Cyngor Tref Trallwng
Welshpool Town Council

Welshpool Town Council, The Vicarage Gardens, Welshpool, Powys, SY21 7DD
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Minutes of the Finance & Governance Committee held on 15/10/2025 6:30pm in Council Chamber, Welshpool Town Hall.

PRESENT:

Cllr Alison Davies
Cllr Carol Robinson
Cllr David France
Cllr Estelle Bleivas
Cllr Morag Bailey (Chair)
Cllr Phil Owen
Cllr Phil Pritchard
Cllr Richard Church

Apologies for absence:

Cllr Revd William Rowell

Absent:

Also in attendance:

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

FG151025/1. WELCOME AND APOLOGIES FOR ABSENCE

The Chair welcomed all to the meeting. Apologies were received from Cllr William Rowell.

FG151025/2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None.

FG151025/3. PUBLIC PARTICIPATION

None.

FG151025/4. MINUTES AND MATTERS ARISING

FG151025/4.1 Previous Minutes

An error was pointed out in one of the resolution items and this was amended.

RESOLVED
To confirm the minutes of the Finance Committee held on the 17/09/2025 with the following amendment:
- FG170925/4.1 - the reference to Operations & Development should read Finance &

Governance

WTCM359 - Proposed by Cllr Richard Church, seconded by Cllr Carol Robinson

FG151025/4.2 Matters Arising

FG170925/5.2 - Payment to British Gas - the Town Clerk has investigated and discovered the bill was so high as it was an estimated reading.
All other actions were either completed or approved by Council. A query was answered regarding smart meters.

FG151025/5. FINANCIAL MATTERS

FG151025/5.1 Council Accounts (September - Period 6)

The Town Clerk summarised the paper and explained that this was a new format for showing the current balances and any significant spend and/or income received in the month.

Cllr Phil Owen joined the meeting.

Members asked a range of queries including:
- Vehicle leases - the Town Clerk explained that the budget only contains provision for £5400 in Vehicles whereas the lease costs will amount to £13,000 for the current year.
- IT Costs - the Town Clerk is to check what has been coded under this item.
- Insurance - the Town Clerk explained that no further items are expected out of the insurance line.
- Rec Club Rents - the Town Clerk explained that these had not yet been invoiced for.

RECOMMENDED
To accept the Income and Expenditure Reports and Cash and Bank Totals for September 2025 and note the bank balances as of 30th September 2025.

WTCM360 - Proposed by Cllr Alison Davies, seconded by Cllr Richard Church

FG151025/5.2 Payment of Invoices - October

Members discussed the invoices for payment and queries were answered.

RECOMMENDED
To approve payment of invoices for October 2025.

WTCM361 - Proposed by Cllr Alison Davies, seconded by Cllr Estelle Bleivas

FG151025/5.3 Scrutiny of Payments

Cllr Phil Owen has yet to complete the scrutiny of payments exercise for September, so nothing to report. Cllr Estelle Bleivas is scheduled to do October.

RECOMMENDED
To elect Cllr Morag Bailey following members to perform scrutiny of payments exercise in December.

WTCM362 - Proposed by Cllr Alison Davies, seconded by Cllr Richard Church

FG151025/5.4 ISP Action Plan

The Town Clerk summarised the ISP Action Plan to date and explained progress to date, including the name of the newsletter as suggested as part of a Facebook Poll.

FG151025/5.5 Budget 2026/2027 - Draft 1

The Town Clerk summarised the report and explained that Draft 1 had been considered by all committees to date and that the budget has been reworked into different categories allowing greater scrutiny of spend. The budget also contained assumptions on staff pay awards and utility cost increases.

Members asked a range of queries including:
- 180/4660 (Direct Stock) had been reduced from £15,000 to £5,000 due to lower stock costs, however suggestion was made that this should be reviewed as the TIC needs stock to sell in order to generate income.
- 232 (Winter Festival) - suggested additional new line called 'Santa Gifts' which would show the exact cost of what the Council was purchasing for free gifts for children as part of the Winter Festival.

A recorded vote on the recommendation was requested and held.

RECOMMENDED
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.

WTCM363 - Proposed by Cllr Morag Bailey, seconded by Cllr Richard Church. A recorded vote was requested.

For: Alison Davies, Carol Robinson, David France, Estelle Bleivas, Morag Bailey, Phil Owen, Richard Church
Against:
Abstain: Phil Pritchard

FG151025/5.6 Fees and Charges Review

The Town Clerk summarised the fees and changes proposed changes and answered queries from members. A discussion was held regarding implementation of the new fees. It was suggested that the new fees would go live on the 1st January 2026 and apply to payments made in that year (meaning that bookings paid for now would pay the current rate).

RECOMMENDED
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.

WTCM364 - Proposed by Cllr Alison Davies, seconded by Cllr Richard Church

FG151025/6. OTHER MATTERS

FG151025/6.1 Digital Engagement - Q2 2025

The Town Clerk summarised the report and highlighted that engagement has been much higher in the last quarter.
It was requested that it was minuted that members were appreciative of the reports from the Town Clerk.

FG151025/7. DATE OF NEXT MEETING

The next meeting of Finance & Governance Committee will be held on 19th November 2025 at 6:30pm

FG151025/8. 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.

WTCM365 - Proposed by Cllr Estelle Bleivas, seconded by Cllr Phil Pritchard

FG151025/9. SALES LEDGER - DEBTORS [CONFIDENTIAL]

The Town Clerk summarised the list and explained that 50 letters had been posted out to debtors, however the lack of accurate information held by the Council was frustrating the new implementation of the Debt Management Policy.

A proposal was made to ask the Town Clerk to not bring back this report every month but instead wait until more action had been taken and a recorded vote was requested.

RECOMMENDED
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.

WTCM366 - Proposed by Cllr Alison Davies, seconded by Cllr Richard Church. A recorded vote was requested.

For: Alison Davies, Carol Robinson, David France, Morag Bailey, Phil Owen, Richard Church
Against: Estelle Bleivas, Phil Pritchard
Abstain:

FG151025/10. REVIEW OF CLEANING CONTRACT [CONFIDENTIAL]

The Town Clerk explained that this topic had been discussed at Operations & Development Committee last week and that it had been provided to the committee for comment before going to Full Council. A discussion took place amongst members.

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.

WTCM367 - Proposed by Cllr Phil Pritchard, seconded by Cllr Estelle Bleivas

FG151025/11. INDEPENDENT STAFFING REVIEW [CONFIDENTIAL]

The Town Clerk summarised the recommendations from LCC and their own recommendations andanswered queries.

The Town Clerk left the meeting.

A discussion took place about the proposed new structure.

RECOMMENDED
To notes the findings of the Independent Staffing Review; and
To approve the revised staffing structure as set out in the Town Clerk's Recommendations and at the end of the report, subject to the amendments in relation to the title of the Events, Markets and Planning Officer and the line management of the Communications & Community Engagement Officer.

WTCM368 - Proposed by Cllr Alison Davies, seconded by Cllr Phil Pritchard

FG151025/12. SALARY SACRIFICE SCHEME [CONFIDENTIAL]

The Town Clerk rejoined the meeting.

The Town Clerk summarised the report and reported £10 per employee per year would be charged by the Council payroll provider to complete the required paperwork.

RECOMMENDED
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.

WTCM369 - Proposed by Cllr David France, seconded by Cllr Alison Davies

FG151025/13. TOWN CLERK'S PROBATION PERIOD [CONFIDENTIAL]

The Town Clerk left the meeting.

A discussion took place between members.

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

WTCM370 - Proposed by Cllr Phil Owen, seconded by Cllr Alison Davies

The meeting finished at 21:00.

Signed: Dated:

Councillor Morag Bailey (Chair)

Decision/Action Log

ID		Assigned
WTCM359	**RESOLUTION** **FG151025/4.1 Previous Minutes** To confirm the minutes of the Finance Committee held on the 17/09/2025 with the following amendment: - FG170925/4.1 - the reference to Operations & Development should read Finance & Governance	Town Clerk & Responsible Finance Officer
WTCM360	**RECOMMENDATION** **FG151025/5.1 Council Accounts (September - Period 6)** To accept the Income and Expenditure Reports and Cash and Bank Totals for September 2025 and note the bank balances as of 30th September 2025.	Town Clerk & Responsible Finance Officer

ID		Assigned
WTCM361	**RECOMMENDATION** **FG151025/5.2 Payment of Invoices - October** To approve payment of invoices for October 2025.	Town Clerk & Responsible Finance Officer
WTCM362	**RECOMMENDATION** **FG151025/5.3 Scrutiny of Payments** To elect Cllr Morag Bailey following members to perform scrutiny of payments exercise in December.	Town Clerk & Responsible Finance Officer
WTCM363	**RECOMMENDATION** **FG151025/5.5 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
WTCM364	**RECOMMENDATION** **FG151025/5.6 Fees and Charges Review** 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
WTCM365	**RESOLUTION** **FG151025/8 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
WTCM366	**RECOMMENDATION** **FG151025/9 SALES LEDGER - DEBTORS** 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
WTCM367	**RECOMMENDATION** **FG151025/10 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
WTCM368	**RECOMMENDATION** **FG151025/11 INDEPENDENT STAFFING REVIEW** To notes the findings of the Independent Staffing Review; and To approve the revised staffing structure as set out in the Town Clerk's Recommendations and at the end of the report, subject to the amendments in relation to the title of the Events, Markets and Planning Officer and the line management of the Communications & Community Engagement Officer.	Town Clerk & Responsible Finance Officer

ID		Assigned
WTCM369	**RECOMMENDATION** **FG151025/12 SALARY SACRIFICE SCHEME** 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
WTCM370	**RECOMMENDATION** **FG151025/13 TOWN CLERK'S PROBATION PERIOD** To end the probational period and the Town Clerk becomes a permanent member of staff and receive the agreed increment in the pay scale.	Town Clerk & Responsible Finance Officer