



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

Minutes of the Finance & Governance Committee held on 17/09/2025 6:30pm in Council Chamber, Welshpool Town Hall.

PRESENT:

Cllr David France
Cllr Estelle Bleivas
Cllr Phil Owen
Cllr Phil Pritchard
Cllr Richard Church
Cllr Revd William Rowell (Chair)

Apologies for absence:

Cllr Alison Davies
Cllr Morag Bailey

Absent:

Also in attendance:

Cllr Nick Howells
Richard Williams - Town Clerk & Responsible Finance Officer

FG170925/1. WELCOME AND APOLOGIES FOR ABSENCE

The Vice Chair welcomed all to the meeting. Apologies for absence was received from Cllr Morag Bailey and Cllr Alison Davies.

FG170925/2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None.

FG170925/3. PUBLIC PARTICIPATION

None.

FG170925/4. MINUTES AND MATTERS ARISING

FG170925/4.1 Previous Minutes

RESOLVED

To approve the minutes from the meeting of the Operations & Development Committee on 16/07/2025.

WTCM280 - Proposed by Cllr Richard Church, seconded by Cllr Estelle Bleivas

FG170925/4.2 Matters Arising

All items were either progressing or had been completed.

FG170925/5. FINANCIAL MATTERS

FG170925/5.1 Council Accounts (July & August - Period 4 & 5)

Cllr Phil Pritchard joined the meeting.

Councillors scrutinised the accounts and asked questions including:

- 201/4885 - Elections - what periods do these costs relate to? The Town Clerk explained that it is the last two elections held in 2024. The recently held election in August has not yet been billed for.

RESOLVED

To note the account balances and documentation for Month 4 and 5.

WTCM281 - Proposed by Cllr Estelle Bleivas, seconded by Cllr Richard Church

FG170925/5.2 Payment of Invoices - September

The Town Clerk explained that the list is longer than usual due to a new system and includes historical items and items paid via direct debit. A query was raised regarding two payments to British Gas (Ref 5460 and 5449) - Town Clerk to investigate.

Cllr Nick Howells joined the meeting.

RECOMMENDED

To confirm and agree payment of invoices for September 2025.

WTCM282 - Proposed by Cllr Estelle Bleivas, seconded by Cllr Richard Church

FG170925/5.3 Scrutiny of Payments

Cllr Rowell reported on the scrutiny of payments exercise and explained that it was a satisfactory process.

RECOMMENDED

To elect the following members to perform scrutiny of payments exercise:

- Cllr Phil Owen - September**
- Cllr Estelle Bleivas - October**
- Cllr David France - November**

WTCM283 - Proposed by Cllr Revd William Rowell, seconded by Cllr Richard Church

FG170925/5.4 Virements

Cllr David France left the meeting.

The Town Clerk explained the two virements and answered queries.

RECOMMENDED

To recommend the virements to Full Council.

WTCM284 - Proposed by Cllr Phil Owen, seconded by Cllr Richard Church

FG170925/5.5 Funding Sources

Councillors considered the source of funds for both the Town Hall and Motte and Bailey works. The Town Clerk recommended that Burgess Lands Trust Objective 1 monies was used for Town Hall works. It was suggested that the remaining overspend at Motte and Bailey (approx £8000) came from general reserve. A discussion was had regarding Cadw grants for the Motte and Bailey, but Cadw would require a more formulated plan before funding.

RECOMMENDED

To apply for and use Burgess Lands Trust Objective 1 monies for the Town Hall works

WTM285 - Proposed by Cllr Richard Church, seconded by Cllr Estelle Bleivas

RECOMMENDED

To use General Reserve monies for the Motte and Bailey work

WTM286 - Proposed by Cllr Phil Owen, seconded by Cllr Estelle Bleivas

FG170925/6. STRATEGY AND POLICY

FG170925/6.1 Interim Strategic Plan - Feedback & Actions

The Town Clerk summarised the report and members went through the actions which are in the responsibility of the committee. A discussion was held regarding poll cards and responsibilities for funding - the Town Clerk is to investigate.

FG170925/6.2 Debt Management Policy

The Town Clerk summarised the draft policy and explained the proposed stepped approach. A concern was expressed that the Council was writing off any debts at all and it was explained that after all available avenues had been explored to reclaim the debt then it would be voted on by Council to write off or not.

RECOMMENDED

To approve and adopt the Debt Management Policy.

WTM287 - Proposed by Cllr Richard Church, seconded by Cllr Phil Owen

FG170925/7. OTHER MATTERS

FG170925/7.1 Newsletter

The Town Clerk explained that a quote had been obtained to direct mail the newsletters to all addresses in the community and the quote was for £2624.87 incl VAT. The quote for Royal Mail Door 2 Door was £200. Councillors suggested a review after each newsletter to explore the delivery approach taken.

RECOMMENDED

To use Royal Mail Door 2 Door for the newsletter and to review distribution at 6 monthly intervals.

WTM288 - Proposed by Cllr Revd William Rowell, seconded by Cllr Phil Owen

FG170925/7.2 Budget Setting Timetable 2026-2027

Councillors noted the budget setting timetable.

FG170925/8. DATE OF NEXT MEETING

The next meeting of Finance & Governance Committee will be held on 15th October 2025 at 6:30pm.

FG170925/9. 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.

WTCM289 - Proposed by Cllr Revd William Rowell, seconded by Cllr Phil Owen

FG170925/10. MARKET CAFE [CONFIDENTIAL]

The Town Clerk explained that the legal course of action was pursuing and the committee asked the Town Clerk to work with the Mayor to pursue next steps.

FG170925/11. SALES LEDGER - DEBTORS [CONFIDENTIAL]

The Town Clerk summarised the debtor list and answered queries.

FG170925/12. STAFFING UPDATE [CONFIDENTIAL]

The Town Clerk gave an update on staffing matters and updated members on the appointment to the temporary Administrator post; the recent training attended by the Town Clerk and the ongoing staffing review.

RECOMMENDED

To extend the contract of Employee No. 61 to 31st December 2025.

WTCM290 - Proposed by Cllr Phil Pritchard, seconded by Cllr Phil Owen

The meeting finished at 20:36.

Signed:

Dated:

Councillor Revd William Rowell (Chair)

Decision/Action Log

ID		Assigned
WTCM280	RESOLUTION FG170925/4.1 Previous Minutes To approve the minutes from the meeting of the Operations & Development Committee on 16/07/2025.	Town Clerk & Responsible Finance Officer
WTCM281	RESOLUTION FG170925/5.1 Council Accounts (July & August - Period 4 & 5) To note the account balances and documentation for Month 4 and 5.	
WTCM282	RECOMMENDATION FG170925/5.2 Payment of Invoices - September To confirm and agree payment of invoices for September 2025.	Town Clerk & Responsible Finance Officer

ID		Assigned
WTCM283	RECOMMENDATION FG170925/5.3 Scrutiny of Payments To elect the following members to perform scrutiny of payments exercise: - Cllr Phil Owen - September - Cllr Estelle Bleivas - October - Cllr David France - November	Town Clerk & Responsible Finance Officer
WTCM284	RECOMMENDATION FG170925/5.4 Virements To recommend the virements to Full Council.	Town Clerk & Responsible Finance Officer
WTCM285	RECOMMENDATION FG170925/5.5 Funding Sources To apply for and use Burgess Lands Trust Objective 1 monies for the Town Hall works	Town Clerk & Responsible Finance Officer
WTCM286	RECOMMENDATION FG170925/5.5 Funding Sources To use General Reserve monies for the Motte and Bailey work	Town Clerk & Responsible Finance Officer
WTCM287	RECOMMENDATION FG170925/6.2 Debt Management Policy To approve and adopt the Debt Management Policy.	Town Clerk & Responsible Finance Officer
WTCM288	RECOMMENDATION FG170925/7.1 Newsletter To use Royal Mail Door 2 Door for the newsletter and to review distribution at 6 monthly intervals.	Town Clerk & Responsible Finance Officer
WTCM289	RESOLUTION FG170925/9 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.	
WTCM290	RECOMMENDATION FG170925/12 Staffing Update To extend the contract of Employee No. 61 to 31st December 2025.	Town Clerk & Responsible Finance Officer