



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

Minutes of the Full Council held on 25/06/2025 6:30pm in Council Chamber, Welshpool Town Hall.

PRESENT:

Cllr Alison Davies
Cllr Dr Ben Gwalchmai
Cllr Carol Robinson
Cllr Chris Davies
Cllr David France
Cllr Estelle Bleivas
Cllr Morag Bailey
Cllr Nick Howells
Cllr Phil Owen (Chair)
Cllr Phil Pritchard
Cllr Richard Church
Sally Fitzgerald
Cllr Revd William Rowell

Apologies for absence:

Cllr Julie Arnold

Absent:

Cllr Billy Spencer

Also in attendance:

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

FC250625/1. WELCOME AND APOLOGIES FOR ABSENCE

His Worship The Mayor welcomed everyone to the meeting. Apologies were received from Cllr Julie Arnold.

FC250625/2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None.

FC250625/3. PUBLIC PARTICIPATION

None.

FC250625/4. TOWN MAYOR'S REPORT - JUNE 2025

The Mayor gave an update and explained that he had recently attended the 65th anniversary of Llys Hafren and judged the cake competition at the Rhallt and had a tour. He also explained that he had attended the Carnival and judged the prizes and visited every stall and encouraged people to complete the feedback form.

FC250625/5. COUNTY COUNCIL AND COUNTY COUNCILLOR UPDATES

Cllr Graham Breeze reported on:

- Changes to Post-16 education proposed by Powys County Council which would result in Welshpool and Llanfyllin losing their sixth forms and two centres being established in Newtown and Brecon. At present there is around 150 pupils in Sixth Form at Welshpool which is considerably more than the approx. 50 students in Newtown.
- Meeting held to discuss safety issues at Red Bank but this is on the agenda for discussion later.

Cllr Richard Church reported on:

- Each county councillor has been granted £5,000 each to award to fund a local project or organisation and appealed for any ideas from the Town Council.

Both county councillors invited and answered questions on the above topics.

FC250625/6. MINUTES AND MATTERS ARISING

FC250625/6.1 Previous Minutes

Amendments were proposed to alter:

- AM280525/2 - Cllr Rowell abstained on this item
- AM280525/9.1 - Council selected Option C as opposed to Option B

RESOLVED

To approve and sign as a correct record, the minutes from the meeting of the Annual Meeting on 28/05/2025 with the above amendments.

WTCM171 - Proposed by Cllr Nick Howells, seconded by Cllr Alison Davies

FC250625/6.2 Matters Arising

- AM280525/10.1 Councillor Allowances - in progress and working out a mechanism to pay
- AM280525/10.2 Bank Mandate - in progress awaiting election of chairs and vice chairs
- AM280525/11 Outside Bodies - still awaiting investigation of Powysland governing document
- AM280525/13.2 Wiggly Path - in progress
- AM280525/13.2 Policies - in progress
- AM280525/13.5 Cricket Club - in progress awaiting a meeting between the Ops Manager and Cricket Club
- AM280525/13.5 Fencing - in progress fencing booked in for installation
- AM280525/13.6 Working Group - to meet in the summer
- AM280525/24 Day Centre - in progress meeting arranged with solicitors to move forward at pace

FC250625/7. COMMITTEE MEMBERSHIP

No changes were proposed.

FC250625/8. COMMITTEES - MINUTES

FC250625/8.1 Events & Planning Committee - June 2025

Cllr Chris Davies asked the Council to note the draft minutes and resolutions made at the meeting.

FC250625/9. COMMITTEES - RECOMMENDATIONS

FC250625/9.1 Operations & Development Committee - June 2025

Cllr Phil Prichard explained that no recommendations were made to confirm, however a discussion was held regarding CCTV around the town. Cllr Sally Fitzgerald asked if a written report on Meals on Wheels could be provided in the future.

FC250625/9.2 Finance & Governance Committee - June 2025

Cllr Morag Bailey asked the Council to confirm the recommendations from the meeting.

RESOLVED

To authorise the Town Clerk to enter into the new photocopier lease with ABS.

WTCM172 - Proposed by Cllr Alison Davies, seconded by Cllr Estelle Bleivas

RESOLVED

To authorise the Town Clerk to enter into a new telephony lease with Enconvo.

WTCM173 - Proposed by Cllr Alison Davies, seconded by Cllr Estelle Bleivas

RESOLVED

To authorise the Town Clerk to accept the quote from United Technologies in respect of additional licences for councillor email addresses.

WTCM174 - Proposed by Cllr Alison Davies, seconded by Cllr Estelle Bleivas

RESOLVED

- To change the pay scale of Employee No. 8 to SCP 20, backdated to the 19th October 2023.**
- To agree to the request made by Employee No. 45 as to working arrangements.**
- To authorise the Town Clerk to enter into discussions in relation to the training request made.**

WTCM175 - Proposed by Cllr Alison Davies, seconded by Cllr Estelle Bleivas

RESOLVED

To support appropriate enforcement action to collect the outstanding balances, including any costs, as recommended by the Town Clerk

WTCM176 - Proposed by Cllr Alison Davies, seconded by Cllr Estelle Bleivas

RESOLVED

To adopt the Town Clerk Performance Management Framework subject to typographical and numbering amendments being made.

WTCM177 - Proposed by Cllr Alison Davies, seconded by Cllr Estelle Bleivas

FC250625/10. FINANCE

FC250625/10.1 Council Accounts (May 2025 - Period 2)

RESOLVED

To approve the Bank Reconciliation and Cashbook Reports and Income and Expenditure Report for May 2025.

WTCM178 - Proposed by Cllr Nick Howells, seconded by Cllr Phil Owen

FC250625/10.2 Payment of Invoices - June

RESOLVED

To approve payment of invoices for June 2025.

WTCM179 - Proposed by Cllr Nick Howells, seconded by Cllr Revd William Rowell

FC250625/11. ACCOUNTING STATEMENT & ANNUAL GOVERNANCE STATEMENT 2024/25

The Town Clerk summarised the papers and explained that the Council had now received the Internal Audit Report which will be discussed by Audit Committee in July. The Town Clerk went through each line of the Annual Governance Statement and Council confirmed if it had met, nor not met each section in turn.

RESOLVED

To approve the Accounting Statement and Annual Governance Statement for 2024/25.

WTCM180 - Proposed by Cllr Alison Davies, seconded by Cllr Morag Bailey

FC250625/12. INTERIM STRATEGIC PLAN (2025-2028)

The Town Clerk summarised the report and explained that the Finance & Governance Committee had looked at this in-depth and recommended approval.

RESOLVED

- **To note the contents of the report.**
- **To approve the launch of a community consultation on the Interim Strategic Plan 2025-2028.**
- **To authorise the Town Clerk in consultation with the Mayor, Deputy Mayor and Chair's of Committees to approve the consultation documentation.**
- **To support the wide promotion of the consultation across physical and digital channels.**
- **To ask officers to bring back a final draft of the Interim Strategic Plan for approval by Full Council in September 2025.**

WTCM181 - Proposed by Cllr Phil Pritchard, seconded by Cllr Morag Bailey

FC250625/13. OUTSIDE BODIES

FC250625/13.1 OVW Motions for Debate - 2025

The Mayor explained that Newtown & Llanllwchaiarn Town Council were seeking the support of the Council to second the motion about having specific legal advice on Welsh law.

RESOLVED

To second the motion proposed by Newtown & Llanllwchaiarn at the One Voice Wales AGM on the 1st October 2025.

WTCM182 - Proposed by Cllr Phil Pritchard, seconded by Cllr Morag Bailey

FC250625/13.2 Rights of Way Volunteer Programme

The Mayor summarised the invitation from Powys County Council for two representatives to attend a meeting to discuss the Rights of Way volunteer programme.

RESOLVED

To elect the Mayor and Deputy Mayor to attend the Rights of Way Volunteer Programme meeting on the 14th July 2025.

WTCM183 - Proposed by Cllr Phil Owen, seconded by Cllr Sally Fitzgerald

FC250625/13.3 Red Bank Traffic

Cllr Nick Howells left the meeting.

The Mayor allowed County Councillor Graham Breeze to summarise a recent meeting held between town councillors, Powys County Council and the Police regarding Red Bank and safety issues. A discussion was held by councillors about what the options could be to improve safety such as making Red Bank one way or closing the road. Councillors agreed however to focus on Stage 1 improvements such as signage, speed cameras and speed devices and send a letter to Powys County Council endorsing those improvements.

RESOLVED

To write to Powys County Council to endorse the implementation of safety measures on Red Bank such as new signage, speed cameras and traffic calming measures.

WTCM184 - Proposed by Cllr Dr Ben Gwalchmai, seconded by Cllr Morag Bailey

FC250625/13.4 Other Outside Bodies

No other outside reports were received, however the Council had been notified that it had been shortlisted for an award as part of the VISA Let's Celebrate Town's programme. The awards ceremony will be held at the House of Lords on the 16th July 2025 and councillors nominated the Town Clerk to attend on their behalf.

RESOLVED

To approve as an approved duty the Town Clerk attending the awards ceremony for the VISA Let's Back Our Town's 2025 at the House of Lords on the 16th July 2025.

WTCM185 - Proposed by Cllr Phil Owen, seconded by Cllr Sally Fitzgerald

FC250625/14. 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.

WTCM186 - Proposed by Cllr Alison Davies, seconded by Cllr Phil Pritchard

FC250625/15. LAND AND PREMISES [CONFIDENTIAL]

The Town Clerk summarised the report and explained that negotiations had been held with the business owner and a revised proposal submitted, however drew attention to the legal issues contained within the proposal.

Cllr Sally Fitzgerald left the meeting.

A discussion was held and it was agreed that the Town Clerk should investigate further with the landlord and bring back a report to Council.

RESOLVED

To instruct the Town Clerk to enter into discussions with the landlord in respect of the legal issues and report back to Council.

WTCM187 - Proposed by Cllr David France, seconded by Cllr Richard Church

FC250625/16. OUTDOOR MARKET AGREEMENT [CONFIDENTIAL]

Cllr Phil Prichard left the meeting.
The Town Clerk summarised the report.

RESOLVED

To follow the decision made on the 22nd February 2023 (Minute No. 144/2023) to sign the new deed agreement agency delegation for the Monday outdoor market.

WTCM188 - Proposed by Cllr Alison Davies, seconded by Cllr Richard Church

The meeting finished at 20:47.

Signed:

Dated:

Councillor Phil Owen (Chair)

Decision/Action Log

ID		Assigned
WTCM171	RESOLUTION FC250625/6.1 Previous Minutes To approve and sign as a correct record, the minutes from the meeting of the Annual Meeting on 28/05/2025 with the above amendments.	Town Clerk & Responsible Finance Officer
WTCM172	RESOLUTION FC250625/9.2 Finance & Governance Committee - June 2025 To authorise the Town Clerk to enter into the new photocopier lease with ABS.	Town Clerk & Responsible Finance Officer
WTCM173	RESOLUTION FC250625/9.2 Finance & Governance Committee - June 2025 To authorise the Town Clerk to enter into a new telephony lease with Enconvo.	Town Clerk & Responsible Finance Officer
WTCM174	RESOLUTION FC250625/9.2 Finance & Governance Committee - June 2025 To authorise the Town Clerk to accept the quote from United Technologies in respect of additional licences for councillor email addresses.	Town Clerk & Responsible Finance Officer
WTCM175	RESOLUTION FC250625/9.2 Finance & Governance Committee - June 2025 - To change the pay scale of Employee No. 8 to SCP 20, backdated to the 19th October 2023. - To agree to the request made by Employee No. 45 as to working arrangements. - To authorise the Town Clerk to enter into discussions in relation to the training request made.	Town Clerk & Responsible Finance Officer

ID		Assigned
WTCM176	RESOLUTION FC250625/9.2 Finance & Governance Committee - June 2025 To support appropriate enforcement action to collect the outstanding balances, including any costs, as recommended by the Town Clerk	Town Clerk & Responsible Finance Officer
WTCM177	RESOLUTION FC250625/9.2 Finance & Governance Committee - June 2025 To adopt the Town Clerk Performance Management Framework subject to typographical and numbering amendments being made.	Town Clerk & Responsible Finance Officer
WTCM178	RESOLUTION FC250625/10.1 Council Accounts (May 2025 - Period 2) To approve the Bank Reconciliation and Cashbook Reports and Income and Expenditure Report for May 2025.	Town Clerk & Responsible Finance Officer
WTCM179	RESOLUTION FC250625/10.2 Payment of Invoices - June To approve payment of invoices for June 2025.	Town Clerk & Responsible Finance Officer
WTCM180	RESOLUTION FC250625/11 Accounting Statement & Annual Governance Statement 2024/25 To approve the Accounting Statement and Annual Governance Statement for 2024/25.	Town Clerk & Responsible Finance Officer
WTCM181	RESOLUTION FC250625/12 Interim Strategic Plan (2025-2028) - To note the contents of the report. - To approve the launch of a community consultation on the Interim Strategic Plan 2025-2028. - To authorise the Town Clerk in consultation with the Mayor, Deputy Mayor and Chair's of Committees to approve the consultation documentation. - To support the wide promotion of the consultation across physical and digital channels. - To ask officers to bring back a final draft of the Interim Strategic Plan for approval by Full Council in September 2025.	Town Clerk & Responsible Finance Officer
WTCM182	RESOLUTION FC250625/13.1 OVW Motions for Debate - 2025 To second the motion proposed by Newtown & Llanllwchaiarn at the One Voice Wales AGM on the 1st October 2025.	Town Clerk & Responsible Finance Officer
WTCM183	RESOLUTION FC250625/13.2 Rights of Way Volunteer Programme To elect the Mayor and Deputy Mayor to attend the Rights of Way Volunteer Programme meeting on the 14th July 2025.	Town Clerk & Responsible Finance Officer
WTCM184	RESOLUTION FC250625/13.3 Red Bank Traffic To write to Powys County Council to endorse the implementation of safety measures on Red Bank such as new signage, speed cameras and traffic calming measures.	Town Clerk & Responsible Finance Officer

ID		Assigned
WTCM185	RESOLUTION FC250625/13.4 Other Outside Bodies To approve as an approved duty the Town Clerk attending the awards ceremony for the VISA Let's Back Our Town's 2025 at the House of Lords on the 16th July 2025.	Town Clerk & Responsible Finance Officer
WTCM186	RESOLUTION FC250625/14 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.	
WTCM187	RESOLUTION FC250625/15 Land and Premises To instruct the Town Clerk to enter into discussions with the landlord in respect of the legal issues and report back to Council.	Town Clerk & Responsible Finance Officer
WTCM188	RESOLUTION FC250625/16 Outdoor Market Agreement To follow the decision made on the 22nd February 2023 (Minute No. 144/2023) to sign the new deed agreement agency delegation for the Monday outdoor market.	Town Clerk & Responsible Finance Officer

List of Payments Approved by Council

As required by Financial Reg 6.8

Date	Invoice No.	Ref No.	Detail	Total
AA Catering Disposables Ltd [AACATER]				
20/05/2025	60846	5551	lids and foil	£293.13
Core Highways (Traffice Management) Limi [AMBERON]				
13/05/2025	5920678	5600	road closure VE Day	£660.00
Billy Spencer [BILLYS]				
07/07/2025	ALLOWANCE	5716	basic allowance BS	£156.00
Border Janitorial Supplies LTD [BORDER]				
20/05/2025	236472	5554	oven cleaner, wipes, tolietrol	£171.38
Brookwood Powys [BROOKWOOD]				
29/05/2025	5148	5603	souvenir sale items for TiC	£82.74
Commercial Vehicle Contracts Ltd [CVC]				
02/04/2025	16945	5456	monthly rental ford transit	£520.64
20/05/2025	17272	5552	extras for tipper inc reverser	£631.20
DM Payroll Services Ltd [DMPAYROLL]				
10/06/2025	4429	5670	payroll services quarter 1	£144.00
Hardings Shed and Garden Supplies [HARDINGS]				

Date	Invoice No.	Ref No.	Detail	Total
13/05/2025	2.025E+11	5599	unleaded petrol	£12.99
HMRC - PAYE [HMRC]				
25/06/2025	3 JNE 25	5672	Paye Month 3 June 25	£3,148.80
25/06/2025	JUNE 25 MNTH 3	5673	NiC June 25 month 3	£3,825.15
Jamie Bags Ltd [JAMIEBAGS]				
15/05/2025	2091	5590	items for sale in TiC	£175.80
KRM Contractors Ltd [KRM]				
28/05/2025	17368	5574	fencing netting buildings site	£16,591.20
Lex Autolease Limited [LEXAUTO] - paid by Direct Debit				
16/05/2025	7484719	5553	lease rental van	£532.68
04/06/2025	2099631	5651	vehicle fine Edinburgh!	£10.00
National Express Ltd [NATEXP]				
31/05/2025	31 05 25	5621	coach tickets costs	£162.44
One Voice Wales [ONEVOICE]				
28/05/2025	9469	5566	Chairing skills	£84.00
Owen???'s of Oswestry Coaches Ltd. [OWENC]				
10/05/2025	10TH MAY	5620	coach tickets sales	£9,470.54
Paul Melton Hawks [PAUL HAWKS]				
20/05/2025	1675	5558	hawk display carnival	£300.00
G F Potter [POTTERS]				
31/05/2025	61215	5619	general waste at potters	£271.51
Permanent Recruitment Solutions [PRS]				
19/05/2025	6438	5568	cleaning services	£672.58
27/05/2025	6461	5569	cleaning services	£715.97
Rikki Lloyd Family Butchers Ltd [RLLOYD]				
30/04/2025	29708	5556	meals costs	£18.70
Silk Sharples Jennings [SILK SHARP]				
24/04/2025	S25.24	5546	preparing schedule of works	£600.00
Staff Salaries [STAFF]				
25/06/2025	JUNE PAYROLL	5671	June Salaries 25	£20,772.96
Total Energies Gas & Power Limited [TOTAL E] - paid by Direct Debit				
07/05/2025	379020353/25	5570	electricity Town Hall	£2,592.75

Date	Invoice No.	Ref No.	Detail	Total
07/05/2025	376020397/25	5571	electricity toilets	£726.20
07/05/2025	376019858/258	5572	electricity TiC	£241.70
07/05/2025	3760194360/25	5573	electricity triangle house	£135.54
Nicola Whitehouse [WHITEHOUSE]				
25/06/2025	ACAS	5715	M136 - AM280525/22	£1,218.69
25/06/2025	25/06/2025	5744	ACAS payment	£0.27
Worknest [WORKNEST]				
15/05/2025	83697	5601	insurance admin fee	£134.00