



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

Minutes of the Operations & Development Committee held on 08/10/2025 6:30pm in Council Chamber, Welshpool Town Hall.

PRESENT:

Cllr Estelle Bleivas
Cllr Nick Howells
Cllr Phil Owen
Cllr Phil Pritchard (Chair)
Sally Fitzgerald

Apologies for absence:

Cllr David France

Absent:

Cllr Dr Ben Gwalchmai

Also in attendance:

Richard Williams - Town Clerk & Responsible Finance Officer
Paul McGrath - Operations Manager

OD081025/1. WELCOME AND APOLOGIES FOR ABSENCE

The Chair welcomed all to the meeting. Apologies for absence was received from Cllr David France

OD081025/2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None.

OD081025/3. PUBLIC PARTICIPATION

OD081025/4. MINUTES AND MATTERS ARISING

OD081025/4.1 Previous Minutes

RESOLVED

To approve and sign as a correct record, the minutes from the meeting of the Operations & Development Committee on 10/09/2025.

WTCM347 - Proposed by Cllr Estelle Bleivas, seconded by Cllr Sally Fitzgerald

OD081025/4.2 Matters Arising

All matters arising were all in hand or approved by Full Council.

OD081025/5. LAND AND BUILDINGS

OD081025/5.1 General Update

The Operations Manager updated councillors on general activities, including:

- 1940s Weekend went well and a big thanks to Adam from the Operations Team for his hard work over the weekend.
- Wedding ceremony held last week went well. Another one is booked in for June 2026.
- Community Award winners are now on the board.
- New tipper has been received.
- New fencing at Dol y Felin has been completed.
- Quarterly Playground checks took place.
- Grass cutting - weather has pushed the team behind.
- End of Season works have started to take place at Maes y Dre.
- Christmas Lights have been PAT tested and new bulbs ordered where replacements were needed.
- Motte and Bailey has had another spate of vandalism, however doors now screwed shut along with clips on fencing padlocked and bolted. A suggestion was raised re: CCTV in this area and this is to be looked into.

Members thanked the team for their hard work.

OD081025/5.2 Playground Maintenance

The Operations Manager explained that secondary support chains are required on four swing seats (currently down as a ROSPA low-medium risk) - the quote obtained is for 50% off the price at 1,394.52 ex VAT.

The second quote for Wickstead equipment at Burgess Lands is to replace the damaged cargo net and sheered off bolts on the hurricane swing. This is quoted at £2,276.54 ex VAT.

A final quote had been received for a new basket seat and chains which had to be removed from Maes y Dre due to chain wear for £2291.51.

RECOMMENDED

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

WTCM348 - Proposed by Cllr Sally Fitzgerald, seconded by Cllr Estelle Bleivas

RECOMMENDED

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

WTCM349 - Proposed by Cllr Sally Fitzgerald, seconded by Cllr Estelle Bleivas

RECOMMENDED

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

WTCM350 - Proposed by Cllr Sally Fitzgerald, seconded by Cllr Estelle Bleivas

OD081025/5.3 Equipment

The Town Clerk and Operations Manager explained that there is a need for a longer hedge trimmer and if approved by Council, the equipment would be purchased from Charlies in Welshpool.

RECOMMENDED

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

WTCM351 - Proposed by Cllr Sally Fitzgerald, seconded by Cllr Estelle Bleivas

OD081025/5.4 All Wales Play Opportunities Grant

The Town Clerk updated members and explained that the grant had been awarded for a new piece of accessible play equipment at Maes y Dre - the Council had been awarded the maximum £20,000 and we needed to top up the rest from the quote provided by Ray Parry.

RECOMMENDED

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.

WTCM352 - Proposed by Cllr Sally Fitzgerald, seconded by Cllr Estelle Bleivas

OD081025/6. SERVICES

OD081025/6.1 Meals on Wheels

The Town Clerk gave an update and explained that 525 meals were served in September which generated £3,259.57 in income.

OD081025/6.2 Markets

The Town Clerk gave an update and explained that all but one stall in the indoor market is now filled.

OD081025/7. BUSINESS PLANNING & FINANCIAL MATTERS

OD081025/7.1 ISP Action Plan

Cllr Nick Howells joined the meeting.

The Town Clerk took members through the various actions and updated on progress. An updated version will be presented next month. The Town Clerk also gave an update on a new grant which had been released and proposed that a working group be established to work with the Town Clerk on possible enhancements to Motte and Bailey.

RECOMMENDED

That a working group of Cllrs Phil Pritchard, Estelle Bleivas, Nick Howells 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.

WTCM353 - Proposed by Cllr Phil Pritchard, seconded by Cllr Estelle Bleivas

OD081025/7.2 Budget and Committee Finance (Month 6)

The Town Clerk went through the spending for September and highlighted any areas of concern. No questions were raised.

OD081025/8. BUDGET 2026/2027 - DRAFT 1

The Town Clerk went through the Draft 1 budget line by line and explained that the figures had been produced with team input. Finance & Governance Committee will consider Draft 1 in more detail next week. Thanks was given to the Town Clerk and team.

OD081025/9. PROJECTS & NEW DEVELOPMENTS

OD081025/9.1 Town Hall Transformation

The Town Clerk explained the report and the project to date. Queries were raised concerning previous information about the project.

RECOMMENDED

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 Towns 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 3 co-opted members from the Community Stakeholder Group; and
To appoint Cllrs Phil Pritchard, Estelle Bleivas, Sally Fitzgerald, Nick Howells to the Project Board.

WTCM354 - Proposed by Cllr Sally Fitzgerald, seconded by Cllr Estelle Bleivas

OD081025/9.2 Oldford Estate

The Town Clerk explained that the Council needed to take a position on Oldford Estate in relation to play equipment and the current Scansis Pitch, which is now held over since 2019.

RECOMMENDED

To seek the following at Oldford in respect of play provision:

- To enter into negotiations with ClwydAlun in respect of the current Scansis Pitch lease;**
- To include the green space adjacent to the pitch in these negotiations;**
- To ask ClwydAlun to build a playpark on this site; and**
- To take responsibility for this area in respect of maintenance, once the new park has been built.**

WTCM355 - Proposed by Cllr Phil Pritchard, seconded by Cllr Sally Fitzgerald. A recorded vote was requested.

For: Estelle Bleivas, Nick Howells, Phil Pritchard, Sally Fitzgerald

Against:

Abstain: Phil Owen

OD081025/10. DATE OF NEXT MEETING

The next meeting of Operations & Development Committee will be held on 12th November 2025 at 6:30pm

OD081025/11. 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.

WTCM356 - Proposed by Cllr Sally Fitzgerald, seconded by Cllr Estelle Bleivas

OD081025/12. REVIEW OF CLEANING CONTRACT [CONFIDENTIAL]

The Town Clerk summarised the options and the report and answered queries.

RECOMMENDED

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.

WTCM357 - Proposed by Cllr Phil Pritchard, seconded by Cllr Estelle Bleivas

OD081025/13. BERRIEW ST TOILETS [CONFIDENTIAL]

The Town Clerk summarised the letter and answered queries.

RECOMMENDED

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

WTCM358 - Proposed by Cllr Sally Fitzgerald, seconded by Cllr Phil Pritchard

The meeting finished at 20:52.

Signed:

Dated:

Councillor Phil Pritchard (Chair)

Decision/Action Log

ID		Assigned
WTCM347	RESOLUTION OD081025/4.1 Previous Minutes To approve and sign as a correct record, the minutes from the meeting of the Operations & Development Committee on 10/09/2025.	Town Clerk & Responsible Finance Officer
WTCM348	RECOMMENDATION OD081025/5.2 Playground Maintenance To accept the quotation for secondary support chains from Playdale at a cost of £1,394.52 excluding VAT.	Town Clerk & Responsible Finance Officer
WTCM349	RECOMMENDATION OD081025/5.2 Playground Maintenance To accept the quotation for repairs to the hurricane swing and new net from Wickstead at a cost of £2,276.54 excluding VAT.	Town Clerk & Responsible Finance Officer
WTCM350	RECOMMENDATION OD081025/5.2 Playground Maintenance To accept the quotation for new basket seat and chains from Playdale at a cost of £2,291.51 excluding VAT.	Town Clerk & Responsible Finance Officer
WTCM351	RECOMMENDATION OD081025/5.3 Equipment To approve the request to purchase a Stihl KMA 135 R battery powered long reach hedge cutter for £1,287.45 ex VAT	Town Clerk & Responsible Finance Officer

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WTCM352	RECOMMENDATION OD081025/5.4 All Wales Play Opportunities Grant 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.	Town Clerk & Responsible Finance Officer
WTCM353	RECOMMENDATION OD081025/7.1 ISP Action Plan That a working group of Cllrs Phil Pritchard, Estelle Bleivas, Nick Howells 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
WTCM354	RECOMMENDATION OD081025/9.1 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 Towns 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 3 co-opted members from the Community Stakeholder Group; and To appoint Cllrs Phil Pritchard, Estelle Bleivas, Sally Fitzgerald, Nick Howells to the Project Board.	Town Clerk & Responsible Finance Officer
WTCM355	RECOMMENDATION OD081025/9.2 Oldford Estate 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; and - To take responsibility for this area in respect of maintenance, once the new park has been built.	Town Clerk & Responsible Finance Officer
WTCM356	RESOLUTION OD081025/11 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
WTCM357	RECOMMENDATION OD081025/12 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

ID		Assigned
WTCM358	RECOMMENDATION OD081025/13 Berriew St Toilets To authorise the Town Clerk to pursue the proposal without prejudice to the previously approved course of action.	Town Clerk & Responsible Finance Officer