



Welshpool Town Council, The Vicarage Gardens, Welshpool, Powys, SY21 7DD  
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## **Minutes of the Finance & Governance Committee held on 21/01/2026 6:30pm in Council Chamber, Welshpool Town Hall.**

### **PRESENT:**

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

### **Apologies for absence:**

Cllr Alison Davies  
Cllr Estelle Bleivas

### **Absent:**

### **Also in attendance:**

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

### **FG210126/1. WELCOME AND APOLOGIES FOR ABSENCE**

The Chair welcomed all to the meeting and wished all a Happy New Year. Apologies were received from Cllr Alison Davies and Cllr Estelle Bleivas.

### **FG210126/2. DECLARATIONS OF INTERESTS AND DISPENSATIONS**

None.

### **FG210126/3. PUBLIC PARTICIPATION**

None.

### **FG210126/4. MINUTES AND MATTERS ARISING**

#### **FG210126/4.1 Previous Minutes**

#### **RESOLVED**

**To approve the minutes from the meeting of the Finance & Governance Committee on 19/11/2025.**

*WTCM450 - Proposed by Cllr Revd William Rowell, seconded by Cllr Phil Owen*

## **FG210126/4.2 Matters Arising**

All recommendations were considered by Council and were either approved or rejected.

## **FG210126/5. FINANCIAL MATTERS**

### **FG210126/5.1 Council Accounts (December - Period 9)**

The Town Clerk apologised that the usual Income and Expenditure report was missing from the pack but reported that it would go to Full Council as usual. The Town Clerk explained that the third and final instalment of the precept had now been received.

### **FG210126/5.2 Payment of Invoices - January**

The Town Clerk answered queries, including:

- Why is there two JRB payments? This was a duplication error.
- Parking Penalty - this was caused by our Operations vehicles in Severn Stars Car Park.
- Water at Allotment Sites - a review of allotments needs to explore all avenues including tenants paying for their own water separately.
- Water at Toilets - the recent bill is very large due to the leak which was fixed in October.

#### **RECOMMENDED**

**To approve payment of invoices for January 2026.**

*WTCM451 - Proposed by Cllr Revd William Rowell, seconded by Cllr Richard Church*

### **FG210126/5.3 Scrutiny of Payments**

Cllr Morag Bailey explained that she did scrutiny of payments for November and also did payroll checking and all was correct. Members for the next few months include:

- Cllr Phil Pritchard for December in January
- Cllr Estelle Bleivas for January in February
- Cllr Richard Church for February in March
- Cllr William Rowell for March in April

#### **RECOMMENDED**

**To appoint the following members for scrutiny of payments:**

- Cllr Phil Pritchard for December in January
- Cllr Estelle Bleivas for January in February
- Cllr Richard Church for February in March
- Cllr William Rowell for March in April

*WTCM452 - Proposed by Cllr Morag Bailey, seconded by Cllr Phil Owen*

## **FG210126/5.4. BUSINESS PLANNING & FINANCIAL MATTERS**

### **FG210126/5.4.1 ISP Action Plan**

The Town Clerk summarised the action plan and noted that some things had now moved further than when this was issued.

## **FG210126/6. BUDGET 2026/2027 - FINAL DRAFT**

The Town Clerk summarised the paper and explained that the budget had been constructed with a line by line approach, with two staff workshops and committee meetings in October, November and January. The budget itself contains savings of around £86k and additional cost pressures of around £125k.

A discussion took place regarding if the risk items for Meals on Wheels should be removed however it was thought best to leave them where they are for now. A query was received on the presentation of the three year budget.

The Town Clerk also explained that a press release, promotional materials and an interactive graph had been prepared ahead of precept setting.

**RECOMMENDED**

**To note the draft budgets for 2027/2028 and 2028/2029 and that Full Council adopt the draft budget for 2026/2027.**

*WTCM453 - Proposed by Cllr Phil Owen, seconded by Cllr Revd William Rowell*

**FG210126/7. STRATEGY & POLICY**

**FG210126/7.1 Complaints, Comments & Feedback Policy**

Cllr Morag Bailey explained the draft policy as it was deferred from November and has been updated based on her professional background. A discussion was held regarding the phrasing of 'however made' in the definition of complaint. A route of appeal had also been included in the draft.

**RESOLVED**

**To amend the draft policy to remove the words "however made" from the definition on Page 1.**

*WTCM454 - Proposed by Cllr Richard Church, seconded by Cllr Phil Owen*

**RECOMMENDED**

**To approve and adopt the amended Complaints, Comments & Compliments Policy.**

*WTCM455 - Proposed by Cllr Morag Bailey, seconded by Cllr Richard Church*

**FG210126/7.2 Gritting and Snow Removal Policy**

The Town Clerk summarised the policy and answered any queries.

**RECOMMENDED**

**To approve and adopt the Gritting and Snow Removal Policy.**

*WTCM456 - Proposed by Cllr Phil Pritchard, seconded by Cllr Revd William Rowell*

**FG210126/7.3 Financial Regulations 2025-2026**

The Town Clerk summarised their report and explained that for audit purposes, it was prudent to adopt these new Financial Regulations to apply for the current financial year.

**RECOMMENDED**

**To approve the revised Financial Regulations 2025-2026.**

*WTCM457 - Proposed by Cllr Revd William Rowell, seconded by Cllr Phil Pritchard*

**FG210126/8. OTHER MATTERS**

**FG210126/8.1 Petty Cash & Pre-Paid Cards**

The Town Clerk summarised their report and answered queries. He explained that Lloyds Bank are currently offering charge cards for free if a certain spend limit is reached.

**RECOMMENDED**

**To approve the phasing out of petty cash to level set by Financial Regulations; and  
To authorise the Town Clerk to implement pre-paid debit or spend cards to not exceed the values set by Financial Regulations for authorised purchasing officers.**

*WTCM458 - Proposed by Cllr Phil Owen, seconded by Cllr Revd William Rowell*

**FG210126/8.2 Section 137 Expenditure Limit - 2026/27**

Members noted the new Section 137 limit.

**FG210126/8.3 Digital Engagement - Q3 2025**

The Town Clerk summarised the report and answered queries, including if the Council has an X account. The Town Clerk confirmed that the Council does not.

**FG210126/9. DATE OF NEXT MEETING**

The next meeting of Finance & Governance Committee will be held on 18th February 2026 at 6:30pm

**FG210126/10. 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.**

*WTCM459 - Proposed by Cllr Revd William Rowell, seconded by Cllr Phil Owen*

**FG210126/11. PENSION REVALUATION [CONFIDENTIAL]**

The Town Clerk explained the revaluation figures.

**FG210126/12. STAFFING**

**FG210126/12.1 Operations Team Review [CONFIDENTIAL]**

The Town Clerk explained that during the earlier held staff consultation, it was decided to hold a review to properly benchmark the Operations Team to other Councils and areas and invited the committee to appoint members to assist with the review.

**RECOMMENDED**

**To appoint Cllrs Phil Owen, Phil Pritchard and Morag Bailey to work with the Town Clerk on the review into the Operations Team and to report back by the end of February 2026.**

*WTCM460 - Proposed by Cllr David France, seconded by Cllr Richard Church*

**FG210126/12.2 Staffing Update [CONFIDENTIAL]**

The Town Clerk gave an update on staffing matters and answered queries.

**RECOMMENDED**

**To delegate to the Town Clerk the recruitment of the post.**

*WTCM461 - Proposed by Cllr Richard Church, seconded by Cllr Morag Bailey*

The meeting finished at 19:58.

Signed:

Dated:

Councillor Morag Bailey (Chair)

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### Decision/Action Log

| ID      |                                                                                                                                                                                                                                                                                                                               | Assigned                                 |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
| WTCM450 | <b>RESOLUTION</b><br><b>FG210126/4.1 Previous Minutes</b><br>To approve the minutes from the meeting of the Finance & Governance Committee on 19/11/2025.                                                                                                                                                                     | Town Clerk & Responsible Finance Officer |
| WTCM451 | <b>RECOMMENDATION</b><br><b>FG210126/5.2 Payment of Invoices - January</b><br>To approve payment of invoices for January 2026.                                                                                                                                                                                                | Town Clerk & Responsible Finance Officer |
| WTCM452 | <b>RECOMMENDATION</b><br><b>FG210126/5.3 Scrutiny of Payments</b><br>To appoint the following members for scrutiny of payments:<br>- Cllr Phil Pritchard for December in January<br>- Cllr Estelle Bleivas for January in February<br>- Cllr Richard Church for February in March<br>- Cllr William Rowell for March in April | Town Clerk & Responsible Finance Officer |
| WTCM453 | <b>RECOMMENDATION</b><br><b>FG210126/6 Budget 2026/2027 - Final Draft</b><br>To note the draft budgets for 2027/2028 and 2028/2029 and that Full Council adopt the draft budget for 2026/2027.                                                                                                                                | Town Clerk & Responsible Finance Officer |
| WTCM454 | <b>RESOLUTION</b><br><b>FG210126/7.1 Complaints, Comments &amp; Feedback Policy</b><br>To amend the draft policy to remove the words "however made" from the definition on Page 1.                                                                                                                                            | Town Clerk & Responsible Finance Officer |
| WTCM455 | <b>RECOMMENDATION</b><br><b>FG210126/7.1 Complaints, Comments &amp; Feedback Policy</b><br>To approve and adopt the amended Complaints, Comments & Compliments Policy.                                                                                                                                                        | Town Clerk & Responsible Finance Officer |
| WTCM456 | <b>RECOMMENDATION</b><br><b>FG210126/7.2 Gritting and Snow Removal Policy</b><br>To approve and adopt the Gritting and Snow Removal Policy.                                                                                                                                                                                   | Town Clerk & Responsible Finance Officer |
| WTCM457 | <b>RECOMMENDATION</b><br><b>FG210126/7.3 Financial Regulations 2025-2026</b><br>To approve the revised Financial Regulations 2025-2026.                                                                                                                                                                                       | Town Clerk & Responsible Finance Officer |

| ID      |                                                                                                                                                                                                                                                                                                                                         | Assigned                                 |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
| WTCM458 | <b>RECOMMENDATION</b><br><b>FG210126/8.1 Petty Cash &amp; Pre-Paid Cards</b><br>To approve the phasing out of petty cash to level set by Financial Regulations; and<br>To authorise the Town Clerk to implement pre-paid debit or spend cards to not exceed the values set by Financial Regulations for authorised purchasing officers. | Town Clerk & Responsible Finance Officer |
| WTCM459 | <b>RESOLUTION</b><br><b>FG210126/10 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 & Responsible Finance Officer |
| WTCM460 | <b>RECOMMENDATION</b><br><b>FG210126/12.1 Operations Team Review</b><br>To appoint Cllrs Phil Owen, Phil Pritchard and Morag Bailey to work with the Town Clerk on the review into the Operations Team and to report back by the end of February 2026.                                                                                  | Town Clerk & Responsible Finance Officer |
| WTCM461 | <b>RECOMMENDATION</b><br><b>FG210126/12.2 Staffing Update</b><br>To delegate to the Town Clerk the recruitment of the post.                                                                                                                                                                                                             | Town Clerk & Responsible Finance Officer |