



Welshpool Town Council, The Vicarage Gardens, Welshpool, Powys, SY21 7DD  
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## **Minutes of the Finance & Governance Committee held on 18/03/2026 6:30pm in Council Chamber, Welshpool Town Hall.**

### **PRESENT:**

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

### **Apologies for absence:**

Cllr Estelle Bleivas

### **Absent:**

Cllr Carol Robinson

### **Also in attendance:**

Kimberly Wright - Events & Markets Manager

### **FG180326/1. 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. Apologies were received by Cllr Estelle Bleivas.

### **FG180326/2. DECLARATIONS OF INTERESTS AND DISPENSATIONS**

None.

### **FG180326/3. PUBLIC PARTICIPATION**

None.

### **FG180326/4. MINUTES AND MATTERS ARISING**

#### **FG180326/4.1 Previous Minutes**

#### **RESOLVED**

**To approve as a correct record the minutes from the meeting of the Finance & Governance Committee on 18/02/2026**

*WTCM569 - Proposed by Cllr Alison Davies, seconded by Cllr Revd William Rowell*

## **FG180326/4.2 Matters Arising**

Nothing raised.

## **FG180326/5. BUSINESS PLANNING & FINANCIAL MATTERS**

### **FG180326/5.1 Council Accounts (February - Period 11)**

The Chair highlighted that the accounts are in a better position this year than 2025 and 2024. Members asked queries and asked questions, including:

- HMRC overbudget - is this due to a budgeting error?
- 0% on vehicles, is this also a budgeting error?

#### **RECOMMENDED**

**To accept the accounts for February 2026.**

*WTCM570 - Proposed by Cllr Alison Davies, seconded by Cllr Revd William Rowell*

### **FG180326/5.2 Payment of Invoices - March**

#### **RECOMMENDED**

**To agree payment of invoices for March 2026.**

*WTCM571 - Proposed by Cllr Alison Davies, seconded by Cllr Revd William Rowell*

### **FG180326/5.3 Scrutiny of Payments**

Cllr Richard Church to arrange to meet with the Town Clerk and report back to the next Finance meeting in April.

The Clerk to check previous minutes and remind the delegated councillors to arrange a time to discuss.

### **FG180326/5.4 Interim Strategic Plan Action Plan**

The Chair summarised the report.

No questions raised.

## **FG180326/6. CARRY FORWARDS 2025-26**

Councillors considered the recommendations in the report - Unspent Carry Forwards to 2026-27 and agreed the recommendations.

#### **RECOMMENDED**

**To approve the carry forward of the following unspent budget allocations into the next financial year as set out in Section 3 of the report**

*WTCM572 - Proposed by Cllr Revd William Rowell, seconded by Cllr Alison Davies*

## **FG180326/7. STRATEGY AND POLICY**

### **FG180326/7.1 Civil and Ceremonial Protocol & Flag Flying Policies**

A discussion took place on both the Civic and Ceremonial Protocol and the Flag Flying & Lighting Policy and amendments were proposed:

- Page 3 of the Civic and Ceremonial Protocol - add 'full' next to Council.

- Page 3 of the Civic and Ceremonial Protocol - change sentence to read 'will normally only be worn'.
- Page 1 of the Flag Flying & Community Lighting Policy - change to left position regardless of position or size.

**RECOMMENDED**

**To approve and adopt the amended Civic & Ceremonial Protocol and Flag Flying & Lighting Policy.**

*WTCM573 - Proposed by Cllr Alison Davies, seconded by Cllr Richard Church*

**FG180326/7.2 One Voice Wales Membership - 2026-27**

Councillors discussed membership of One Voice Wales for 2026-27.

**RECOMMENDED**

**To renew membership of One Voice Wales for 2026-27.**

*WTCM574 - Proposed by Cllr Richard Church, seconded by Cllr Revd William Rowell*

**FG180326/8. OTHER MATTERS**

**FG180326/8.1 Our Welshpool Newsletter**

Councillors noted that the next edition of Our Welshpool will be delayed until May due to the pre-election period.

**FG180326/9. ITEMS FOR FUTURE AGENDA & DATE OF NEXT MEETING**

No items suggested and that the next meeting of Finance & Governance Committee will be held on 15th April 2026 at 6:30pm.

**FG180326/10. 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.**

*WTCM575 - Proposed by Cllr Revd William Rowell, seconded by Cllr Alison Davies*

**FG180326/11. DEBTORS [CONFIDENTIAL]**

A discussion took place regarding further write offs.

**RECOMMENDED**

**To approve the write off of 17 invoices totalling £1,590 listed at the end of this report, and to note that officers will continue to pursue the remaining £7,698.76.**

*WTCM576 - Proposed by Cllr Alison Davies, seconded by Cllr Richard Church*

**FG180326/12. GRANTS**

**FG180326/12.1 Grant for Hire [CONFIDENTIAL]**

Councillors reconsidered the establishment of a targeted grant scheme to offset the increase in hire costs charges for two long-standing community user groups of the Corn Exchange, following the revised Town Hall fees introduced on 1 January 2026. Councillors commented that there is currently no

grant scheme in place.

**RESOLVED**

**To agree to not recommend a targeted grant scheme for the organisations mentioned in the report.**

*WTCM586 - Proposed by Cllr Alison Davies, seconded by Cllr Phil Owen. A recorded vote was requested.*

For: Alison Davies, David France, Morag Bailey, Phil Owen  
Against: Phil Pritchard, Richard Church, Revd William Rowell  
Abstain:

**FG180326/12.2 Grant Correspondence [CONFIDENTIAL]**

A discussion took place on the request and declined due to no grant scheme or budget being in place.

**FG180326/13. STAFFING**

**FG180326/13.1 Pay Scales [CONFIDENTIAL]**

**RECOMMENDED**

**To agree the revised pay scales for the cleaning posts from 1st April 2026 from SCP 2 to SCP 3**

*WTCM578 - Proposed by Cllr Phil Owen, seconded by Cllr Richard Church*

**FG180326/13.2 TIC Review - Staffing Implications [CONFIDENTIAL]**

The Chair read out the recommendations and notes and the Committee asked for their thanks to all staff in the Information Centre for all their hard work to be passed on to them.

**RECOMMENDED**

**To authorise the Town Clerk to review the staffing structure of the Welshpool Information Centre before filling any vacancy and report back to Members where appropriate.**

*WTCM580 - Proposed by Cllr Phil Owen, seconded by Cllr Richard Church*

**FG180326/13.3 Staffing [CONFIDENTIAL]**

Councillors reviewed the report.

**RECOMMENDED**

**To appoint a shortlisting and interview panel comprising of Cllr Bill Rowell, Cllr Morag Bailey, Cllr Phil Owen and the Events and Markets Manager and to give delegated powers to the Town Clerk to appoint to the position following a recommendation from the panel.**

*WTCM581 - Proposed by Cllr Morag Bailey, seconded by Cllr Alison Davies*

**RECOMMENDED**

**To authorise the Town Clerk to purchase appropriate items to celebrate the employment milestone.**

*WTCM587 - Proposed by Cllr Morag Bailey, seconded by Cllr Alison Davies*

*The meeting finished at 20:00.*

Signed:

Dated:

Councillor Morag Bailey (Chair)

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### Decision/Action Log

| ID      |                                                                                                                                                                                                                                 | Assigned                                       |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|
| WTCM569 | <b>RESOLUTION</b><br><b>FG180326/4.1 Previous Minutes</b><br>To approve as a correct record the minutes from the meeting of the Finance & Governance Committee on 18/02/2026                                                    | Town Clerk &<br>Responsible<br>Finance Officer |
| WTCM570 | <b>RECOMMENDATION</b><br><b>FG180326/5.1 Council Accounts (February - Period 11)</b><br>To accept the accounts for February 2026.                                                                                               | Town Clerk &<br>Responsible<br>Finance Officer |
| WTCM571 | <b>RECOMMENDATION</b><br><b>FG180326/5.2 Payment of Invoices - March</b><br>To agree payment of invoices for March 2026.                                                                                                        | Town Clerk &<br>Responsible<br>Finance Officer |
| WTCM572 | <b>RECOMMENDATION</b><br><b>FG180326/6 Carry Forwards 2025-26</b><br>To approve the carry forward of the following unspent budget allocations into the next financial year as set out in Section 3 of the report                | Town Clerk &<br>Responsible<br>Finance Officer |
| WTCM573 | <b>RECOMMENDATION</b><br><b>FG180326/7.1 Civil and Ceremonial Protocol &amp; Flag Flying Policies</b><br>To approve and adopt the amended Civic & Ceremonial Protocol and Flag Flying & Lighting Policy.                        | Town Clerk &<br>Responsible<br>Finance Officer |
| WTCM574 | <b>RECOMMENDATION</b><br><b>FG180326/7.2 One Voice Wales Membership - 2026-27</b><br>To renew membership of One Voice Wales for 2026-27.                                                                                        | Town Clerk &<br>Responsible<br>Finance Officer |
| WTCM575 | <b>RESOLUTION</b><br><b>FG180326/10 Confidential Session - Exclusion</b><br>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 &<br>Responsible<br>Finance Officer |
| WTCM576 | <b>RECOMMENDATION</b><br><b>FG180326/11 Debtors</b><br>To approve the write off of 17 invoices totalling £1,590 listed at the end of this report, and to note that officers will continue to pursue the remaining £7,698.76.    | Town Clerk &<br>Responsible<br>Finance Officer |
| WTCM578 | <b>RECOMMENDATION</b><br><b>FG180326/13.1 Pay Scales</b><br>To agree the revised pay scales for the cleaning posts from 1st April 2026 from SCP 2 to SCP 3                                                                      | Town Clerk &<br>Responsible<br>Finance Officer |

| ID      |                                                                                                                                                                                                                                                                                                                                   | Assigned                                 |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
| WTCM580 | <b>RECOMMENDATION</b><br><b>FG180326/13.2 TIC Review - Staffing Implications</b><br>To authorise the Town Clerk to review the staffing structure of the Welshpool Information Centre before filling any vacancy and report back to Members where appropriate.                                                                     | Town Clerk & Responsible Finance Officer |
| WTCM581 | <b>RECOMMENDATION</b><br><b>FG180326/13.3 Staffing</b><br>To appoint a shortlisting and interview panel comprising of Cllr Bill Rowell, Cllr Morag Bailey, Cllr Phil Owen and the Events and Markets Manager and to give delegated powers to the Town Clerk to appoint to the position following a recommendation from the panel. | Town Clerk & Responsible Finance Officer |
| WTCM586 | <b>RESOLUTION</b><br><b>FG180326/12.1 Grant for Hire</b><br>To agree to not recommend a targeted grant scheme for the organisations mentioned in the report.                                                                                                                                                                      | Town Clerk & Responsible Finance Officer |
| WTCM587 | <b>RECOMMENDATION</b><br><b>FG180326/13.3 Staffing</b><br>To authorise the Town Clerk to purchase appropriate items to celebrate the employment milestone.                                                                                                                                                                        | Town Clerk & Responsible Finance Officer |