

# WELSHPOOL TOWN COUNCIL



## Information for candidates standing for election

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# WELSHPOOL TOWN COUNCIL

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# WELSHPOOL TOWN COUNCIL

## **Introduction**

This short paper is designed to give an outline of Welshpool Town Council and its activities so that candidates know about the information listed below.

## **1. Standing for election**

Powys County Council is the Electoral Authority and will issue the nomination forms for you to complete and organise the election process.

To be able to stand for election you must meet criteria which are:

1. You must be 18 years of age
2. You must reside either in the Council ward you wish to stand in or reside in a ward immediately adjacent. Alternatively you may own property in the Ward. (Please contact the County Council for full details)
3. You must not have a current criminal record or be a bankrupt. (Please contact the County Council for full details)
4. You must have the requisite signatures supporting your nomination form.

If you wish to gain more information in advance about the Town Council you can visit the Town Clerk who can help or speak to an existing Councillor.

# WELSHPOOL TOWN COUNCIL

## 2. Welshpool Town Council

Welshpool Town Council covers an area of 3 wards:

### Castle Ward:

This bounded by Raven Street, Mount Street, High Street, Broad Street, Severn Street to the North (so Lloyds TSB, Nat West, HSBC lie in this ward). The boundary is then the canal (so Severn Road, Cae Glas, Little Henfaes lie in this ward) This ward also covers Berriew Road, Oldford and Powis castle and extends to include the communities of the Belan and Trehelig. The most recent figures show Castle Ward has 1055 electors .

### Gungrog Ward:

This bounded by Church Street to the East and Severn Street to South the boundary is then the canal (The Spar and Salop Road are included as are Powis Arms Yard), it extends along Gungrog Road, Erw Wen, Gungrog Hill and Maes Owen). It goes out and includes the settlements of Pool Quay and Trelydan. The most recent figures show Gungrog Ward has nearly 2000 electors .

### Llanerchuddol Ward:

This bounded by Raven Street, Mount Street, High Street, Broad Street, Severn Street to the South and Church Street to the West (This includes the Town Hall and the Pinewood, Derek's Place and the Westwood Park Hotel). It also includes Bron-y-Buckley, Woodside, Red Bank, Borfa Green, Cefn Coed, Brynfa Avenue, Llanerchuddol Park, the Frochas and Groes-pluen. The most recent figures show Llanerchuddol Ward has 1687 electors .

**See map at back of this booklet marked A.**

# WELSHPOOL TOWN COUNCIL

## 3. Assets and Budgets

The Council has assets of approx £10m and a budget in excess of £950,000. The precept is approx 32% of the Council's income.

An example of the budget for the next periods is set out below:

(Subject to minor changes as things progress)

<b>INCOME</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
<b>TOWN HALL</b>	88400	91052	93784	96597	99495	102480
<b>MARKETS</b>	30900	31827	32782	33765	34778	35822
<b>TOWN SERVICES</b>	18500	19055	19627	20215	20822	21447
<b>TOILETS</b>	11000	11330	11670	12020	12381	12752
<b>TOURIST INFO</b>	52350	53921	55538	57204	58920	60688
<b>RECREATIONAL</b>	20588	21206	21842	22497	23172	23867
<b>ARMOURY</b>	28983	29852	30748	31671	32621	33599
<b>CARE SERVICES</b>	144610	148948	153417	158019	162760	167643
<b>EVENTS AND TOURISM</b>	7150	7365	7585	7813	8047	8289
<b>AIR SHOW</b>	73300	73300	73300	73300	73300	73300
<b>PLANNING</b>	0	0	0	0	0	0
<b>ADMINISTRATION</b>	12700	13081	13473	13878	14294	14723
<b>GENERAL COSTS</b>	0	0	0	0	0	0
<b>SPECIAL PROJECTS</b>	2200	2266	2334	2404	2476	2550
<b>DONATIONS</b>	1000	1000	1000	1000	1000	1000
<b>GRANT AID</b>	117750	105000	105000	105000	105000	105000
<b>PRECEPT</b>	<u>320000</u>	<u>335000</u>	<u>350000</u>	<u>360000</u>	<u>370000</u>	<u>380000</u>
<b>TOTAL INCOME</b>	<u>929431</u>	<u>944202</u>	<u>972100</u>	<u>995383</u>	<u>1019066</u>	<u>1043159</u>
<b>EXPENDITURE</b>						
<b>TOWN HALL</b>	70386	72498	74673	76913	79220	81597
<b>MARKETS</b>	33578	34585	35622	36691	37792	38926
<b>TOWN SERVICES</b>	46151	47536	48962	50430	51943	53502
<b>TOILETS</b>	30984	31913	32870	33857	34872	35918
<b>TOURIST INFO</b>	77890	80226	82633	85112	87665	90295
<b>RECREATIONAL</b>	70208	72314	74484	76718	79020	81391
<b>ARMOURY</b>	26000	26780	27583	28411	29263	30141
<b>CARE SERVICES</b>	139587	143775	148088	152531	157107	161820
<b>EVENTS AND TOURISM</b>	48691	50151	51656	53206	54802	56446
<b>AIR SHOW</b>	64450	64450	64450	64450	64450	64450
<b>PLANNING</b>	5500	5500	5500	5500	5500	5500
<b>ADMINISTRATION</b>	117771	121304	124943	128691	132552	136529
<b>GENERAL COSTS</b>	57400	59122	60896	62723	64604	66542
<b>SPECIAL PROJECTS</b>	5000	5000	5000	5000	5000	5000
<b>GRANT AID</b>	117750	105000	105000	105000	105000	105000
<b>DONATIONS</b>	5000	5000	5000	5000	5000	5000
<b>TOTAL INCOME</b>	<u>916345</u>	<u>925154</u>	<u>947360</u>	<u>970233</u>	<u>993791</u>	<u>1018056</u>
<b>BALANCE</b>	13086	19048	24739	25151	25275	25103
<b>Percentage variance</b>	1.41	2.02	2.54	2.53	2.48	2.41

# WELSHPOOL TOWN COUNCIL

## 4. Responsibilities

The Town Council is responsible for many areas of activity including the following:

1. Town Hall
2. Markets (indoor and street)
3. Recreation Grounds
4. Playgrounds
5. Tourist Information Centre
6. Public Toilets
7. The Council Offices
8. Welshpool Day Centre
9. Meals on Wheels
10. The Armoury Sports Centre
11. Town Plan
12. Archives
13. Donations
14. Outer Park
15. Memorial Gardens
16. Skateboard Park
17. Events, parades and Civic Ceremonies
18. CCTV System
19. Street Scene services (litter bins, verges, open spaces, graffiti & fly tipping)
20. Notice boards and maps
21. Planning consultations
22. Community activities and Awards
22. Welshpool Air Show and Transport Festival
23. Administration of the North & Mid Wales Association of Local Councils
24. Administration of the Local Council Forum
25. Administration of the Shrewsbury Aberystwyth Rail Liaison Committee
26. Business Forum
27. Youth Council
28. Trustee of the R U Sayce Bequest
29. Opens spaces and flower beds
30. Management of main line station car parks
31. Scansis all-weather pitch
32. Trustee of the Burgesses Land Trust
33. Street cleaning and litter bins.
34. Verges and open spaces.
35. Graffiti and fly tipping.

Welshpool Town Council will be taking over more local services which will extend the list. A more comprehensive list is available on request.

# WELSHPOOL TOWN COUNCIL

NOTE: Plan at appendix B shows the areas covered in monthly rotation for street scene cleaning etc:

Red	daily
Orange	1 <sup>st</sup> week
Green	2 <sup>nd</sup> week
Blue	3 <sup>rd</sup> week
Yellow	4 <sup>th</sup> week
Belan & Pool Quay	5 <sup>th</sup> week

## 5. Authority

The only person or bodies which can make decisions on Council matters are:

1. The Full Council
2. A Committee with authority given to it by the Full Council
3. The Town Clerk (within the Law and the agreed delegated limits)

No individual Councillor has any authority to make a decision on their own nor may any individual Councillor commit the Council to any expenditure without the Town Clerk's permission.

## 6. Councillors

The Council has 16 Councillors. There are 4 members from Castle Ward, 6 from Gungrog Ward and 6 from Llanerchydol Ward.

There is also provision for the Council to elect 2 youth representatives if the Council so wishes.

## 7. Council Meetings

The Full Council Meeting has an agenda which is set by the Town Clerk in consultation with the Mayor.

However the agenda is normally made up of items which have been put on the agenda by the Committees.

All Councillors are able to attend and vote at Full Council meetings which are held once a month.

# WELSHPOOL TOWN COUNCIL

## 8. Committee Meetings

The Council has a number of Standing Committees which deal with Council matters and they are:

1. **Finance and General Purposes**
2. **Planning & Development**
3. **Council Services**
4. **Events and Tourism**
5. **Care**
6. **Town Clerk's Committee**

There are also advisory Committees as follows:

1. **Market Traders (advisory)**
2. **Archives (Advisory)**
3. **Business Forum**
4. **Youth Council**

Any Councillor may stand for election to serve on up to 3 standing committees at the Annual Meeting held in May of each year.

There are 7 councillors elected to each standing committee with the Mayor (or Deputy Mayor in his/her absence) ex officio.

You may only attend to take part in Committees of which you are not a member by the consent of the Chair if you are not an elected member.

The appointment to a Committee is for 12 months.

It is usually a good idea to let the Town Clerk know what you are going to raise so that the appropriate information can be made available to aid the debate.

The Committees (except Planning and Development which has limited delegated authority) make recommendations to the Full Council for approval.

Councillors are asked in April of each year to let the Town Clerk which Committees they wish to stand for election for – this will be for the ensuring year.



# WELSHPOOL TOWN COUNCIL

## 9. Committee responsibilities and authority

The Town Council Standing Committees have the following remits and authority:

WELSHPOOL TOWN COUNCIL  
COMMITTEE REMITS FOR 2017-2018

1 <sup>st</sup> Wednesday CARE	1 <sup>st</sup> Wednesday COUNCIL SERVICES	2 <sup>nd</sup> Wednesday TOWN CLERKS	2 <sup>nd</sup> Wednesday PLANNING & DEVELOPMENT	3 <sup>rd</sup> Wednesday EVENTS AND TOURISM	3 <sup>rd</sup> Wednesday FINANCE & GENERAL PURPOSES	4 <sup>th</sup> Wednesday PLANNING & DEVELOPMENT	4 <sup>th</sup> Wednesday FULL COUNCIL
<b>Remit</b> Day Centre Meals on Wheels Hospital matters Health matters Local needs Health consultations Youth matters  <b>Authority</b> To consider area of responsibility and make recommendations to Full Council. Minor decisions can be made by the Committee.	<b>Remit</b> Town Hall Markets Recreational Playgrounds Armoury Rec Centre Public toilets Street Scene CCTV Mott and Bailey Allotments Country Park Other general Council services  <b>Authority</b> To consider area of responsibility and make recommendations to Full Council. Minor decisions can be made by the Committee.	<b>Remit</b> Strategy Budgets Charter New service delivery Stat documents reviews Police Revisions to charges Power of Well Being  <b>Authority</b> To consider area of responsibility and make recommendations to Full Council. Minor decisions can be made by the Committee.	<b>Remit</b> Planning applications LDP and Town Plans Rail Services Bus Services Roads and Transport Town Signs and maps Canal re-opening Planning consultations  <b>Authority</b> To make all decisions with regards to Planning Applications and other planning matters <del>except</del> those of a substantial or sensitive nature. To make recommendations on Town Plans.	<b>Remit</b> All events Tourist Information Centre Web site & social media Newsletters Marketing Town Guide Tourism co-ordination Tourism booklets Tourism consultations  <b>Authority</b> To consider area of responsibility and make recommendations to Full Council. Minor decisions can be made by the Committee.	<b>Remit</b> Financial scrutiny Administration Town Matters (PCC) Recycling Welsh Government matters General consultations Town Council surveys Local taxation Staffing  <b>Authority</b> To consider area of responsibility and make recommendations to Full Council. Minor decisions can be made by the Committee.	<b>Remit</b> Planning applications LDP and Town Plans Rail Services Bus Services Roads and Transport Town Signs and maps Canal re-opening Planning consultations  <b>Authority</b> To make all decisions with regards to Planning Applications and other planning matters <del>except</del> those of a substantial or sensitive nature. To make recommendations on Town Plans.	<b>Remit</b> Receive notices Elections Appointments Approval of payments Donations Reports Recommendations Legal Matters Statutory duty matters Trusts  <b>Authority</b> Full authority on all matters.
<b>7</b> elected members Plus Mayor or Deputy Mayor  <b>Sub Committees</b> Meals on Wheels Joint Hospitals Dementia Youth Council	<b>7</b> elected members Plus Mayor or Deputy Mayor  <b>Sub Committees</b> Rec users group Market Traders	<b>7</b> elected members Plus Mayor or Deputy Mayor  <b>Sub Committees</b>	<b>10</b> elected members Plus Mayor or Deputy Mayor  <b>Sub Committees</b> Canal re-opening	<b>7</b> elected members Plus Mayor or Deputy Mayor  <b>Sub Committees</b> Air Show Carnival Christmas Events	<b>7</b> elected members Plus Mayor or Deputy Mayor  <b>Sub Committees</b>	<b>10</b> elected members Plus Mayor or Deputy Mayor  <b>Sub Committees</b>	<b>All 16</b> members  <b>Sub Committees</b> Archives

# WELSHPOOL TOWN COUNCIL

In addition the advisory Committees remit and authority is listed here:

## **Archives Advisory Committee**

### **Remit**

Responsible for the upkeep and order of the Council archives, documents and regalia.

### **Authority**

To advise the Council on any matters regarding the remit.

### **Membership**

1 elected Councillor, Town Clerk, Archives Officer, Powys Archives Officer and one lay member appointed by the Council.

## **Business Forum**

### **Remit**

To liaise with the business community and report to Council on any matters of interest, to make recommendations on any actions requested by the Business Forum..

### **Authority**

To advise the Council or any relevant committee on any matters with regard to its remit.

### **Membership**

The Chair shall be an elected Councillor, all councillors are welcome to attend along with the local business.

## **10. How does a Councillor raise a topic?**

To raise a topic a Councillor may either approach the Town Clerk or may raise the subject at a Committee meeting (relevant to the subject in question) by informing the Chair or Town Clerk before the meeting commences.

It is wise if any member is going to raise a matter at a committee meeting to let the Town Clerk know in advance so back up information can be provided. In both cases the Councillor will be heard and the topic at least taken forward for a Committee to consider.

The agenda for the Full Council meeting is set in advance by the Town Clerk in consultation with Mayor.

No other items may be discussed at Full Council Meetings unless there are special circumstances.

# WELSHPOOL TOWN COUNCIL

## **11. Training for Councillors**

There is training available for Councillors if they wish.

The Planning and Development Committee has training at the beginning of each Council year in June.

## **12. Voting**

To make it clear to all Councillors, only those present may cast a vote.

## **13. Policies in Place at time of Election**

The Council does work to approved plans which have been adopted and are revised from time to time. These plans have been the subject of extensive consultation and any alterations to them would normally be the subject of public consultation for any changes.

The plans in 2014 have been consolidated into one single plan which is entitled the Town Plan (a copy is under documents on the Council's web site 2014-2017)

The plan will be put forward review by the New Council in its first month of office.

# WELSHPOOL TOWN COUNCIL

## 14. Meeting schedule

The general meeting schedule of the Council is as follows:

Day	Time	Committee/Meeting	Place
1 <sup>st</sup> Wednesday	6.30pm	Care Committee	Council Chamber
1 <sup>st</sup> Wednesday	7.30pm	Council Services Committee	Council Chamber
2 <sup>nd</sup> Wednesday	6.30pm	Town Clerk's Committee	Council Chamber
2 <sup>nd</sup> Wednesday	7.30pm	Planning and Development Committee	Council Chamber
3 <sup>rd</sup> Wednesday	6.45pm	Events and Tourism Committee	Council Chamber
3 <sup>rd</sup> Wednesday	7.30pm	Finance and General Purposes Committee	Council Chamber
4 <sup>th</sup> Wednesday	6pm	Planning and Development Committee	Council Chamber
4 <sup>th</sup> Wednesday	7pm	Full Council & Trusts	Council Chamber
3 <sup>rd</sup> Monday	6pm	Business Forum	Council Chamber
Monthly Mondays	8.30am	Market Traders Meeting	Corn Exchange
Approx 6 weeks	various	Youth Council	High School
Quarterly	10.30am	Archives Committee	Town Clerks Office

All meetings are held in the Town Hall. When a new council is elected the times of meetings can be reviewed to meet personal circumstances.

## 15. Outside bodies

The Town Council also appoints Councillors each year to outside bodies such as school governors, trusts and charities etc.

The full list is posted on the Web Site.

## 16. Trusts

The Council is the Corporate Trustee of the R U Sayce Bequest (supporting the Powysland Club and Powysland Museum) and the Council is the Corporate Trustee of Burgess's Land Trust. See section 25 for details.

It is recommended that before standing for election that you find out about the Burgesses Land Trust by visiting the Town Clerk. See section 26 for details.

Full information on the trusts will be available to new Councillors at the induction meeting following the elections.

# WELSHPOOL TOWN COUNCIL

## **17. Induction Meeting**

The Town Clerk will hold an induction evening on Monday 8<sup>th</sup> May 2017 following the election so that the Council can be up to date with how things work and how new members can raise their individual manifestos.

The first Full Council Meeting following the election will be the Annual Meeting to be held on Wednesday 10<sup>th</sup> May 2017.

At this meeting a full pack of information is issued.

It is that meeting where Councillors sign the Acceptance of Office, Code of Conduct and Trust Papers.

In the case of by-elections the Town Clerk invites the new member to meet with him to ascertain the wishes and objectives of the new member and to answer any questions on procedure etc.

## **18. Annual Council Meeting**

The first Annual Meeting of the Council is held on the 4<sup>th</sup> Wednesday of May each year except after a full election when it will be held on the 2<sup>nd</sup> Wednesday in May, at this meeting the new Mayor and Deputy Mayor will be elected

## **19. Candidates Literature**

In any literature or campaigning to gain election candidates may promise the electorate that you will put on the agenda a particular topic.

Although the Town Clerk can guarantee this much the outcome of any discussions regarding any particular topic cannot be guaranteed as it is up to the Councillors to make the decisions collectively.

# WELSHPOOL TOWN COUNCIL

## 20. Publicity

The general official voice of the Council to the media is the Chair of the Council and Committees aided by the Town Clerk.

They may only express views in the press which have been so expressed by the Council and are in line with Council approved policy.

Councillors may also talk to the press but may not speak on behalf of the whole council.

The press does attend most Council meetings and much of the press coverage comes from those meetings.

The Town Clerk issues any press releases which are legal matters relating to the council and updates the web site with general news.

## 21. Web Site

The Town Council has a web site (which has won an award) which is updated almost daily.

The address is [www.welshpooltowncouncil.gov.uk](http://www.welshpooltowncouncil.gov.uk)

## 22. Updates

The Councillors receive an update paper from the Town Clerk on all activities approx every month.

There is also a full report in November and December of each year as follows:

- a) List of Council decisions and what actions have been taken.
- b) Report on each of the plans adopted and their progress.

Councillors are also welcome to call and see the Town Clerk to gain updates or discuss any ideas you would like to take forward.

## 23. Newsletters and information to the public

The Town Council passes information to the public as follows:

Web Site at [www.welshpooltowncouncil.gov.uk](http://www.welshpooltowncouncil.gov.uk)

Tourism at [www.visitwelshpool.org.uk](http://www.visitwelshpool.org.uk)

Facebook page at *Welshpool Town Council*

Newsletters delivered to every home every 3 months

Posters

Local press including My Welshpool

# WELSHPOOL TOWN COUNCIL

## 24. Information

You can make an appointment if you wish to meet with the Town Clerk prior to election. Robert Robinson FRICS FILCM Town Clerk

## 25. R U Sayce Bequest (Trust)

### When was the Trust set up?

The Trust was set up many years ago by a separate scheme agreed with the Charity Commission.

### What does the Trust cover?

The Trust provides a grant to the beneficiaries each year in equal proportions.

### What is the purpose of the Trust?

The Trust has two beneficiaries who are:

- i) Powysland Club
- ii) Powysland Museum

### Who is responsible for the Trust?

The Trustee and the Town Clerk. The Town Clerk has the responsibility of ensuring the Trust is run correctly whilst the Trustee ensures that he/she is doing the best for the Trust and its beneficiaries.

### Who advises the Trust?

The Trust takes advice from a number of professionals as follows:

Town Clerk (Chartered Surveyor)  
Harry Ray and Co (Estate Agents)  
Gilbert Davies (Solicitors)

### Are accounts separate from that of the Council?

The accounts are kept separate in all respects to those of the Council.  
The accounts are audited each year.

### Who owns the land and assets of the Trust?

Welshpool Town Council owns all of the Assets held subject to the R U Sayce Bequest.

### How much is the Trust worth?

The current worth of the Trust and its Assets is approx. £200,000.

# WELSHPOOL TOWN COUNCIL

## **How much does the Trust produce in income?**

Currently the Trust has an income of approx. £14,000pa.

## **Can I decline to be a Trustee?**

The Council as a body is the sole Trustee. You are not an individual Trustee.

## **26. BURGESSES LAND TRUST**

### **When was the Trust set up?**

The Trust was set up by Act of Parliament in 1761.

### **What area does the Trust cover?**

The Trust covers the areas of Welshpool Town Council, Trewern Community Council, part of Castle Caereinion Community Council and part of Guilsfield Community Council but does not include Pool Quay. (see attached map at back of this document marked C)

### **What is the purpose of the Trust?**

The Trust has two objectives as follows:

Objective 1: To spend the revenue each received each year is to be used to pay for the maintenance, building, enlarging, beautifying and running costs of the Town Council's buildings.

Objective 2: When and only when objective 1 has been met in full then any surplus monies maybe spent on the poor and needy.  
(Today this is generally elderly, disabled and youth)

### **How is objective 2 managed?**

There are representatives from each of the Councils from the Burgesses Land Trust Area who meet on an Objective 2 Committee and allocate grants as per the Act to groups with the specified area. This Committee is administered by a secretary (not the Town Clerk).

### **Who is responsible for the Trust?**

The Trustee and the Town Clerk. The Town Clerk has the responsibility of ensuring the Trust is run correctly whilst the Trustee ensures that he/she is doing the best for the Trust and its beneficiary.



# WELSHPOOL TOWN COUNCIL

## **Who advises the Trust?**

The Trust takes advice from a number of professionals as follows:

Town Clerk (Chartered Surveyor)  
Roy Norris (Adviser to the Trust and administers accounts)  
Harry Ray and Co (Estate Agents)  
Gilbert Davies (Solicitors)  
Francesca Quint (Council on Charity Commission)  
Morgan Griffiths (accountants)

## **Are accounts separate from that of the Council?**

The accounts are kept separate and are administered by Roy Norris.  
The accounts are audited each year.

## **Who owns the land and assets of the Trust?**

Welshpool Town Council owns all of the Assets held subject to the Burgesses Land Trust.

## **How much is the Trust worth?**

The current worth of the Trust and its Assets is approx. £3.8m

## **How much does the Trust produce in income?**

Currently the Trust has an income of approx. £85,000pa.

## **Land**

The Trust owns a significant area of land. Some is let for sheep grazing and some parts have a planning consent for housing development and will need to be sold to improve the assets over time.

## **What assets does the Trust own?**

The Town Council holds for the Trust the following assets:

Stocks and shares  
Commercial property  
Residential property  
Development land  
Agricultural land  
Cash

## **Charity Commission**

The current system of management of the Trust was recommended by Francesca Quint (Barrister in Charity Law) and approved by the Charity Commission.

# WELSHPOOL TOWN COUNCIL

## **Can I decline to be a Trustee?**

The Council as a body is the sole Trustee. You are not an individual Trustee.