 2025);
To request that Special Projects Budget is used to support this cost and;
To contact surrounding local councils asking them to write to Powys County Council to consider free parking over this Christmas period.

WTCM373 - Proposed by Cllr Sally Fitzgerald, seconded by Cllr Estelle Bleivas. A recorded vote was requested.

For: Dr Ben Gwalchmai, Carol Robinson, Chris Davies, David France, Estelle Bleivas, Jackson Quarrell, Morag Bailey, Nick Howells, Phil Owen, Phil Pritchard, Richard Church, Sally Fitzgerald
Against:
Abstain: Alison Davies

FC221025/7.2 Operations & Development Committee - October 2025

The Chair of the Committee, Cllr Phil Pritchard explained that in their meeting in October a series of recommendations were made and a proposal was made to accept these.

A discussion was held by members on the recommendations and an amendment was proposed by Cllr Richard Church and Cllr Ben Gwalchmai to strike out the last bullet point in relation to the recommendation relating to Oldford Estate was proposed and passed.

A second amendment was proposed by Cllr Ben Gwalchmai and seconded by Cllr Alison Davies to take each recommendation as a separate vote.

A third amendment was proposed by Cllr David France and seconded by Cllr Morag Bailey to add Cllr David France to the working group in relation to the ISP Action Plan which was agreed.

RESOLVED
To amend the recommendation relating to Item 9.2 Oldford Estate to strike out the last bullet point.

WTCM374 - Proposed by Cllr Richard Church, seconded by Cllr Dr Ben Gwalchmai. A recorded vote was requested.

For: Alison Davies, Dr Ben Gwalchmai, Carol Robinson, David France, Jackson Quarrell, Morag Bailey, Nick Howells, Phil Owen, Richard Church
Against: Chris Davies, Estelle Bleivas, Phil Pritchard
Abstain: Sally Fitzgerald

RESOLVED
To accept the quotation for secondary support chains from Playdale at a cost of £1,394.52 excluding VAT.

WTCM375 - Proposed by Cllr Phil Pritchard, seconded by Cllr Estelle Bleivas

RESOLVED
To accept the quotation for repairs to the hurricane swing and new net from Wickstead at a cost of £2,276.54 excluding VAT.

WTCM376 - Proposed by Cllr Phil Pritchard, seconded by Cllr Estelle Bleivas

RESOLVED
To accept the quotation for new basket seat and chains from Playdale at a cost of £2,291.51 excluding VAT.

WTCM377 - Proposed by Cllr Phil Pritchard, seconded by Cllr Estelle Bleivas

RESOLVED
To approve the request to purchase a Stihl KMA 135 R battery powered long reach hedge cutter for £1,287.45 ex VAT.

WTCM378 - Proposed by Cllr Phil Pritchard, seconded by Cllr Estelle Bleivas

RESOLVED
To note that the Council has been awarded £20,000 from the All Wales Play Opportunity Grant to install accessible play equipment in Maes y Dre play park;
To endorse the Town Clerk's acceptance of the grant;
To approve the match funding contribution of £954 from the Play Equipment budget; and
To approve the quotation from Ray Parry Playgrounds Ltd to carry out the works.

WTCM379 - Proposed by Cllr Phil Pritchard, seconded by Cllr Estelle Bleivas

RESOLVED
To seek the following at Oldford in respect of play provision:
- To enter into negotiations with ClwydAlyn in respect of the current Scansis Pitch lease;
- To include the green space adjacent to the pitch in these negotiations;
- To ask ClwydAlyn to build a playpark on this site.

WTCM380 - Proposed by Cllr Phil Pritchard, seconded by Cllr Estelle Bleivas

RESOLVED
To amend the recommendation relating to Item 7.1 ISP Action Plan to add 'Cllr David France' to the list of the working group members.

WTCM381 - Proposed by Cllr David France, seconded by Cllr Morag Bailey

RESOLVED
That a working group of Cllrs Phil Pritchard, Estelle Bleivas, Nick Howells, David France and the Mayor be established to work with the Town Clerk on proposals for possible grant application in relation to the Motte and Bailey and/or other areas of the ISP Action Plan.

WTCM382 - Proposed by Cllr David France, seconded by Cllr Morag Bailey

RESOLVED
To authorise the Town Clerk to pursue the proposal without prejudice to the previously approved course of action.

WTCM383 - Proposed by Cllr Phil Pritchard, seconded by Cllr Estelle Bleivas. A recorded vote was requested.

For: Alison Davies, Dr Ben Gwalchmai, Carol Robinson, David France, Jackson Quarrell, Morag Bailey, Nick Howells, Phil Owen, Phil Pritchard, Richard Church, Sally Fitzgerald
Against:
Abstain: Chris Davies, Estelle Bleivas, Phil Pritchard

FC221025/7.3 Finance & Governance Committee - October 2025

The Chair of the Committee, Cllr Morag Bailey explained that in their meeting in October a series of recommendations were made and a proposal was made to accept these.

RESOLVED
To elect Cllr Morag Bailey to perform scrutiny of payments exercise in December.

WTCM384 - Proposed by Cllr Alison Davies, seconded by Cllr Dr Ben Gwalchmai

RESOLVED
To approve the new schedule of Fees and Charges which shall take effect from 1st January 2026, with the new charges applying only to payments made on or after that date. Bookings made and paid for in advance of the 1st January 2026 shall be charged at the current rates.

WTCM385 - Proposed by Cllr Alison Davies, seconded by Cllr Dr Ben Gwalchmai

RESOLVED
To request that the Town Clerk brings back the debtors list at the appropriate stages of the Debt Management Policy, and not each month; and brings forward actions relating to other debts as appropriate.

WTCM386 - Proposed by Cllr Alison Davies, seconded by Cllr Dr Ben Gwalchmai

RESOLVED
To note that the report and that the scheme is cost-neutral to the Council and actually will reduce the Council's Employers National Insurance costs;
To approve the introduction of the Electric Vehicle Salary Sacrifice Scheme for Council staff with Octopus Electric Vehicles; and
To authorise the Town Clerk to complete the necessary arrangements for implementation and communication to staff.

WTCM387 - Proposed by Cllr Alison Davies, seconded by Cllr Dr Ben Gwalchmai

FC221025/8. FINANCE

FC221025/8.1 Council Accounts (September - Period 6)

Councillors noted the financial reports.

FC221025/8.2 Payment of Invoices - October

Cllr Nick Howells left the meeting.

RESOLVED
To approve payment of invoices for October 2025.

WTCM388 - Proposed by Cllr Morag Bailey, seconded by Cllr Alison Davies

FC221025/9. BUDGET 2026/2027 - DRAFT 1

The Chair of the Finance & Governance Committee presented the item and explained that committees and committee chairs will consider their 2nd draft budget over the next few weeks.

RESOLVED
To note the Draft 1 budget;
To instruct the Town Clerk to prepare Draft 2 budget and finalise utilities, fixed costs and staffing costs where required; and
To ask committees to review Draft 2 budgets in November with a view to finding additional areas where savings can be achieved.

WTCM389 - Proposed by Cllr Alison Davies, seconded by Cllr Morag Bailey

FC221025/10. TOWN HALL TRANSFORMATION

The Town Clerk presented the report and explained the governance structure. He explained that a fifth line was recommended to the recommendation by the Operations & Development Committee to appoint Cllrs Phil Pritchard, Estelle Bleivas, Sally Fitzgerald, Nick Howells.

A wide ranging discussion was held by members, including Points of Orders which were raised in relation to amendments to motion. Cllr Fitzgerald explained that she wanted to go on the Project Board as she feels like she does not know what is going on with the project. The Town Clerk confirmed that no information has been withheld from members by staff.

An amendment was proposed by Cllr Richard Church and seconded by Cllr David France to amend the number of co-opted members from up to 3 to up to 4 which was passed with 8 votes.

A second amendment was proposed by Cllr Jackson Quarrell and seconded by Cllr Morag Bailey to amend the number of councillors from 4 to 5. This amendment was lost with 4 votes in favour and 6 against.

A third amendment was proposed by Cllr Richard Church and seconded by Cllr Ben Gwalchmai to amend the fifth line of the motion to replace the names of the councillors proposed to be appointed to Cllrs Alison Davies, Morag Bailey, Bill Rowell and Richard Church which was passed by a recorded vote.

Cllr Chris Davies left the meeting.

RESOLVED
To amend the recommendation relating to the number of co-opted members from 'up to 3' to 'up to 4'

WTCM390 - Proposed by Cllr Richard Church, seconded by Cllr David France

RESOLVED
To amend the recommendation relating to the names of the councillors appointed to the Board to replace the names with 'Cllrs Alison Davies, Morag Bailey, Bill Rowell and Richard Church'.

WTCM391 - Proposed by Cllr Richard Church, seconded by Cllr Dr Ben Gwalchmai. A recorded vote was requested.

For: Alison Davies, Dr Ben Gwalchmai, Carol Robinson, David France, Morag Bailey, Richard Church
Against: David France, Estelle Bleivas, Phil Pritchard, Sally Fitzgerald
Abstain: Jackson Quarrell, Phil Owen

RESOLVED
To approve the establishment of a Town Hall Transformation Project Board to oversee the project;
To delegate authority to the Town Clerk to make all decisions relating to the Restarting Welshpool Town's Heart project within the approved budget and scope;
To require the Town Clerk to exercise this delegation only following consultation with the Project Board;
To approve the composition of the Project Board as up to 4 councillors plus the Town Mayor, and up to 4 co-opted members from the Community Stakeholder Group; and
To appoint Cllrs Alison Davies, Morag Bailey, Bill Rowell, Richard Church to the Project Board.

WTCM392 - Proposed by Cllr Richard Church, seconded by Cllr Morag Bailey

FC221025/11. OUTSIDE BODIES

FC221025/11.1 OVW Area Committee Meeting

Cllrs Alison Davies and Morag Bailey gave an update on the meeting and explained that Play Wales had presented to the meeting about the design of play areas, natural play areas, play risk and the Powys Play Sufficiency Assessment.

Cllrs Estelle Bleivas and Phil Pritchard left the meeting.

The recent written statement from the Welsh Government on councillor Code of Conduct training and a bespoke Audit arrangement for local councils was discussed and issues regarding the OVW quorum was raised. The Town Clerk explained that Powys County Council had offered Code of Conduct training to us as a Council, and the he will discuss with the Mayor regarding booking the training.

The Town Clerk congratulated Cllr Phil Pritchard on becoming the third councillor in Wales to complete all 27 training modules with One Voice Wales.

FC221025/11.2 Sustainable Powys

RESOLVED
To elect Cllrs Phil Owen and Bill Rowell, with Morag Bailey and Alison Davies as reserves to attend the Sustainable Powys meeting in Welshpool Livestock Market on 27th November 2025 on behalf of the Council.

WTCM393 - Proposed by Cllr Phil Owen, seconded by Cllr Morag Bailey

FC221025/11.3 Welsh Government - Written Statement

This item was discussed under Item 11.1.

FC221025/11.4 Other Outside Bodies

None however the Town Clerk reminded members that the Burgess Lands Trust was meeting on Wednesday 29th October.

FC221025/12. CONSULTATIONS

FC221025/12.1 PCC - Gypsy and Traveller Accommodation Needs

It was suggested that creating a response in a meeting isn't conducive and to give the Town Clerk delegated powers to respond on the Council's behalf with reference to:
- Issues relating to placing this site not near a population centre
- The loss of farmland which could result with any of the preferred sites
- Consideration of brownfield sites should be given
- Any location chosen must give consideration to expansion to population means a requirement to expand services and there is a threat on over burdening existing services.

RESOLVED
To authorise the Town Clerk to respond to the consultation in line with the comments above.

WTCM394 - Proposed by Cllr Alison Davies, seconded by Cllr Sally Fitzgerald

FC221025/12.2 DBCC Draft Report for 2026/2027

No response was suggested, however it was noted that the determinations for Town and Community Councils were not changing.

FC221025/13. DATE OF NEXT MEETING

The next meeting of Full Council will be held on 26th November 2025 at 6:30pm.

FC221025/14. 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.

WTCM395 - Proposed by Cllr Sally Fitzgerald, seconded by Cllr Alison Davies

FC221025/15. DOMEN GASTELL [CONFIDENTIAL]

This item was adjourned.

FC221025/16. MARKET BUSINESS UNIT [CONFIDENTIAL]

Cllr Sally Fitzgerald left the meeting.
The Town Clerk read out the tenders received and a discussion took place.

RESOLVED
To award the tender to the individual on the condition of plans and works to alterations meet the Town Clerks satisfaction.

WTCM396 - Proposed by Cllr Phil Owen, seconded by Cllr Alison Davies

FC221025/17. STAFFING [CONFIDENTIAL]

FC221025/17.1 Review of Cleaning Contract [CONFIDENTIAL]

Cllr Sally Fitzgerald joined the meeting.
The Town Clerk explained that both Operations & Development Committee had discussed this report and both voted to adopt Option 2.

RESOLVED
To approve Option 2 as set out in the confidential report but seek to add an additional cleaner at SCP 2 on flexible hours with both operatives not to exceed 30 hours per week and for the Town Clerk and Operations Manager to resolve the specific contractual details.

WTCM397 - Proposed by Cllr Alison Davies, seconded by Cllr Richard Church

FC221025/17.2 Staffing Review [CONFIDENTIAL]

The Town Clerk summarised the paper and explained that these proposals had been discussed and approved by Finance & Governance Committee. The Town Clerk then left the meeting.

A discussion was held by members.

RESOLVED
To note the findings of the Independent Staffing Review;
To approve the revised staffing structure as set out in the Town Clerk's Recommendations and at the end of the report; and
To instruct the Town Clerk to:
- Hold a consultation with affected staff in accordance with employment legislation;
- Consider the responses to the consultation in consultation with the Chair of the Finance & Governance Committee;
- Draft and refine job descriptions and use model NJC contract for all staff;
- If no significant issues are identified during the consultation, implement the new structure from the 1st January 2026.

WTCM398 - Proposed by Cllr Sally Fitzgerald, seconded by Cllr Alison Davies

FC221025/17.3 Town Clerks Probation Period [CONFIDENTIAL]

A discussion was held by members.

RESOLVED
To end the probational period and the Town Clerk to become a permanent member of staff and receive the agreed increment in the pay scale.

WTCM399 - Proposed by Cllr Phil Owen, seconded by Cllr Alison Davies

The meeting finished at 21:00.

Signed: Dated:

Councillor Phil Owen (Chair)

Decision/Action Log

ID		Assigned
WTCM371	**RESOLUTION** **FC221025/6.1 Previous Minutes** To approve the minutes from the meeting of the Full Council on 24/09/2025.	Town Clerk & Responsible Finance Officer
WTCM372	**RESOLUTION** **FC221025/7.1 Events & Planning Committee - October 2025** To allocate the raised funds from the Book Sale as follows: - Montgomeryshire Family Crisis Centre £100 - Montgomeryshire Youth Theatre £100 - Parkinson's Welshpool branch £100 - Dementia Welshpool branch £100 - Bryntirion £100 - Feathers £200	Town Clerk & Responsible Finance Officer
WTCM373	**RESOLUTION** **FC221025/7.1 Events & Planning Committee - October 2025** To approve the proposal for free parking at Severn Stars and Church Street car parks for the Winter Festival Event (29th November) and the three Saturdays leading up to Christmas Day (6th December, 10th December and 20th December 2025); To request that Special Projects Budget is used to support this cost and; To contact surrounding local councils asking them to write to Powys County Council to consider free parking over this Christmas period.	Town Clerk & Responsible Finance Officer
WTCM374	**RESOLUTION** **FC221025/7.2 Operations & Development Committee - October 2025** To amend the recommendation relating to Item 9.2 Oldford Estate to strike out the last bullet point.	Town Clerk & Responsible Finance Officer

ID		Assigned
WTCM375	**RESOLUTION** **FC221025/7.2 Operations & Development Committee - October 2025** To accept the quotation for secondary support chains from Playdale at a cost of £1,394.52 excluding VAT.	Operations Manager
WTCM376	**RESOLUTION** **FC221025/7.2 Operations & Development Committee - October 2025** To accept the quotation for repairs to the hurricane swing and new net from Wickstead at a cost of £2,276.54 excluding VAT.	Operations Manager
WTCM377	**RESOLUTION** **FC221025/7.2 Operations & Development Committee - October 2025** To accept the quotation for new basket seat and chains from Playdale at a cost of £2,291.51 excluding VAT.	Operations Manager
WTCM378	**RESOLUTION** **FC221025/7.2 Operations & Development Committee - October 2025** To approve the request to purchase a Stihl KMA 135 R battery powered long reach hedge cutter for £1,287.45 ex VAT.	Operations Manager
WTCM379	**RESOLUTION** **FC221025/7.2 Operations & Development Committee - October 2025** To note that the Council has been awarded £20,000 from the All Wales Play Opportunity Grant to install accessible play equipment in Maes y Dre play park; To endorse the Town Clerk's acceptance of the grant; To approve the match funding contribution of £954 from the Play Equipment budget; and To approve the quotation from Ray Parry Playgrounds Ltd to carry out the works.	Operations Manager
WTCM380	**RESOLUTION** **FC221025/7.2 Operations & Development Committee - October 2025** To seek the following at Oldford in respect of play provision: - To enter into negotiations with ClwydAlyn in respect of the current Scansis Pitch lease; - To include the green space adjacent to the pitch in these negotiations; - To ask ClwydAlyn to build a playpark on this site.	Town Clerk & Responsible Finance Officer
WTCM381	**RESOLUTION** **FC221025/7.2 Operations & Development Committee - October 2025** To amend the recommendation relating to Item 7.1 ISP Action Plan to add 'Cllr David France' to the list of the working group members.	Town Clerk & Responsible Finance Officer

ID		Assigned
WTCM382	**RESOLUTION** **FC221025/7.2 Operations & Development Committee - October 2025** That a working group of Cllrs Phil Pritchard, Estelle Bleivas, Nick Howells, David France and the Mayor be established to work with the Town Clerk on proposals for possible grant application in relation to the Motte and Bailey and/or other areas of the ISP Action Plan.	Town Clerk & Responsible Finance Officer
WTCM383	**RESOLUTION** **FC221025/7.2 Operations & Development Committee - October 2025** To authorise the Town Clerk to pursue the proposal without prejudice to the previously approved course of action.	Town Clerk & Responsible Finance Officer
WTCM384	**RESOLUTION** **FC221025/7.3 Finance & Governance Committee - October 2025** To elect Cllr Morag Bailey to perform scrutiny of payments exercise in December.	Town Clerk & Responsible Finance Officer
WTCM385	**RESOLUTION** **FC221025/7.3 Finance & Governance Committee - October 2025** To approve the new schedule of Fees and Charges which shall take effect from 1st January 2026, with the new charges applying only to payments made on or after that date. Bookings made and paid for in advance of the 1st January 2026 shall be charged at the current rates.	Town Clerk & Responsible Finance Officer
WTCM386	**RESOLUTION** **FC221025/7.3 Finance & Governance Committee - October 2025** To request that the Town Clerk brings back the debtors list at the appropriate stages of the Debt Management Policy, and not each month; and brings forward actions relating to other debts as appropriate.	Town Clerk & Responsible Finance Officer
WTCM387	**RESOLUTION** **FC221025/7.3 Finance & Governance Committee - October 2025** To note that the report and that the scheme is cost-neutral to the Council and actually will reduce the Council's Employers National Insurance costs; To approve the introduction of the Electric Vehicle Salary Sacrifice Scheme for Council staff with Octopus Electric Vehicles; and To authorise the Town Clerk to complete the necessary arrangements for implementation and communication to staff.	Town Clerk & Responsible Finance Officer
WTCM388	**RESOLUTION** **FC221025/8.2 Payment of Invoices - October** To approve payment of invoices for October 2025.	Town Clerk & Responsible Finance Officer
WTCM389	**RESOLUTION** **FC221025/9 BUDGET 2026/2027 - DRAFT 1** To note the Draft 1 budget; To instruct the Town Clerk to prepare Draft 2 budget and finalise utilities, fixed costs and staffing costs where required; and To ask committees to review Draft 2 budgets in November with a view to finding additional areas where savings can be achieved.	Town Clerk & Responsible Finance Officer

ID		Assigned
WTCM390	**RESOLUTION** **FC221025/10 Town Hall Transformation** To amend the recommendation relating to the number of co-opted members from 'up to 3' to 'up to 4'	Town Clerk & Responsible Finance Officer
WTCM391	**RESOLUTION** **FC221025/10 Town Hall Transformation** To amend the recommendation relating to the names of the councillors appointed to the Board to replace the names with 'Cllrs Alison Davies, Morag Bailey, Bill Rowell and Richard Church'.	Town Clerk & Responsible Finance Officer
WTCM392	**RESOLUTION** **FC221025/10 Town Hall Transformation** To approve the establishment of a Town Hall Transformation Project Board to oversee the project; To delegate authority to the Town Clerk to make all decisions relating to the Restarting Welshpool Town's Heart project within the approved budget and scope; To require the Town Clerk to exercise this delegation only following consultation with the Project Board; To approve the composition of the Project Board as up to 4 councillors plus the Town Mayor, and up to 4 co-opted members from the Community Stakeholder Group; and To appoint Cllrs Alison Davies, Morag Bailey, Bill Rowell, Richard Church to the Project Board.	Town Clerk & Responsible Finance Officer
WTCM393	**RESOLUTION** **FC221025/11.2 Sustainable Powys** To elect Cllrs Phil Owen and Bill Rowell, with Morag Bailey and Alison Davies as reserves to attend the Sustainable Powys meeting in Welshpool Livestock Market on 27th November 2025 on behalf of the Council.	Town Clerk & Responsible Finance Officer
WTCM394	**RESOLUTION** **FC221025/12.1 PCC - Gypsy and Traveller Accommodation Needs** To authorise the Town Clerk to respond to the consultation in line with the comments above.	Town Clerk & Responsible Finance Officer
WTCM395	**RESOLUTION** **FC221025/14 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
WTCM396	**RESOLUTION** **FC221025/16 Market Business Unit** To award the tender to the individual on the condition of plans and works to alterations meet the Town Clerks satisfaction.	Town Clerk & Responsible Finance Officer

ID		Assigned
WTCM397	**RESOLUTION** **FC221025/17.1 Review of Cleaning Contract** To approve Option 2 as set out in the confidential report but seek to add an additional cleaner at SCP 2 on flexible hours with both operatives not to exceed 30 hours per week and for the Town Clerk and Operations Manager to resolve the specific contractual details.	Town Clerk & Responsible Finance Officer
WTCM398	**RESOLUTION** **FC221025/17.2 Staffing Review** To note the findings of the Independent Staffing Review; To approve the revised staffing structure as set out in the Town Clerk's Recommendations and at the end of the report; and To instruct the Town Clerk to: - Hold a consultation with affected staff in accordance with employment legislation; - Consider the responses to the consultation in consultation with the Chair of the Finance & Governance Committee; - Draft and refine job descriptions and use model NJC contract for all staff; - If no significant issues are identified during the consultation, implement the new structure from the 1st January 2026.	Town Clerk & Responsible Finance Officer
WTCM399	**RESOLUTION** **FC221025/17.3 Town Clerks Probation Period** To end the probational period and the Town Clerk to become a permanent member of staff and receive the agreed increment in the pay scale.	Town Clerk & Responsible Finance Officer

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

Date	Invoice No.	Ref No.	Detail	Total
Arts Alive [ARTS]				
06/10/2025	FP-66	5953	Flicks in th Sticks	£180.00
Autorama Vanarama [AUTORAMA] - paid by Direct Debit				
15/09/2025	SEPT	5937	sept autorama	£53.82
British Gas Trading Limited [BGAS] - paid by Direct Debit				
26/09/2025	813430704	5921	Electric AHC	£817.21
24/09/2025	803870266	5922	Electricity MAB	£13.02
01/10/2025	725575171	5958	Electric AHC	£313.09
Blachere Illumination UK Limited [BLACHERE]				
09/10/2025	SP43971	5969	Replacement Bulbs	£146.40
Border Janitorial Supplies LTD [BORDER]				
24/09/2025	239500	5913	Day Centre Cleaning 24/09/2025	£71.04

Date	Invoice No.	Ref No.	Detail	Total
Boys & Boden Ltd [BOYS]				
09/09/2025	OUTSTA	5908	boys&b outstanding	£36.19
08/10/2025	W/355584	5973	Materials for goal line	£41.06
Charlies Stores Ltd [CHARLIES]				
19/09/2025	124990	5917	Service Lawn Mowers 19/09/2025	£49.72
Charlies AG &Turf Limited [CHARLIESAG]				
19/09/2025	124990	5929	Service lawn mower	£49.72
19/09/2025	124990N	6208	Service lawn mowers	£49.72
Commercial Vehicle Contracts Ltd [CVC]				
09/10/2025	CVCI18667	5982	End of lease damage costs	£330.00
Enconvo UK Ltd [ENREACH] - paid by Direct Debit				
30/09/2025	431757	5957	Telephone Oct	£603.82
Arthur J. Gallagher Ins. Brokers Ltd [GALLAGHER]				
02/10/2025	549016555	5960	Insurance for Tipper	£45.88
Grenke Leasing Ltd [GRENKE] - paid by Direct Debit				
19/09/2025	0000387404/2025	5903	telephone finance doc fee	£168.00
03/10/2025	0000387403/2025	5904	telephone finance equp prot	£55.49
05/09/2025	0000387405/2025	5905	telephone finance rental aug	£81.60
05/09/2025	0000387406/2025	5906	telephone finance rental sept	£81.60
Hafren Dyfrdwy Cyfyngedig [HAFREN] - paid by Direct Debit				
01/10/2025	934106404	5954	Motte & Bailey Water Supply	£61.70
Hardings Shed and Garden Supplies [HARDINGS]				
30/09/2025	202500001636	5961	Vehicle Running Costs	£149.57
HMRC - PAYE [HMRC]				
06/10/2025	TAX OCT 2025	5947	tax paye october 2025	£6,883.05
I J Guy [IJGUY]				
27/07/2025	WTC00125	5951	Defibrillator Servicing	£210.00
Rentokil Initial [INITIAL] - paid by Direct Debit				
29/09/2025	35611566	5927	Initial hygiene Oct to Nov	£916.55
Joe Davies (Manchester) Ltd. [JDAVIES]				
15/09/2025	SI250906940	5923	TIC stock	£264.01
John Deere Financial [JOHNDEERE] - paid by Direct Debit				

Date	Invoice No.	Ref No.	Detail	Total
01/09/2025	SEPT	5934	tractor rental september	£677.76
30/09/2025	SEPT-2	5936	tractor finance sept 2	£677.67
30/09/2025	JD SEPT 240	5944	JD SEPT 240/5944/John Deere Fi	£240.00
30/09/2025	SEPT-3	5945	amend error jd	£0.09
Legal & General (Pensions) [LEGALGEN] - paid by Direct Debit				
06/10/2025	OCT 2025	5948	staff pension l&g october	£1,784.40
Lex Autolease Limited [LEXAUTO] - paid by Direct Debit				
16/09/2025	MIN7745488	5930	Van rental september 25	£532.68
05/10/2025	IRIN900307	5956	Tipper initial rent + 1 month	£6,373.62
16/10/2025	MIN7869059	5980	Lex AutoLease Oct 25	£708.18
LLoyds Bank Cardnet [LLOYDS1] - paid by Direct Debit				
12/09/2025	CN SEPT 1	5938	cardnet online pay svg chrg	£24.49
12/09/2025	CN SEPT 2	5939	cardnet physical svg chrg sept	£41.35
Lloyds Bank Credit Card [LLOYDS2] - paid by Direct Debit				
01/09/2025	SEPT 25	5935	spotify	£575.12
LLoyds Bank Charges [LLOYDS3] - paid by Direct Debit				
26/09/2025	SEPT 25	5942	bank charges sept	£64.31
Lloyds Bank Debit Card [LLOYDS4]				
09/09/2025	NOOK	5909	mayors sunday catering	£150.00
09/09/2025	ADVSEP	5910	advertising ISP social media	£39.95
National Express Ltd [NATEXP]				
30/09/2025	B44220250930	5931	National Express september 25	£414.48
Nick Roberts [NROBERTS]				
09/10/2025	3016	5974	Pat test of Xmas lights	£120.00
Office Express UK [OFFICEEX]				
30/09/2025	1770	5926	Stationary	£109.21
One Voice Wales [ONEVOICE]				
01/10/2025	10043	5924	Councillor Training	£42.00
01/10/2025	10094	5952	Councillor Training	£42.00
10/10/2025	10106	5972	Cllr Training 2 Oct	£42.00
Otis Ltd [OTIS]				
23/09/2025	25052008/U1	5919	Service Goods Lift TH	£268.24

Date	Invoice No.	Ref No.	Detail	Total
23/09/2025	25051988/U1	5920	Sevice Lift TH	£927.83
Powys County Council [PCC1]				
06/10/2025	OCT 2025	5949	staff pension pcc october	£0.00
10/10/2025	40033088	5971	Trade Waste TH	£133.53
POS Terminal Rent [POS] - paid by Direct Debit				
01/09/2025	SEPT POS	5911	POS rental September	£29.40
30/09/2025	SEPT POS 2	5943	september pos rental	£29.40
G F Potter [POTTERS]				
30/09/2025	61795	5965	general waste sept	£425.98
Permanent Recruitment Solutions [PRS]				
22/09/2025	6839	5912	Toilets cleaning 22/09/25	£520.70
29/09/2025	6860	5916	Cleaning toilets 29/09/25	£564.10
07/10/2025	6878	5970	Cleaning Supply W/E 5 Oct	£520.70
13/10/2025	6888	5976	Cleaning Supply W/E 12th Oct	£282.05
RCI Financial Services Ltd [RCI] - paid by Direct Debit				
03/10/2025	83466130	5967	MoW Van Lease Oct 25	£252.85
Salopian Brass Shrewsbury [SALOPIAN]				
09/10/2025	01686	5968	Performance fee at Winter Fest	£250.00
Sefe Energy [SEFE] - paid by Direct Debit				
11/09/2025	INV03954590	5940	gas AHC aug	£164.87
11/09/2025	INV03954626	5941	gas TH aug	£413.82
Silk Sharples Jennings [SILK SHARP]				
13/09/2025	S25.129	5928	TH Works Consultancy	£600.00
SLCC Enterprises Ltd [SLCC]				
09/09/2025	BK222967-1	5907	joint conf virtual RW	£78.00
16/10/2025	SD2543-5	5981	LCC Staffing Review	£3,276.00
Smith of Derby Ltd (Clockmakers) [SMITHDERBY]				
18/09/2025	0000138098	5925	Repairs to clock	£393.60
Staff Salaries [STAFF]				
06/10/2025	OCT 2025	5946	october staff salaries	£19,809.52
Swift Maintenance Services Ltd [SWIFT]				
19/09/2025	INV2037093	5918	AHC PPM Visit	£811.44

Date	Invoice No.	Ref No.	Detail	Total
16/10/2025	2037412	5978	Repairs to Combi Oven	£519.35
16/10/2025	2037411	5979	Repairs to Dishwasher	£295.73
Hutchison 3G UK Limited [THREEBUS] - paid by Direct Debit				
01/10/2025	987745022037	5966	Mobile phones Oct 25	£56.41
Total Energies Gas & Power Limited [TOTAL E] - paid by Direct Debit				
07/10/2025	391189419/25	5962	Electricity Town Hall October	£2,918.17
07/10/2025	391189441	5963	Electricity TIC October	£237.51
07/10/2025	391189485	5964	Electricity October	£88.28
Linked Technology Limited [UMICRO] - paid by Direct Debit				
01/10/2025	INV-005002	5932	AP management October	£16.74
01/10/2025	INV-005001	5933	IT Support October	£298.78
WPG Ltd [WPG]				
21/08/2025	INV-12231	5955	Community Awards boards	£96.00
Welshpool Hardware & DIY [WPLDIY]				
03/10/2025	3131	5975	Various equipment and PPE	£91.06
Welshpool Town Council [WTC]				
29/09/2025	TRFHUB	5914	Transfer from Main to Hub	£1,747.45