

WELSHPOOL TOWN COUNCIL

COUNCIL STRATEGY 2017 - 2022



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Document presented for adoption

WELSHPOOL TOWN COUNCIL

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Mission Statement

The Council will build on its work since 2007 to improve the quality of life for people living in Welshpool and enhance the attractiveness of the town as a place in which to live, work, visit or invest. In particular to:

Provide a strong and independent voice for Welshpool

Preserve and enhance the traditions, character and identity of the town

Ensure that Welshpool is a clean, safe, welcoming and prosperous town for all

Provide high standard services at best value

Work in partnership with others (in particular Powys County Council and Welsh Government) to achieve more for Welshpool and its neighbouring communities

Mayor of Welshpool
26th July 2017

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1. Introduction

1.01 The Strategy

The Town Council has since 2007 implemented 3 Town Plans and has implemented the over strategy written in 2010. With the Welsh Government publications on re-organisation, a new Town Plan to be produced by the autumn of 2017 and the succession plan for the Town Clerk a strategy for the period of the next Council needs to be put in place to set Policy for that period on how the Council progresses.

1.01 Local Government Re-organisation

The Town Council will take an active part with regards to the Local Government Review and will take forward those aspects which apply to Town and Community Councils. The main elements are outlined in the White Paper – Reforming Local Government: Resilient and Renewed.

1.02 Best Value and Best Delivery

The Council will strive to delivery all services at best value for money through a number of tools which will include:

- i) Scrutiny by Councillors.
- ii) Monitoring on a regular basis.
- iii) Reviews on an annual basis.

1.03 Strategy and Plans

The Council strategy documents shall be as set out below:



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2. Welshpool

2.1 The Town

The Town of Welshpool is located 20 miles west of Shrewsbury and is the gateway to Mid Wales. The Town had a registered population in the 2011 census of 6,720. The Town boasts many attributes besides a main line railway station and a good shopping centre and markets as well as the Montgomeryshire Canal which passes through the town.

The Town will have a new one way system (January 2011) with a new shopping centre adding to the attractive existing town centre. Also the Town has 1500 car spaces so it will be easy to visit the town.

The attractions include one of the largest livestock auction markets in the world, Powis Castle, Welshpool and Llanfair Light Railway, Powysland Museum, the Cock Pit (oldest fighting cock pit building on its original site), Motte Bailey Castle together with many good walks and stunning countryside.

There are plenty of places to eat, have a coffee or have a drink.

2.2 The economic base

The economic base for Welshpool is based around the following:

- i) Good road connections to the West, North and South.
- ii) Extensive car parking.
- iii) Good main line rail links.
- iv) National Express and local bus links.
- v) Good shopping centre.
- vi) Good industrial estates.
- vii) Good Tourist Attractions.
- viii) Free public toilets and a Full Tourist Information Centre.
- ix) The general (including retail) spend in the town is generated approx. as follows:
 - a. 25% local
 - b. 15% B&B with Caravan Parks
 - c. 15% day visitors
 - d. 45% people stopping on their way to the Coast or other destinations.

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2.3 Census 2011

From the 2011 census figures the following are of note:

i)	Number of houses	2,995
ii)	Population aged under 18	23%
iii)	Population aged 60 plus	28%
iv)	Non UK born residents	9%
v)	No knowledge of Welsh	81%
vi)	Retired	16%
vii)	Retired living alone	18%
viii)	Lone parent with children	7%
ix)	Unemployed	4%
x)	Those without a car or van	27%
xi)	Those long term disabled	235
xii)	Those who are unpaid carers	10%
xiii)	Home ownership	55%
xiv)	Public/Housing Association rented	24%
xv)	Employment is split as follows:	
	a. Tourism	7%
	b. Retail	19%
	c. Manufacturing	22%
	d. Health and Social work	12%
	e. Educational	6%
	f. Hotels and Catering	7%
	g. All other categories	31%

A full copy of the overall Welshpool census is set out at appendix F.

2.4 Future of the Town

To enable the Town Council to support its residents and businesses a new Town and Community Plan is to be prepared by the autumn of 2017 for implementation during the life of the Council (2017-2022).

The Town Plan will form the action plan based upon an evidence base.

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3. Welshpool Town Council

3.1 Outline

Currently the Town Council has 16 seats arranged in 3 wards as follows:

CASTLE WARD	4
GUNGROG WARD	6
LLANERCHYDOL WARD	6

There is provision in Standing Orders for 2 Youth Representatives if required.

3.2 Boundary Commission

A report on proposed ward boundary changes was presented to the Boundary Commission for Wales in May 2017 which may alter the number of Town Councillors and the Ward boundaries. However this is not likely to take place until 2022.

3.3 Council aims and objectives

The aims and objectives of the Council will be brought forward for consideration as follows:

- a) Via the Town and Community Plan.
- b) Via Councillors through the Committee System.
- c) Via the Town Clerk through the Committee System.
- d) Via legislation.

3.4 Organisation

The Council shall be organised through a system of Committees which shall be as follows:

TOWN CLERK'S COMMITTEE
FINANCE AND GENERAL PURPOSES COMMITTEE
PLANNING AND DEVELOPMENT COMMITTEE
COUNCIL SERVICES COMMITTEE
CARE COMMITTEE
EVENTS AND TOURISM COMMITTEE

The Council or Committees may also appoint advisory Committees who will report via their appointing body.

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3.5 Decision making

All decisions shall be made as follows:

- a) By the Full Council.
- b) By a Committee with express powers given to it by the Full Council.
- c) By the Town Clerk within legal powers and the agreed delegated authority.

3.6 Councillors Involvement

Councillors may wish to be involved with the direct delivery of certain services; this is possible by arrangement with the Town Clerk.

3.7 Charter

The Town Council will work with Powys County Council through a Charter for the benefit of the residents of Welshpool.

3.8 Elections

The Town Council has a policy of Elections for all Ward Seats with co-option as very last resort.

3.9 Town and Community Councils around Welshpool

The Town Council will give advice and support, where appropriate, those Town and Community Councils around it.

3.10 Consultations

The Council will, on a regular basis, consult with the following:

- a) Business Forum.
- b) Youth Council.
- c) Residents Panel.
- d) Public Meetings and Local Drop in Sessions.

3.11 Community Involvement

The Council will prepare a policy on volunteers and working with the Community. The Council will also review and implement how the public can take a role in decision making within Council business.

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4. Committees

4.1 The system of Committees

The rules for administering the Council shall be set out in Standing Orders and shall comprise a system of Committee based management.

4.2 Remit and Authority

The Standing Committees along with their remit and authority of each Committee is set out at appendix G.

4.3 Making decisions

There are three decision making bodies/persons with regards to all Council business – they are in order:

- i) The Full Council
- ii) A Committee with direct authority of the Full Council
- iii) The Town Clerk

In most cases decisions on the day to day running of the Council are made by the Town Clerk (in consultation in some instances).

Policy and other decisions are generally by way of recommendations to the Full Council by Committees.

4.4 Working Groups

From time to time the Council may appoint small working groups who shall report direct to the appointing Committee.

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5. Councillors, Town Clerk and Staffing

5.1 Councillors

The current Mayor and Councillors are set out at appendix A.

5.2 Succession Planning

A succession plan is in place for the Town Clerk and the Council will progress the actions needed to achieve the objectives of that plan.

5.3 The staff strategy

The staffing strategy shall be reviewed annually.

The current system is for staff to work in teams reporting to the Town Clerk as follows:

- a) Office, Finance and Administration Team.
- b) Town Services Team.
- c) Recreation Team.
- d) Care Team.
- e) Events and Tourism Team.

The current staffing structure is set out at appendix B.

6. Budgets and financial

6.1 Annual Budgeting

The Town Clerk will prepare a budget each year for discussion and approval by the Town Clerk's Committee in October each year. The Annual Budget will then be presented to the Full Council for final approval no later than December in each year.

6.2 A plan for the next 5 years

The Annual Budget shall be accompanied by a 5 year projection.

6.3 Budget strategy for period 2017 to 2022

The Council will approve by November 2017 a budget with implementation programme for the five years from April 2018 to March 2022.

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6.4 Payments

The Council is to continue the policy of making payment by cheque with two Councillors and the Town Clerk as signatories. On small amounts and salary payments are made by BACS.

7. Financial Programme

7.1 Rules and Regulations

The Council will have in place and will review annually the Financial Risk Assessment, Financial Regulations, Cash Handling Procedure and Council Risk Assessment.

7.2 Audit

The Internal Audit shall be completed within the regulations with the Annual Return reported to Full Council for approval before 30th June each year. The External Audit shall be completed within the prescribed regulations.

7.3 Presentation

The financial statements shall be presented each month to all Councillors in full and to the Finance and General Purposes Committee showing the Budget, Budget to date and Actual with month to month analysis.

The financial statement shall also show the bank balances, VAT and bank reconciliation.

7.4 Sustainability Planning

A plan is to be prepared for approval (as an annexe to the Strategy) setting out the details of a financial sustainability programme for the period 2017-2022.

8. Liaison meetings

8.1 Powys County Council Liaison Meetings

The Town Council will attend such meetings arranged by Powys County Council but will not get involved in any organisation of them.

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9. Other Organisations

9.1 Introduction

The Council will support Council Associations and Committees where they benefit the town of Welshpool.

9.2 Local Council Forum

The Town Council will support the administration of the Local Council Forum covering the area coloured blue on the attached plan at appendix E.

9.3 North and Mid Wales Association of Local Councils

The Council will support the Association by way of secretarial support.

9.4 Shrewsbury Aberystwyth Rail Liaison Committee

The Council will support the Committee by way of secretarial support.

10. Town and Community Planning

10.1 The new Town Plan and vision

The Town Council will prepare with full consultation a Town and Community Plan for the period 2017 to 2022 with specific and identifiable objectives to follow the existing plan which expires in 2017.

10.2 The Local Development Plan

The Town Council will take an active part in supporting the delivery of the Local Development Plan where it does not conflict with the policies in the Town and Community Plan 2017 to 2022.

10.3 Policies of the Council

The plan will set out the policies against which the Council will make its recommendations and decisions.

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11. Publicity and Information

11.1 Policy

The Council Policy on press statements is as follows:

- 1) Press releases shall be issued by the Town Clerk's Office.
- 2) The Mayor will make comment on Council Policy.
- 3) Committee Chair may express the views of their Committee.
- 4) The Town Clerk will make statutory and Town Council announcements.
- 5) No Councillor may speak on behalf of the Council other than as set out in 1-4 above but may express their own views.

11.2 Council Papers

The Council recognises that under the Local Government Act 1972 the Town Clerk is required to issue all Council papers in paper form to the Councillors last known address. An electronic copy available to those who wish to receive it in that form and will also be available on the Web Site.

11.3 Web Site

The Council is to ensure that the Web Site meets Welsh Government regulations and is kept up to date on a regular basis with all information as required for Good Practise. The Web Site is to be refreshed and updated during the middle 2017 with survey abilities.

11.4 Social Media

The Council will monitor and issue information statements only on Social Media using the following:

- i) Facebook – Town Council
- ii) Facebook – Day Centre
- iii) Facebook – Tourist Information Centre
- iv) Facebook – Shop at T.I.C.
- v) Facebook – Carnival
- vi) Facebook – Winter Festival and Christmas Lights
- vii) Twitter

11.5 Visit Welshpool

The Council will host a Visit Welshpool Web Site for Welshpool with up to date tourist information.

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11.6 Newsletters

The Council will post newsletters on the Web Site and will arrange delivery of such to every home within the Welshpool Town Council area 4 times a year. Copies of the newsletter will also be available in the Library, Markets, Council Offices and the Tourist Information Centre.

11.7 Current News

It is vital that all information is kept up to date with the web site updated at least every 3 days.

12. Monitoring and review

12.1 Monthly Audit

The Town Clerk will present to the Council Committees an update report with finances at least monthly.

12.2 Annual Report

The annual report shall be made in December of each year including the following:

- a) Annual Decisions record.
- b) Town Centre Review.
- c) Town and Community Plan monitoring report.

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13. Competence

13.1 Power of Well-Being

The Council will confirm at the Annual Meeting held in May of each year the adoption of the Power of Well-Being and set out how it has met the basic requirements.

13.2 Power of General Competence

The Welsh Government is looking to bring forward a general power of competence for Town and Community Councils. The Council will monitor this situation and ensure that it has in place what is needed to meet the requirements when introduced. They are likely to include:

- i) Town Clerk to be qualified to CiLCA level.
- ii) The Annual Accounts are to be unqualified by the External Auditor.
- iii) The Town Council must be at least 80% elected. (this includes those who have stood for election and were returned un-opposed).
- iv) To have a Compliant Web Site.
- v) The Town Clerk to offer training to the Councillors in a planned way.

13.3 Training programme

The training programme is to be set by the Council and will comprise a voluntary programme of monthly sessions led either by the Town Clerk or others as appropriate.

14.4 Future Town Clerk

The Council must make sure that the new Town Clerk is qualified as soon as possible (if not holding the qualification) and that cover to meet any requirements is allowed for in any change over period from the current to new Town Clerk.

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14. Programme

14.1 Need for a programme

To ensure that the strategy proceeds and is able to be monitored a programme showing target dates for implementation is to be prepared as part of this Strategy Document.

14.2 Target programme

The target programme is set out at appendix D.

14.3 Revisions to programme

The Council may revise the programme at its annual meeting held in May of each year.

15. Documents references

15.1 The list of documents which support this strategy are set out in appendix C.

16. Approvals

16.1 The Strategy hereby approved shall form the basis of taking forward Welshpool Town Council over the period 2017 to 2022.

16.2 This document was adopted a Council Policy on

Signed..... Mayor

Signed..... Deputy Mayor

Signed..... Town Clerk

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Appendix A



Cllr Stephen Kaye (Mayor). Contact steve.kaye@multiservices.co.uk. Tel 01938 553142. GUNGROG WARD.

The Mayor is ex officio on all Council Committees.



Cllr Hazel Evans (Deputy Mayor). Tel 01938 553142. CASTLE WARD.

Committees: Town Clerks, Care (Vice Chair), Town Clerk's and Planning & Development.



Cllr Estelle Bleivas. Tel 01938 553142. GUNGROG WARD.

Committees: Care (Chair) Town Clerk's and Finance & General Purposes.



Cllr Heather Chave. Tel 01938 553142. GUNGROG WARD.

Committees: Planning & Development (Chair), Town Clerk's and Events & Tourism.

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Cllr Richard Church. 01938 553142. CASTLE WARD.

Committees: Finance & General Purposes (Chair), Town Clerk's and Planning & Development (Vice Chair).



Cllr Chris Davies. Tel 01938 553142. GUNGROG WARD.

Committees: Events & Tourism, Council Services and Planning & Development.



Cllr Malcolm Douglass. Tel 01938 553142. LLANERCHYDDOL WARD.

Committees: Care, Events & Tourism and Council Services.



Cllr Julie Ellis. Tel 01938 553142. CASTLE WARD.

Committees: Care, Council Services and Planning & Development.



Cllr Yvonne Owens. Tel 01938 553142. LLANERCHYDDOL WARD.

Committees: Care, Finance & General Purposes and Planning & Development.



Cllr P Pritchard. Tel 01938 553142. CASTLE WARD.

Committees: Town Clerk's (Vice Chair), Council Service (Chair) and Care.



Cllr David Senior. Tel 01938 553142. GUNGROG WARD.

Committees: Town Clerks (Chair), Finance & General Purposes and Planning & Development.

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Cllr Heather Sherlock. Tel 01938 553142. LLANERCHYDDOL WARD.

Committees: Town Clerk's, Finance & General Purposes and Council Services.



Cllr Shane Squibb. Tel 01938 553142.

Committees: Care, Finance & General Purposes and Council Services.



Cllr Folkert Veenstra. Tel 01938 553142. LLANERCHYDDOL WARD.

Committees: Planning & Development, Council Services and Events & Tourism.

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APPENDIX B

Staff organisation Chart

WELSHPOOL TOWN COUNCIL Staff

TOWN CLERKS OFFICES	TOWN SERVICES	TOURISM	CARE
 Town Clerk Robert Robinson FRICS FILCM	 Paul McGrath Team Leader	 Wendy Lewis Team Leader	 Wendy Yapp Team Leader
 PA to Town Clerk Lizzie Moore	 Philip Rollinson	 Elaine Edwards	 Lyn
 Accounts & Admin Rosemary Charman	 Richard Gethin	 Janet Evans	 Hayley Owen
 Projects Officer Ffion Davies	 Helen Thomas	 Ann Powell	 Margaret Walker
 Frances Robinson Archives Officer	 Head Grounds man Dan Chodecki	 Bethan Morgan	 Stewart Charman
 Minutes Secretary Mary Owen	 Philip Rollinson		 Amy Yapp
 Mace Bearer Ctr Heather Chave	 Richard Gethin		 Ann Hilditch
	 Antony		 Sheila Morgan

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APPENDIX C

Document references

REF	DOCUMENT
1	TOWN AND COMMUNITY PLAN 2014-2017
2	TOWN AND COMMUNITY PLAN 2017-2020
3	SERVICE REVIEWS
4	STANDING ORDERS
5	CODE OF CONDUCT
6	FINANCIAL RISK ASSESSMENT
7	COUNCIL RISK ASSESSMENT
8	FINANCIAL REGULATIONS
9	INVESTMENT STRATEGY
10	CASH HANDLING PROCEDURE
11	RISK ASSESSMENTS & HEALTH AND SAFETY
12	WELSH GOVERNMENT PUBLICATIONS ON LOCAL GOVERNMENT RE-ORGANISATION

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APPENDIX D

Programme for Implementation

Ref	Heading	Detail	Completion
1	Web Site	Refreshing of Web Site and transfer of information	June 2017
2	Community Involvement	Paper prepared, reviewed and implemented on volunteering and community involvement	July 2017
3	Community Involvement	Implementation of a residents panel	July 2017
4	Town & Community Plan	Prepare, consult and complete the Town and Community Plan	October 2017
5	Funding into the future	Prepare, debate and agree financial plan for stability	October 2017
6	Town Clerks Plan	Prepared financial plan and programme for implementation	November 2017

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APPENDIX F

2011 Census Key Statistics Welshpool Community Council		
POPULATION (A)	No.	% of A
total residents	6664	
age 0 to 14	1099	16.49
age 15 to 19	414	6.21
age 20 to 29	796	11.94
age 30 to 44	1186	17.80
age 45 to 59	1318	19.78
age 60 to 64	434	6.51
age 65 to 74	649	9.74
age 75+	768	11.52
median age	43	
SEX	No.	% of A
male	3273	49.11
female	3391	50.89
ILLNESS & CARERS	No.	% of A
long-term health problem or disability	1509	22.64
persons who provide unpaid care	640	9.60
ORIGINS	No.	% of A
ethnic group: non-white	116	1.74
born in Europe outside UK	480	7.20
born outside Europe	114	1.71
arrived in UK since 2001	445	6.68
KNOWLEDGE OF WELSH (AGE 3+)	No.	% of B
residents aged 3+	6437	
understand spoken Welsh only	343	5.33
only speaks Welsh	104	1.62
only speaks and reads Welsh	79	1.23
speaks, reads and writes Welsh	587	9.12
other combination of skills	144	2.24
no knowledge of Welsh	5180	80.47
EMPLOYMENT STATUS (AGE 16-74) (C)	No.	% of C
residents age 16 - 74	4705	
economically active	3284	69.80
self-employed	419	8.91
full-time employees	1863	39.60
part-time employees	716	15.22
unemployed	184	3.91
full time student	102	2.17
economically inactive: retired	726	15.43
economically inactive: other	695	14.77
SEC BY OCCUPATION (AGE 16-74)	No.	% of C
(of last job held)		
large employers & higher managerial	68	1.45
higher professional	164	3.49
lower managerial & professional	747	15.88
intermediate	419	8.91
small employers & own acct. workers	514	10.92
lower supervisory & technical	449	9.54
semi-routine	1069	22.72
routine	784	16.66
never worked	179	3.80
long-term unemployed	63	1.34
full-time students	249	5.29
INDUSTRY OF EMPLOYMENT (16-74) (D)	No.	% of D
persons in employment (16-74)	3081	
agriculture, forestry, fishing	86	2.79
electricity, gas & water supply	46	1.49
mining & quarrying	6	0.19
manufacturing	683	22.17
construction	242	7.85
wholesale & retail trade	568	18.44
hotels & catering	202	6.56
transport, storage & communication	186	6.04
banking & finance	92	2.99
public administration and defence	107	3.47
education	180	5.84
health and social work	371	12.04
other	312	10.13
HOUSEHOLDS (HH)	No.	% of A
households	2955	-
residents in households	6456	96.88
average household size	2.18	-
HOUSEHOLD TYPES	No.	% of E
pensioners living alone	536	18.14
lone parent with dep. children	202	6.84
no central heating	102	3.45
workless HH with dep. children	96	3.25
households with adult non-native speaker(s) *	179	6.06
HOUSEHOLD TENURE	No.	% of E
owner/part owner occupied	1619	54.79
privately rented accom.	493	16.68
Housing Assoc./reg. landlord	426	14.42
Local Authority rented	286	9.68
other rented	44	1.49
living rent free	87	2.94
CAR AVAILABILITY	No.	% of E
households with no car/van	788	26.67
households with 1 car/van	1355	45.85
households with 2+ car/vans	812	27.48
SOURCE AND NOTES		
2011 Census Key Statistics and Quick Statistics		
ONS © Crown Copyright 2012		
SEC = Socio-Economic Classification		
* Non-native speaker = person who does not have English or Welsh as main language		
Further information about the census estimates are available on the ONS website at http://www.ons.gov.uk/census		
PUBLISHED FEBRUARY 2013		
by Powys County Council,		
Statistical Research & Information Unit		
Contact statistics@powys.gov.uk		
01597 826442		

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APPENDIX G

COUNCIL COMMITTEE CHART

1 st Wednesday	1 st Wednesday	2 nd Wednesday	3 rd Wednesday	3 rd Wednesday	4 th Wednesday
Care	Council Services	Town Clerks	Events & Tourism	Finance & General Purposes	Planning & Development
Remit Day Centre Meals on Wheels Hospital matters Health matters Local needs issues Health consultations Youth matters	Remit Town Hall & Markets Recreation Grounds Playgrounds Armours-Rec Centre Public Toilets Street Scene Services CCTV Moats and Bailey Castle Allotments Country Park	Remit Budgets Strategy Charter New service delivery Statutory Document reviews Emergency Services Revisions to charges	Remit Tourist Information Centre Web Site & social media Newsletters Events (DOD Air Show) Marketing Town Guide Tourism co-ordination Tourism booklets Tourism consultations	Remit Financial scrutiny Administration Town Matters (PCO) Welsh Gas matters General Consultations Town Council Surveys Local Taxation Staff	Remit Planning applications LDP & Town Plans Rail Services Buses Roads and transport Town Signs and Maps Canal re-opening
Authority To consider area of responsibility and make recommendations to Full Council. Minor decisions can be made by the Committee.	Authority To consider area of responsibility and make recommendations to Full Council. Minor decisions can be made by the Committee.	Authority To consider area of responsibility and make recommendations to Full Council. Minor decisions can be made by the Committee.	Authority To consider area of responsibility and make recommendations to Full Council. Minor decisions can be made by the Committee.	Authority To consider area of responsibility and make recommendations to Full Council. Minor decisions can be made by the Committee.	Authority To make all decisions with regards to Planning Applications. Those of a larger or sensitive nature maybe referred to Full Council. All matters are to form recommendations to Full Council.
14 members with the Mayor & Deputy Mayor ex officio	14 members with the Mayor & Deputy Mayor ex officio	14 members with the Mayor & Deputy Mayor ex officio	14 members with the Mayor & Deputy Mayor ex officio	14 members with the Mayor & Deputy Mayor ex officio	14 members with the Mayor & Deputy Mayor ex officio
Sub Committees Meets on Wheels roster Joint Councils Hospital Dementia	Sub Committees Arc Users Group Market Trainers	Sub Committees Canal re-opening Group	Sub Committees Air Show Christmas Events Carnival	Sub Committees	Sub Committees Archives N M Wales ASSOC Local Council Forum Youth Council