

CYNGOR TREF MACHYNLLETH TOWN COUNCIL

ORDINARY MEETING of FULL COUNCIL

You are hereby summoned by the Chair/Mayor
to attend a meeting of the Machynlleth Town Council
in the Vane Tempest Room at Y Plas
on **Monday 28th September 2026** at 6:30pm.

or follow on zoom :

<https://us06web.zoom.us/j/83718878664?pwd=L3liK2w2cXVYOHhjU1R6M3Z6THZTZz09>

Meeting ID: 837 1887 8664

Passcode: 035458

AGENDA

- 1. APOLOGIES :** To receive apologies as reported to the Clerk before the meeting.
- 2. DECLARATION of INTEREST :** To receive any declaration of interest in the following matters to be discussed.
- 3. PUBLIC PARTICIPATION :** Stuart Eckley from Powys County Council on Emergency Planning and Resilience Plan.
- 4. MAYOR's REPORT:** To receive a report from the Chair/Mayor Cllr J.Paige
- 5. MINUTES to be agreed :**
5.1 : Minutes of the Full Council meeting held on 27/7/2026.
- 6. MOTIONS/Matters arising :**
6.1:
- 7. COUNTY COUNCILLOR's REPORT:**
County Cllr A.Evans to report from his meetings with Powys County Council and his monthly surgery meeting held in the foyer at Y Plas every first Thursday of the month from 11am to 2pm.
- 8. PLANNING :**
8.1 : P/26/0544/FUL - Energy efficiency improvements, air source heat pumps and solar array at Owain Glyndwr Centre, Maengwyn Street, Machynlleth.
- 9. FINANCE : Items with * will need your attention and approving**
9.1 : To agree payment of invoices as per list presented. This list also shows invoices that came and were paid during the August recess.
9.2* : To permit the opening of a Savings Account at the Unity Trust Bank to start building some reserves as per policy agreed by Council in February 2026.

- 9.3*: To purchase Microsoft 365 licences to replace Office 2019 currently used and which is no longer supported and upgrade of 3 desktops & screens. This is part of the on-going IT maintenance contract.
- 9.4* : To consider quotes for Cleaning Contract at Y Plas and at the toilets by Maengwyn Carpark.
- 9.5* : To consider quotes for the redesign of the town & council's website as per PIPF grant bid awarded. This is a long project to take at least 4 to 5 months but must end when the PIPF grant closes its books on 28 February 2027.
- 9.6* : To consider quotes for the upgrade of the back carpark (old celtica) with tarmacking and painting of parking bays.

10.REPORTS from NOMINATED REPRESENTATIVES on OUTSIDE BODIES:

- 10.1: For information Minutes of the Patients Forum meeting held on 21/7/2026.
- 10.2 : for information data from the town's surgery this July & August.

11. CLERK's REPORT:

- 11.1 : Facilities manager report.
- 11.2 : Fixed Asset register will be revised in the coming months as per the mention made by the auditors on their report for this last return concerning FY2025-26. An Insurance valuation is being undertaken to update the artefacts and paintings listed on Fixed Asset Register.
- 11.3 : Also a review of the leases and rents is underway
- 11.4:
- 11.5 :
- 11.6:

12. MEMBERS ITEMS :

- 12.1 :
- 12.2:

13. CORRESPONDENCE for Info :

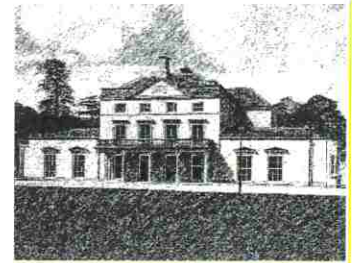
- 13.1 :
- 13.2:
- 13.3:

14. DATES of the NEXT MEETINGS : ALL meetings are held at Y Plas.

- 14.1 : Finance meeting on 12/10/2026 at 6.30pm
- 14.2 : Facilities meeting on 12/10/2026 immediately after the Finance meeting
- 14.3 : FULL Council meeting 26/10/2026

***Under the Public Bodies Admission to Meetings Act 1960, the Chairperson proposes that the press and public to be excluded from this meeting during the discussion of the following items as it is likely that exempt information, as defined in Part4 Schedule 12A Local Government Act 1972, will be revealed.**

- 15- Contract matters



CYNGOR TREF MACHYNLLETH TOWN COUNCIL

Y Plas, Heol Aberystwyth Road, Machynlleth, Powys, SY20 8ER

Telephone : 01654 702 571

E-mail : town-clerk@machynlleth-tc.gov.uk

MINUTES OF THE ORDINARY MEETING OF MACHYNLLETH TOWN COUNCIL on Monday 27th July 2026 at 6.30pm in the Vane Tempest room at the Plas

PRESENT:

Cllr J. Paige (Chair of the meeting), Cllr A. MacGarry, Cllr J. Honeybill, Cllr N. McCarten, Cllr R. Hughes, Cllr P. Jones, Cllr G. Jones, Cllr Ll. Griffith, Cllr C. Elliott.

APOLOGIES: Cllr G. Philips, Cllr K. Bryan, Cllr A. Evans.

ALSO IN ATTENDANCE: Nicole Beaumont (Clerk) and Catrin Willetts (Minutes taker).

4 members of the public, 1 online.

1. ATTENDANCE AND APOLOGIES: See lists above.

2. DECLARATION of INTERESTS:

Cllr G. Jones declared an interest in item 17.

Cllr R. Hughes declared an interest in item 8.3

3. PUBLIC PARTICIPATION:

Sandra Bendalow, George & Julie Ann came to discuss the forming of a new Lantern Parade committee. They requested a letter of support from Council to apply for funding from the Heritage Lottery Fund. They discussed plans to steer the knowledge and skills needed towards a younger generation to ensure its continuation, with ideas on how they want to make it sustainable in the future.

They initially want to secure funding for two years to run the workshops. The fireworks will have a completely separate committee as funding will need to be sourced separately.

Councillors were happy to support the project and emphasised the importance of affordability for the whole community.

4. MAYOR'S REPORT: Nothing to report.

5. MINUTES OF LAST MEETING:

- 5.1: Minutes of the Full Council meeting held on 29th June 2026 were agreed by **Majority vote**.
- 5.2: Minutes of the Finance meeting held on 13th July 2026 were agreed with an adjustment at item 7 of the minutes that electricity quotes were not declined but Cllrs required more information. Agreed by **Majority vote**.
- 5.3: Minutes of the Facilities meeting held on 13th July 2026 were agreed by **Majority vote**.
- 5.4: for information only, the minutes of the Market meeting held on 15/7/2026 which was not quorate.

6. MOTIONS/MATTERS ARISING:

- 6.1: From item 3 of the Full Council meeting (item 5.1 above) it was suggested that the circular walk idea, presented by Ruth Jenkins at the meeting be put into the local development plan.
- 6.2: From item 13.2 of the Full Council meeting (item 5.1 above) no action as yet.
- 6.3: From item 13.5 of the Full Council meeting (item 5.1 above) it was decided to seek clarity on allowing banners and bunting at the Clock due to safety concerns and possible liability for the Council in the case of an accident.
- 6.4: From item 13.4 of the Full Council meeting (item 5.1 above) there has been no feedback as yet. Clerk to prompt.
- 6.5: From item 5.1 of the Facilities Panel Meeting : the Plas Café has kept its 5-star hygiene rating. It was noted that this was a credit to café staff.

7: COUNTY COUNCILLOR'S REPORT:

Cllr Evans was not present. A misprint was highlighted concerning Cllr Evans' monthly surgery meeting. It should read Thursday, not Wednesday.

8: PLANNING:

- 8.1: P/26/0185/FUL – Council was neutral. **Unanimous**.
- 8.2: P/26/0452/FUL – Council had no objection. **Unanimous**.
- 8.3: P/26/0546/LBC – Cllr Hughes declared an interest. Council to support. **Majority**.

9: FINANCE:

- 9.1: Councillors agreed to pay the invoices as per list presented. **Unanimous**.
- 9.2: Councillors agreed to allow Clerk to pay invoices during August, with a list to follow at the September meeting. **Unanimous**.
- 9.3: Council requested more information and specific details for their next meeting before agreeing.
- 9.4: Clerk to decline by letter. Agreed. **Unanimous**.

10. REPORTS from NOMINATED REPRESENTATIVES on OUTSIDE BODIES:

- 10.1: Council were presented a poster regarding Bronglais Stroke Unit consultations. It was shared on Facebook pages.
- 10.2: Surgery data included for information purposes.
- 10.3: Council agreed to write to Powys Teaching Health Board to raise concerns over possible bed closures recently reported. Cllr McCarten to draft a letter on MTC's behalf.

11: Clerk's Report:

11.1: Councillors voted to move this item to committee. Agreed. **Majority vote.**

11.2: Councillors voted to re-advertise more widely in September. Agreed. **Majority vote.**

11.3: Quotes have been requested for a new trampoline mat in the playground. Councillors thought a sign would be a good idea to discourage adults from using it in future.

11.4: Quotes have been requested for specialist door lock repairs for 24h cubicle at the public toilets.

11.5: Councillors voted to move this item to committee. Agreed. **Unanimous.**

11.6: 2 push buttons for the hall doors should be considered when setting the FY2027-28 budget in October.

11.7: Fixed Asset register is to be revised in the coming months, as per mention made by the internal auditor on this last FY 2025-26.

A portrait of John Edwards, Mary Cornelia's father, was kindly donated by a member of the public to the Plas.

11.8: Clerk will be on annual leave from 30th July to 17th August.

12: Members items:

12.1: Cllr G. Jones was approached by a member of the public with concerns of numerous obstacles throughout Machynlleth that are problematic for blind or partially sighted people. He asked that MTC approach businesses that are contributing to this, particularly on Market days.

12.2: Cllr G. Phillips wrote two letters on behalf of MTC, to thank Eisteddfod Powys 2026 for a successful event, also to thank the committee of the Machynlleth Town of Culture 2028 bid for their hard work.

To be forwarded by the Clerk. Agreed. **Unanimous.**

12.3: Cllr N. McCarten to forward the Patients Forum report to Councillors.

13: Correspondence:

13.1: Cllr R. Hughes has written to Hafren Dyfrdwy but has had no response.

13.2: Councillors were not aware of who is responsible for the well, so further enquiries needed.

13.3: Cllr N. McCarten to distribute to councillors a map detailing who is responsible for different areas of green space and weeds/trees within the town.

13.4: Cllr K. Bryan not present.

13.5: Councillors were presented with a letter of thanks sent to the organisers of the Mary Cornelia day.

13.6: Councillors were presented with a letter of thanks given to Mr Glyn Jones (Rocky) for his hard volunteer work at keeping the streets clean and tidy.

13.7: Councillors were presented with an update from Cllr Sian Cox detailing the planned changes to communications and relations between PCC and town/community councils.

13.8: Councillors were invited by communication from Cllr Sian Cox to take part in a survey regarding views on large-scale wind parks in rural Wales.

14: DATES of the Next Meeting: ALL meetings are held at Y Plas.

14.1: FULL Council meeting on 28/09/2026 at 6.30pm

Motion raised by the Chair :

***Under the Public Bodies Admission to Meetings Act 1960, the Chairperson proposes that the press and public to be excluded from this meeting during the discussion of the following items as it is likely that exempt information, as defined in Part4 Schedule 12A Local Government Act 1972, will be revealed.**

Voted Unanimous.

Item 8.1 - 2 pages

From: Louise Williams <louise.williams@powys.gov.uk>
Sent: 25 August 2026 13:49
To: town-clerk@machynlleth-tc.gov.uk
Subject: Planning Consultation P/26/0544/FUL, COMMUNITY CENTRE AND PREMISES, OWAIN GLYNDWR CENTRE, 69 MAENGWYN STREET, MACHYNLLETH, SY20 8EE



Cyfeirnod: P/26/0544/FUL

Cynnig: Repairs, alterations, improvements and upgrade of internal fabric including repairs to window, installation of additional toilets, lift, energy efficiency improvements, air source heat pumps to rear and roof PV solar array

Cyfeiriad y Safle: COMMUNITY CENTRE AND PREMISES, OWAIN GLYNDWR CENTRE, 69 MAENGWYN STREET, MACHYNLLETH, SY20 8EE

Swyddog Penodedig: Kate Bowen

Mae'r cais ar gael i'w weld ar wefan y Cyngor: https://service.powys.gov.uk/pr/s/register-view?language=cy&c__r=Arcus_BE_Public_Register.

Rhoddir rhybudd drwy hyn fod rhaid gwneud unrhyw sylwadau yr ydych yn dymuno eu gwneud o fewn **21 diwrnod** o ddyddiad y llythyr hwn. Os na wneir hyn, fe dybir nad ydych yn dymuno gwneud sylwadau a bydd y cais yn mynd yn ei flaen tan dod i benderfyniad.

Cofiwch y dylid gwneud sylwadau'n ysgrifenedig, ac y bydd unrhyw sylwadau'n cael eu cadw ar ffeil i'w weld gan y cyhoedd.

Gofynnir i chi sicrhau fod eich ymateb yn cydymffurfio â gofynion GDPR trwy beidio â chynnwys unrhyw ddata personol neu sensitif. Peidiwch â chynnwys eich llofnod nac unrhyw wybodaeth breifat arall megis cyfeiriadau e-bost na rhifau ffôn personol yn eich ymateb, gan y gall y rhain ymddangos ar ein gwefan.

Cyfeiriwch yr holl ymatebion ymgynghori i Adran Gynllunio Cyngor Sir Powys at planning.consultations@powys.gov.uk yn hytrach nag at unigolion a enwir gan gynnwys y cyfeirnod cynllunio **P/26/0544/FUL**, o fewn testun yr e-bost.

Os ydych chi'n **Gyngor Cymuned** sy'n derbyn yr hysbysiad hwn ac nad yw'r safle datblygu o fewn eich ardal gymunedol, cysylltwch â'r tîm ar unwaith.

Os ydych yn derbyn yr hysbysiad hwn fel **Cynghorydd Ward**, nodwch fod y cynnod galw i mewn o **21 diwrnod** yn dechrau o ddyddiad yr hysbysiad e-bost hwn.

Application Reference: P/26/0544/FUL

Proposal: Repairs, alterations, improvements and upgrade of internal fabric including repairs to window, installation of additional toilets, lift, energy efficiency improvements, air source heat pumps to rear and roof PV solar array

Location: COMMUNITY CENTRE AND PREMISES, OWAIN GLYNDWR CENTRE, 69 MAENGWYN STREET, MACHYNLLETH, SY20 8EE

Allocated Officer: Kate Bowen

The application is available to view on the Council's website: https://service.powys.gov.uk/pr/s/register-view?c__r=Arcus_BE_Public_Register.

Notice is hereby given that any observations you may wish to make must be returned to me within **21 days** of the date of this letter. If this is not done it will be assumed that you do not wish to comment and the application will proceed to determination.

Please note that comments must be made in writing and that such comments will be held on a file that will become open to public inspection.

Please ensure your response adheres to GDPR regulations by excluding any personal or sensitive data. Please do not include your signature or any other private information such as personal email addresses or telephone numbers in your response, as these may appear on our website.

Please direct all consultation responses for Powys County Council's Planning Department to planning.consultations@powys.gov.uk rather than to named individuals, including the planning reference, **P/26/0544/FUL**, within the email subject.

If you are a **Community Council** receiving this notification and the development site does not fall within your community area, please contact the team immediately.

If you are receiving this notification as a **Ward Councillor**, please note that the **21 day call in** period begins from the date of this email notification.

Louise Williams

Ar ran Cyngor Sir Powys / On behalf of Powys County Council

We value your feedback. How are we doing?

Pa mor dda ydyn ni'n neud? Rydym yn croesawu eich adborth, defnyddiwch y [ddolen yma](#)

How are we doing? We welcome your feedback, please use the following [link](#).

Data Protection and Privacy / Diogelu Data a Chyfrinachedd

In order to deliver the Planning Service (applications, complaints and appeals etc.) it is necessary for the council to process personal data, in accordance with relevant planning legislation, as listed on the Welsh Governments planning website (<https://gov.wales/topics/planning/?lang=en>). If you wish to know more about how Powys County Council processes your personal data then please visit [Planning and Public Protection Privacy Statement - Powys County Council](#) and / or <https://en.powys.gov.uk/privacy>.

Er mwyn darparu Gwasanaeth Cynllunio (ceisiadau, cwynion ac apeliadau ac ati) mae'n angenrheidiol i'r cyngor brosesu data personol, yn unol â deddfwriaeth gynllunio berthnasol, fel y rhestrir ar wefan gynllunio Llywodraeth Cymru (<https://llyw.cymru/adeiladu-a-chynllunio>). Os hoffech wybod mwy am sut mae Cyngor Sir Powys yn prosesu eich data personol, ewch i <https://cy.powys.gov.uk/article/7085/Datganiad-Preifatrwydd-Cynllunio-a-Gwarchod-y-Cyhoedd> a / neu <https://cy.powys.gov.uk/preifatrwydd>

Croeso i chi gysylltu â ni yn Gymraeg. Byddwn yn ymateb yn Gymraeg, heb oedi.
You are welcome to contact us in Welsh. We will respond in Welsh, without delay.



Item 9.1 - 3 pages

List of Invoices For Payment

From 18th July to 13th September 2026

Dyddiad Talu / Payment Date	Enw / Name	Manylion / Particulars	Swm / Amount	Sylwadau / Observations
Paid by Direct Debit				
01/07/2026	Shire Leasing	Phone systems lease - (July to September)	£ 186.62	
22/06/2026	BNP Paribas	Coffee machine lease (21/6>20/7/26)	£ 221.83	
21/07/2026	BNP Paribas	Coffee machine lease (21/7>20/8/26)	£ 221.83	
21/08/2026	BNP Paribas	Coffee machine lease (21/8>20/9/26)	£ 221.83	
10/08/2026	Harlech Ltd	Café supplies - July & August	£ 657.04	
25/08/2026	Castell Howell Ltd	Café supplies July 2026	£ 3,307.21	
25/09/2026	Castell Howell Ltd	Café supplies August 2026	£ 5,196.14	
03/08/2026	Rijo	Coffee machine filter replacement	£ 159.59	
26/08/2026	Tower Leasing Ltd	Quarterly lease franking machine (September to November)	£ 89.34	
10/08/2026	Rijo	Coffee machine ingredients	£ 744.46	
30/07/2026	Total Energies	Electricity-carpark toilets (March & April)	£ 219.36	
30/07/2026	Total Energies	Electricity-carpark toilets (May to July)	£ 297.51	
20/08/2026	Total Energies	Electricity-carpark toilets July Adjustment	£ 11.95	
07/09/2026	Total Energies	Electricity-carpark toilets August	£ 89.56	
30/07/2026	YGP	Electricity-old toilets by rose garden Mid June to Mid July	£ 45.98	
01/09/2026	YGP	Electricity-old toilets by rose garden mid July to Mid August	£ 47.00	
01/08/2026	YGP	Electricity-café July 2026	£ 156.10	
01/09/2026	YGP	Electricity-café August 2026	£ 145.94	
14/08/2026	YGP	Electricity-market feeder July 2026	£ 81.58	
14/09/2026	YGP	Electricity-market feeder August 2026	£ 121.47	
03/08/2026	Barclays Bank	Bank charges (15/6>12/7/26)	£ 40.21	
07/09/2026	Barclays Bank	Bank charges (15/7>12/8/26)	£ 39.49	
18/08/2026	EDF	Electricity - town clock July 2026	£ 50.52	
07/09/2026	EDF	Electricity - town clock August 2026	£ 51.45	
21/08/2026	SSE	Electricity - Y Plas July 2026	£ 2,348.34	
07/09/2026	SSE	Electricity - Y Plas August 2026	£ 2,486.51	
15/08/2026	Positive Energy	Electricity - Hen Stabiau July 2026	£ 60.24	
17/08/2026	SEFE	Gas supply Plas July	£ 898.48	
07/09/2026	Barclays Bank	Bank charges (13/7>12/8/26)	£ 39.49	
01/08/2026	Sage	Accounting software August 2026	£ 242.40	
01/09/2026	Sage	Accounting software September 2026	£ 242.40	
Paid with Barclaycard				
29/06/2026	Amazon	Toilet seat & janitorial supplies - Y Plas	£ 111.07	
02/07/2026	GOV.UK	Civil court claim fees	£ 181.00	
07/07/2026	Post Office	Postage fees	£ 9.95	
08/07/2026	Amazon	Microwave - café	£ 64.99	
09/07/2026	Amazon	Fly killer bulbs - café	£ 31.76	
to carry forward			£ 19,120.64	

08/07/2026	Amazon	Bin & janitorial supplies - Public toilets	brought forward	£	19,120.64
10/07/2026	Amazon	Paint for café chairs		£	27.69
16/07/2026	Amazon	Artificial Christmas tree - Y Plas		£	19.99
17/07/2026	Amazon	Paint for Plas building		£	119.99
22/07/2026	Amazon	Batteries & bunting - Y Plas		£	39.98
30/07/2026	Google	Google workspace - Y Plas July		£	27.86
01/08/2026	Loyverse	POS software - July - café		£	42.00
01/08/2026	Loyverse	POS software - August - café		£	30.00
04/08/2026	Amazon	Wood paint - Y Plas		£	23.23
14/08/2026	Amazon	Binbags - Public toilets		£	21.00
16/08/2026	Amazon	Toilet rolls - Public toilets		£	193.70
27/08/2026	Google	Google workspace - Y Plas August		£	42.00

Paid under delegated powers before council meeting

28/07/2026	Squeaky Clean	Cleaning Y Plas - July		£	1,500.00
28/07/2026	Squeaky Clean	Cleaning carpark toilets - July		£	1,028.40
30/07/2026	Ciwb Rygbi Machynlleth	Advertising at organised event (2026)		£	50.00
31/07/2026	Wilson Tree Surveys	Decay detection investigation (oak tree 799)		£	900.00
17/07/2026	Initial	Sanitary waste collection and disposal - Y Plas - August		£	164.91
17/07/2026	Initial	Sanitary waste collection and disposal - carpark toilets - August		£	98.85
22/07/2026	Powys County Council	Annual fee for premises licence		£	70.00
22/07/2026	Travis Perkins	Paint for café chairs and tables		£	75.61
31/07/2026	Gaskells	Waste collection and disposal July		£	544.21
11/08/2026	Sharp	Photocopier usage July 2026		£	62.10
29/07/2026	Healthmatic Ltd	Service maintenance contract - public toilets (July 2026> June 2026)		£	1,212.00
31/07/2026	WR Partners	July & August payroll processing		£	381.60
02/08/2026	BT	Phone and internet services August - Y Plas		£	464.40
10/08/2026	Glasdon Ltd	New bin - Playground		£	167.26
31/07/2026	Criw Compostio	Café - Food waste collection (Aug>Oct 2026)		£	130.00
01/08/2026	Belvidere Lifts	Lift annual maintenance contract (May 2026>April 2027)		£	348.00
01/08/2026	Belvidere Lifts	Lift shaft cleandown		£	690.00
To be authorised for payment					
01/09/2026	Dyfi Valley Web Services	IT Support - MTC office		£	58.00
01/09/2026	Dyfed Alarms	Fire alarm service agreement (Oct 2026>Sept.2027)		£	192.00
01/09/2026	One Voice Wales	Councillor attendance - Innovative Practice Conference		£	70.00
02/09/2026	Viking	Office supplies		£	110.56
04/09/2026	Sharp	Photocopier usage August 2026		£	30.78
31/08/2026	Gaskells	Waste collection and disposal Y Plas - August		£	445.60
19/08/2026	Initial	Sanitary waste collection and disposal - Y Plas - September		£	164.91
19/08/2026	Initial	Sanitary waste collection and disposal - carpark toilets - September		£	98.85
23/08/2026	Dod I Ben	Confidential waste collection & disposal - MTC office		£	54.00
01/09/2026	BT	Phone and internet services September - Y Plas		£	464.40
23/07/2026	Garden & Home (The Store)	Various Plas maintenance items - July statement		£	24.92
07/07/2026	Garden & Home (The Store)	Market feeder pillar maintenance - July statement		£	3.91
to carry forward				£	29,343.35

27/08/2026	Garden & Home (The Store)	Various Plas maintenance items - August statement	brought forward	£	29,343.35
27/08/2026	Garden & Home (The Store)	Café maintenance - August statement	£	29.37	
01/09/2026	Squeaky Clean	Cleaning Y Plas - August	£	8.01	
01/09/2026	Squeaky Clean	Cleaning carpark toilets - August	£	1,410.00	
10/09/2026	Healthmatic Ltd	repairs to doors at public toilets	£	1,034.40	
Other statutory authorised payments made					
31/07/2026	July Payroll	Staff wages	£	12,677.47	
31/07/2026	July Payroll	PCC (3rd party deductions from wages)	£	13.05	
31/07/2026	July Payroll	PCC pensions	£	3,070.54	
31/07/2026	July Payroll	NI/PAYE HMRC Shipley	£	3,010.61	
28/08/2026	August Payroll	Staff wages	£	13,723.95	
28/08/2026	August Payroll	PCC (3rd party deductions from wages)	£	13.05	
28/08/2026	August Payroll	PCC pensions	£	3,148.77	
28/08/2026	August Payroll	NI/PAYE HMRC Shipley	£	3,139.08	
TOTAL				£	71,275.89

INCOME / Incwm

From / Gan Bwy

Worldpay & Amex café credcard takings	£ Sum / swm
Café cash takings	£ 24,473.91
Buffets	£ 6,102.00
bar bookings	£ 520.50
Market stall fees	£ 210.00
Allotments	£ 3,955.00
Ground leases	£ 140.00
Ground hire	£ 1,310.00
Carparking (old celtica)	£ 400.00
Car park loos - cash & card income	£ 445.00
PRECEPT	£ 1,928.95
VAT refunds	£ 123,015.00
recharges to tenants	£ 1,581.73
photocopy & post box services	£ 1,520.61
equipment hire	£ 186.20
Office rentals	£ 210.00
Hall hires	£ 6,201.00
Room hires	£ 2,900.00
	£ 1,288.50
TOTAL	£ 176,388.40

total income

£ 176,388.40

total expenditure

-£ 71,275.89

var +/- £ 105,112.51

Item 9.2 - 1 page

To open a savings account at Unity Trust Bank :

MTC needs to start building reserves as per policy agreed in February 2026.

£5966.80 is 5% of the balance to be carried forward at the next annual return for FY2026-27

£11933.60p is 10 % of the balance to be carried forward.

These reserves can be used for specific items such as the repairs at the allotments and/or the parapets on Y Plas.

Several options for a savings account :

1/ **Instant Access Savings Accounts** : suitable if the council is adding to the account on an irregular basis with irregular amounts or needs to access savings before the end of a set term, or doesn't have easily accessible other funds to deal with emergencies.

Interest rate currently at 1.96% AER

2/ **30, 32, 90 or 95 day Notice Accounts** : suitable if the council is comfortable leaving the money untouched until giving notice and prefers a variable rate.

Interest rate currently at :

2.25% AER for a 30 days notice saving A/C

2.73% AER for a 32 days notice

2.93% AER for a 95 days fixed term

3/ **Fixed Term Deposit Accounts** : suitable for the council to leave money untouched for a fixed period (minimum 12 months) and

- receive the interest at maturity
- or want to save a lump sum of £85000+
- or to have the certainty of the interest earned on savings deposited.

Interest rate currently at : 4.06% AER

Item 9.3 - 1 page

From: Gary Weaver <Gary@dyfivalley.co.uk>
Sent: 01 September 2026 09:33
To: admin@machynlleth-tc.gov.uk
Subject: RE: Machynlleth Town Council

Hello Nicole,

Minimal quote for dealing with your current problems as follows:-

1. Unsupported software (Office 2019)/Outlook Issues
2. Display Issue on your PC

Proposed Minimal Solution:-

1. Two Microsoft 365 Apps For Business licences - Note I've gone for replacing all your Office 2019 with Microsoft 365 as we really need to get it updated on all machines. This will require two licences – one for you and Julie (Town Clerk//Facilities Manager) and another licence for Katrin (Accounts/Admin). Current cost for this is £9.60 per month X 2 = £19.20 + vat per month. Also allow 4 hours labour for installing on your 3 pcs - £29 X 4 = £116
2. 27" monitor. Was £107 per month but could now be a bit more as just ordering one. Also may need adapter depending on what connections are available on your current pc – allow £140 in total.

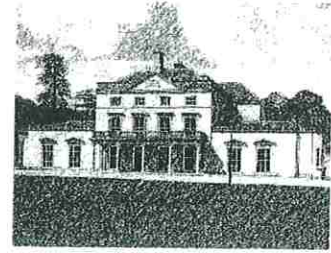
Total Cost:-

One Off: £140 + vat + £116
Ongoing: £19.20 + vat per month

Please let me know when/if you can proceed and I'll book you in for a visit to implement.

Regards,
Gary

Gary Weaver
CITP MBCS
IT Support
Dyfi Valley Web Services



CYNGOR TREF MACHYNLLETH TOWN COUNCIL

Y Plas, Heol Aberystwyth Road, Machynlleth, Powys, SY20 8ER

Telephone : 01654 702 571

E-mail : town-clerk@machynlleth-tc.gov.uk

INVITATION TO TENDER FOR :

CLEANING at Y Plas and at the Public Toilets near Maengwyn Street carpark.

Company Name

VAT registration

Companies House

Name of the person

Position in the company

Contact email:

Direct contact telephone

Your Reference

CLEANING
QUOTE
Nº 1

Total price for this quotation reflecting the VAT amount : £486

Our Reference : Cleaning contract Tender

Person looking after this quote for MTC : Julie Humphreys - Facilities Manager
and Nicole Beaumont - Town Clerk

Completed tender forms with ALL relevant paperwork to support this bid, will be submitted by email only to the Town Clerk : town-clerk@machynlleth-tc.gov.uk

Tender Submission Deadline : 15th July 2026 at midnight.

Any tenders received after the deadline will not be considered.

please check this document which contains 7 pages. If any pages are missing, please notify us at once as MTC will accept no liability for such errors and omissions.

You are invited to tender for :

CLEANING at Y Plas and at the Public Toilets near Maengwyn Street carpark.

MTC expects to decide the award of this contract no later than 28th July 2026.

MTC is not bound to accept any quotation or make any award from this Request for Tender.

Acceptance of the quote by MTC shall be in writing only and on MTC's terms and conditions.

Completed tender forms with ALL relevant paperwork to support this bid, will be submitted by email only to the Town Clerk: town-clerk@machynlleth-tc.gov.uk

OUR SPECIFICATION :

See the attached appendices to this form.

To discuss and get more information on this tender, Please contact Julie Humphreys (Facilities Manager) on 01654 702571
or via email on : enquiries@machynlleth-tc.gov.uk

MTC's Policy :

The conditions in this document shall be binding on the supplier and no modification, alteration or amendment thereof shall be binding on the Council or be effective against the Council unless such modification, alteration or amendment has been expressly agreed to and accepted in writing by the Council.

The Council reserves the right to enter into negotiations with the tenderer considered the best suited to its needs.

The appointed tenderer must comply with all applicable public health and safety laws at all times.

The tenderer will be required to submit a risk assessment, any other relevant safety documentation as well as a copy of their public liability insurance with this tender.

This tender does not create a partnership between the Council and the Tenderer.

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If MTC finds inaccurate, conflicting or false information has been provided in this tender, it reserves the right to reject the bid at any stage.

Financial sustainability :

Please confirm that your business is financially in profit, if not please explain why. A set of audited accounts for the latest financial year should support this tender.

Financial Bid :

In consideration for MTC granting the tender, please submit in an attached spreadsheet, an itemised list of your costs, including all expenses related to materials, services, labour and any contingency costs giving a clear pricing methodology.

Where applicable the prices must reflect the Net price and the VAT component of the quote.

MTC quote reference : Tender for Cleaning at Y Plas and at the Public Toilets near Maengwyn Street Car Park

Your quote reference :

This quote will be valid until :

	Description of the work to be done and all other costs	NET	VAT	Total
Item 1	11hrs per week - £22.50 per hour	£247.50	£49.50	£297.00
Item 2	Y Plas			
Item 3				
Item 4	£7hrs per week at £22.50 per hour	£157.50	£31.50	£189
Item 5	Car Park toilets			
Item 6				
	TOTAL for this quote	£ -	£ -	£ -

When preparing your pricing consider the following:

Breakdown of costs by key deliverables or milestones

Assumptions and dependencies that may impact your pricing

Value for money and competitive positioning

Flexibility for future adjustments or variations

Detailed cost breakdown, including all expenses related to the project, materials, services, labour and any contingency costs.

Clear pricing methodology with itemised figures.

Insurances

Machynlleth Town Council requires a copy of the certificates of the following insurances for this tender :

Employers Liability and Public Liability to a minimum of £5 million.

Vehicle insurance and MOT for all vehicles attending the site.

Current Health and Safety certificates

Please confirm you will have this in place for this agreement and provide documentation with your bid.

Risk Assessment / Waste Management Plan

Please confirm that these documents are attached to your submission.

Outline your risk management strategy, including how you identify, assess, and mitigate risks. Provide examples of risk registers and contingency plans from previous projects.

Risk identification and assessment methodology

Risk prioritisation and ownership

Key contract risks and mitigation strategies

Contingency plans

Monitoring and review processes

Supplier Credentials/Experience

Please supply proof of relevant certifications, industry experience and capabilities with similar projects previously carried out.

OVERVIEW to the Tendering of a Cleaning Contract at Y Plas and the Public Toilets near Maengwyn Street Carpark.

Machynlleth Town Council invites tenders for the provision of professional cleaning services across two Council managed sites. The contract includes routine cleaning of Y Plas and daily cleaning of public toilet facilities at Machynlleth Car Park Public Toilets. These locations require consistently high standards of hygiene due to daily use, varied functions and their importance for staff wellbeing, tenants, visitor experience and public presentation.

The contract is for an initial period of **one** year, commencing **1st October 2026**, with the option to extend annually, subject to satisfactory performance and Council approval. Any extension is not guaranteed.

The scope of the contract includes, but is not limited to:

routine and periodic cleaning of Council premises;

cleaning of public convenience facilities;

to supply cleaning materials;

provision of reliable attendance and cover arrangements;

management and supervision of cleaning operatives;

compliance with all Health & Safety and COSHH requirements;

environmentally responsible cleaning practices; and

The successful contractor will be required to deliver services consistently across both specified locations, ensuring premises are clean, safe, hygienic and presentable for staff, tenants and visitors.

11 hours per week at Y Plas

7 hours per week at Car Park Public Toilets

MACHYNLLETH TOWN COUNCIL
CAR PARK TOILETS DAILY CLEANING

- GLASS CLEANER AND CLOTH – CLEAN MIRRORS
- SPRAY AND CLOTH – WIPE DOWN SINK, SPLASH BACKS, TAPS, DRYERS, SOAP DISPENSER, TOILET ROLL HOLDERS, TOPS OF SANITARY BINS, TOILET SEATS, TOILET RIMS, URINALS, SPLASHBACKS UNDER HAND DRYERS.
- SCRUB TOILETS
- BRUSH AND MOP FLOORS
- REPLENISH TOILET ROLLS / LIQUID SOAP
- EMPTY RUBBISH BINS
- **TOILETS ARE LOCKED BY THE CONTRACTOR AT 4PM DAILY THEN CLEANED WHEN LOCKED.**

MON/WEDS/FRI

2nd floor landing

- vacuum,

2nd floor kitchen

- empty bin,
- vacuum,

2nd floor toilets

- clean sinks,
- clean toilet bowls
- wash floor
- wash skirting & window sills
- wash doors
- replenish toilet paper & paper towels
- check soaps.

1st floor toilets

- clean sinks
- clean toilet bowls
- wash floor
- wash skirting & window sills
- wash doors
- replenish toilet paper & paper towels
- check soaps

Ground floor reception

- Vacuum
- polish desk and fireplaces
- vacuum settees
- polish coffee table
- polish and tidy leaflet table
- empty bins
- wash slate in floor of fireplaces
- wash outside step by front door
- mop outside front two window ledges.

Ground floor toilets

- clean sinks,
- clean toilet bowls
- wash floor
- wash skirting & window sills
- wash doors
- replenish toilet paper & paper towels & check soaps

Two conference rooms

- empty bins
- vacuum floor
- wipe skirting boards and window sills,
- check steps and vacuum
- dust curtains

- wipe down tables

Ground floor corridor

- vacuum carpeted area
- mop lino area
- wipe skirting boards
- wipe photographs
- wash doors

Ground to 1st floor staircase

- vacuum stairs
- polish banisters
- wash window ledge
- wipe skirting boards

Hall Toilets

- clean sinks
- clean toilet bowls
- wash floor
- wash skirting & window sills
- wash doors
- replenish toilet paper & paper towels
- check soaps

**CLEAN ANYTHING ELSE YOU NOTICE
ON YOUR WAY AROUND**

**DUSTERS AND MOPS TO BE WASHED
AFTER EACH SHIFT**

TUES/THURS

1st floor landing

- vacuum,
- clean skirting board and window sills

1st floor kitchen

- empty bin,
- vacuum,
- wipe skirting and window sills,

2nd floor toilets

- clean sinks,
- clean toilet bowls
- wash floor
- wash skirting & window sills
- wash doors
- replenish toilet paper & paper towels
- check soaps.

1st floor toilets

- clean sinks,
- clean toilet bowls
- wash floor
- wash skirting & window sills
- wash doors
- replenish toilet paper & paper towels
- check soaps

Ground floor reception

- Vacuum
- polish desk and fireplaces
- vacuum settees
- polish coffee table
- polish and tidy leaflet table
- empty bins
- wash slate in floor of fireplaces
- wash outside step by front door
- mop outside front two window ledges.

Ground floor toilets

- clean sinks,
- clean toilet bowls
- wash floor
- wash skirting & window sills
- wash doors
- replenish toilet paper & paper towels & check soaps

Two conference rooms

- empty bins
- vacuum floor

- wipe skirting boards and window sills,
- check steps and vacuum
- dust curtains
- wipe down tables

Ground floor corridor

- vacuum carpeted area
- mop lino area
- wipe skirting boards
- wipe photographs
- wash doors

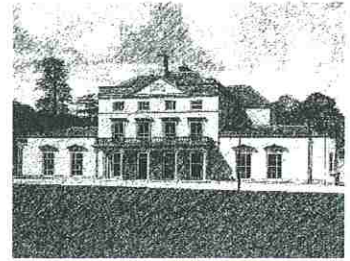
MONTHLY

Back Staircases

- Vacuum
- Wipe skirting boards
- Wipe window seals
- Wipe hand rails

**CLEAN ANYTHING ELSE YOU NOTICE
ON YOUR WAY AROUND**

**DUSTERS AND MOPS TO BE WASHED
AFTER EACH SHIFT**



CYNGOR TREF MACHYNLLETH TOWN COUNCIL

Y Plas, Heol Aberystwyth Road, Machynlleth, Powys, SY20 8ER

Telephone : 01654 702 571

E-mail : town-clerk@machynlleth-tc.gov.uk

INVITATION TO TENDER FOR :

CLEANING at Y Plas and at the Public Toilets near Maengwyn Street carpark.

Company Name

VAT registration

Companies Hou

Name of the pe

Position in the c

Contact email :

Direct contact t

CLEANING
QUOTE

№ 2

Your Reference for this Tender/Quote :

Total price for this quotation reflecting the VAT amount : Y Plas, Mon to Fri, £32.40 p/h

Car park toilets, Mon to Sat, £36.00 p/h

Car park toilets, Sunday, £42.00 p/h

Our Reference : Cleaning contract Tender

Person looking after this quote for MTC : Julie Humphreys - Facilities Manager

and Nicole Beaumont - Town Clerk

Completed tender forms with ALL relevant paperwork to support this bid, will be submitted by email only to the Town Clerk : town-clerk@machynlleth-tc.gov.uk

Tender Submission Deadline : 15th July 2026 at midnight.

Any tenders received after the deadline will not be considered.

Please check this document which contains 7 pages. If any pages are missing, please notify us at once as MTC will accept no liability for such errors and omissions.

You are invited to tender for :

CLEANING at Y Plas and at the Public Toilets near Maengwyn Street carpark.

MTC expects to decide the award of this contract no later than 28th July 2026.

MTC is not bound to accept any quotation or make any award from this Request for Tender.

Acceptance of the quote by MTC shall be in writing only and on MTC's terms and conditions.

Completed tender forms with ALL relevant paperwork to support this bid, will be submitted by email only to the Town Clerk : town-clerk@machynlleth-tc.gov.uk

OUR SPECIFICATION :

See the attached appendices to this form.

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Financial Bid :

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Where applicable the prices must reflect the Net price and the VAT component of the quote.

MTC quote reference : Tender for Cleaning at Y Plas and at the Public Toilets near Maengwyn Street Car Park

Your quote reference :

This quote will be valid until :

	Description of the work to be done and all other costs	NET	VAT	Total
Item 1	Y plas, Monday to Friday p/h	£27 p/h	20%	£32.40 p/h
Item 2	Car park Toilets, Mon to Sat p/h	£30 p/h	20%	£36.00 p/h
Item 3	Car park Toilets, Sunday p/h	£35 p/h	20%	£42.00 p/h
Item 4				
Item 5				
Item 6				
	TOTAL for this quote	£ -	£ -	£ -

When preparing your pricing consider the following:

Breakdown of costs by key deliverables or milestones

Assumptions and dependencies that may impact your pricing

Value for money and competitive positioning

Flexibility for future adjustments or variations

Detailed cost breakdown, including all expenses related to the project, materials, services, labour and any contingency costs.

Clear pricing methodology with itemised figures.

Insurances

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Vehicle insurance and MOT for all vehicles attending the site.

Current Health and Safety certificates

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Risk Assessment / Waste Management Plan

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Outline your risk management strategy, including how you identify, assess, and mitigate risks. Provide examples of risk registers and contingency plans from previous projects.

Risk identification and assessment methodology

Risk prioritisation and ownership

Key contract risks and mitigation strategies

Contingency plans

Monitoring and review processes

Supplier Credentials/Experience

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The scope of the contract includes, but is not limited to:

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cleaning of public convenience facilities;

to supply cleaning materials;

provision of reliable attendance and cover arrangements;

management and supervision of cleaning operatives;

compliance with all Health & Safety and COSHH requirements;

environmentally responsible cleaning practices; and

The successful contractor will be required to deliver services consistently across both specified locations, ensuring premises are clean, safe, hygienic and presentable for staff, tenants and visitors.

11 hours per week at Y Plas

7 hours per week at Car Park Public Toilets

MACHYNLLETH TOWN COUNCIL
CAR PARK TOILETS DAILY CLEANING

- GLASS CLEANER AND CLOTH – CLEAN MIRRORS
- SPRAY AND CLOTH – WIPE DOWN SINK, SPLASH BACKS, TAPS, DRYERS, SOAP DISPENSER, TOILET ROLL HOLDERS, TOPS OF SANITARY BINS, TOILET SEATS, TOILET RIMS, URINALS, SPLASHBACKS UNDER HAND DRYERS.
- SCRUB TOILETS
- BRUSH AND MOP FLOORS
- REPLENISH TOILET ROLLS / LIQUID SOAP
- EMPTY RUBBISH BINS
- **TOILETS ARE LOCKED BY THE CONTRACTOR AT 4PM DAILY THEN CLEANED WHEN LOCKED.**

MON/WEDS/FRI

2nd floor landing

- vacuum,

2nd floor kitchen

- empty bin,
- vacuum,

2nd floor toilets

- clean sinks,
- clean toilet bowls
- wash floor
- wash skirting & window sills
- wash doors
- replenish toilet paper & paper towels
- check soaps.

1st floor toilets

- clean sinks
- clean toilet bowls
- wash floor
- wash skirting & window sills
- wash doors
- replenish toilet paper & paper towels
- check soaps

Ground floor reception

- Vacuum
- polish desk and fireplaces
- vacuum settees
- polish coffee table
- polish and tidy leaflet table
- empty bins
- wash slate in floor of fireplaces
- wash outside step by front door
- mop outside front two window ledges.

Ground floor toilets

- clean sinks,
- clean toilet bowls
- wash floor
- wash skirting & window sills
- wash doors
- replenish toilet paper & paper towels & check soaps

Two conference rooms

- empty bins
- vacuum floor
- wipe skirting boards and window sills,
- check steps and vacuum
- dust curtains

- wipe down tables

Ground floor corridor

- vacuum carpeted area
- mop lino area
- wipe skirting boards
- wipe photographs
- wash doors

Ground to 1st floor staircase

- vacuum stairs
- polish banisters
- wash window ledge
- wipe skirting boards

Hall Toilets

- clean sinks
- clean toilet bowls
- wash floor
- wash skirting & window sills
- wash doors
- replenish toilet paper & paper towels
- check soaps

**CLEAN ANYTHING ELSE YOU NOTICE
ON YOUR WAY AROUND**

**DUSTERS AND MOPS TO BE WASHED
AFTER EACH SHIFT**

TUES/THURS

1st floor landing

- vacuum,
- clean skirting board and window sills

1st floor kitchen

- empty bin,
- vacuum,
- wipe skirting and window sills,

2nd floor toilets

- clean sinks,
- clean toilet bowls
- wash floor
- wash skirting & window sills
- wash doors
- replenish toilet paper & paper towels
- check soaps.

1st floor toilets

- clean sinks,
- clean toilet bowls
- wash floor
- wash skirting & window sills
- wash doors
- replenish toilet paper & paper towels
- check soaps

Ground floor reception

- Vacuum
- polish desk and fireplaces
- vacuum settees
- polish coffee table
- polish and tidy leaflet table
- empty bins
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- wash outside step by front door
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Ground floor toilets

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Two conference rooms

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- wipe skirting boards and window sills,
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- wipe down tables

Ground floor corridor

- vacuum carpeted area
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- wipe photographs
- wash doors

MONTHLY

Back Staircases

- Vacuum
- Wipe skirting boards
- Wipe window seals
- Wipe hand rails

**CLEAN ANYTHING ELSE YOU NOTICE
ON YOUR WAY AROUND**

**DUSTERS AND MOPS TO BE WASHED
AFTER EACH SHIFT**

Item 9.4c - 11 pages



CYNGOR TREF MACHYNLLETH TOWN COUNCIL

Y Plas, Heol Aberystwyth Road, Machynlleth, Powys, SY20 8ER

Telephone : 01654 702 571

E-mail : town-clerk@machynlleth-tc.gov.uk

INVITATION TO TENDER FOR :

CLEANING at Y Plas and at the Public Toilets near Maengwyn Street carpark.

Company Name tendering :

VAT registration number :

Companies House registration number :

Name of the person in charge of this Tender :

Position in the company :

Contact email :

Direct contact telephone number :

Your Reference for this Tender/Quote :

CLEANING
QUOTE
N: 3

Total price for this quotation reflecting the VAT amount :

£33,696.00 incl. VAT (annual)

Our Reference : Cleaning contract Tender

Person looking after this quote for MTC : Julie Humphreys - Facilities Manager
and Nicole Beaumont - Town Clerk

Completed tender forms with ALL relevant paperwork to support this bid, will be **submitted by email only** to the Town Clerk : town-clerk@machynlleth-tc.gov.uk

Tender Submission Deadline : 19th September 2026 at midnight.

Any tenders received after the deadline will not be considered.

Please check this document which contains 9 pages. If any pages are missing, please notify us at once as MTC will accept no liability for such errors and omissions.

You are invited to tender for :

CLEANING at Y Plas and at the Public Toilets near Maengwyn Street carpark.

MTC expects to decide the award of this contract no later than 1st October 2026.

MTC is not bound to accept any quotation or make any award from this Request for Tender.

Acceptance of the quote by MTC shall be in writing only and on MTC's terms and conditions.

Completed tender forms with ALL relevant paperwork to support this bid, will be submitted by email only to the Town Clerk : town-clerk@machynlleth-tc.gov.uk

OUR SPECIFICATION :

See the attached information sheets to this form.

To discuss and get more information on this tender, Please contact Julie Humphreys (Facilities Manager) on 01654 702571
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Financial sustainability :

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Financial Bid :

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Where applicable the prices must reflect the Net price and the VAT component of the quote.

MTC quote reference : Tender for Cleaning at Y Plas and at the Public Toilets near Maengwyn Street Car Park

Your quote reference :

This quote will be valid until :

SD-MTC-2026-01

19 October 2026

	Description of the work to be done and all other costs	NET	VAT	Total
Item 1	Cleaner labour / wage	£13.50	£2.70	£16.20
Item 2	Employment tax & statutory employment costs	£5.50	£1.10	£6.60
Item 3	Cleaning products & consumables	£2.00	£0.40	£2.40
Item 4	Cloths & laundering of dirty cloths/mops	£1.50	£0.30	£1.80
Item 5	Travel, supervision, administration & staff cover	£4.50	£0.90	£5.40
Item 6	Business overhead & operating margin	£3.00	£0.60	£3.60
	TOTAL for this quote	£ -	£ -	£ -
		£30.00	£6.00	£36.00

When preparing your pricing consider the following: Breakdown of costs by key deliverables or milestones Assumptions and dependencies that may impact your pricing Value for money and competitive positioning
Flexibility for future adjustments or variations
Detailed cost breakdown, including all expenses related to the project, materials, services, labour and any contingency costs.
Clear pricing methodology with itemised figures.

Insurances

Machynlleth Town Council requires a copy of the certificates of the following insurances for this tender :

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Current Health and Safety certificates

Please confirm you will have this in place for this agreement and provide documentation with your bid.

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Contingency plans

Monitoring and review processes

Supplier Credentials/Experience

Please supply proof of relevant certifications, industry experience and capabilities with similar projects previously carried out.

Financial Bid

offers a fully inclusive rate of **£36.00 per hour including VAT**. The Council specification states 11 hours per week at Y Plas and 7 hours per week at the Car Park Public Toilets, giving 18 contracted hours per week. The annual calculation below uses 52 weeks.

Service	Hours/week	Net	VAT	Total incl. VAT
Y Plas cleaning	11	£17,160.00	£3,432.00	£20,592.00
Public toilets cleaning	7	£10,920.00	£2,184.00	£13,104.00
TOTAL - 52 weeks	18	£28,080.00	£5,616.00	£33,696.00

Pricing methodology: the rate covers labour, routine supervision, normal cleaning materials and equipment, travel, management overhead and contingency for staff cover. Any material variation to the Council's stated 18 hours per week or additional works outside the specification would be agreed with the Council before being undertaken.

Insurance and Compliance

confirms that insurance is held at £5 million. Copies of the applicable insurance certificates should accompany the final emailed submission, together with vehicle insurance/MOT evidence for vehicles attending site and current Health & Safety documentation.

Risk Management Strategy

Identification and assessment: hazards are identified through site-specific risk assessment, operative feedback, accident/near-miss reporting and review of cleaning chemicals and tasks. Risks are assessed by likelihood and potential severity, with higher risks addressed first.

Ownership and control: day-to-day cleaning risks are controlled by trained operatives, with management oversight for COSHH, equipment, lone working, slips/trips, manual handling, public interaction and safe access. Defects or hazards outside the contractor's control are reported promptly to the Council.

Key contract risks and mitigation: wet floors are managed with suitable signage and controlled working areas; chemicals are used and stored in accordance with COSHH information; PPE is used where required; equipment is checked before use; public toilet cleaning is undertaken after the facilities are locked at 4pm as specified; staff absence is managed through cover arrangements; and urgent site issues are escalated to management and the Council.

Contingency and review: [REDACTED] will maintain cover arrangements for absence and unexpected workload, record significant incidents, review controls following incidents or changes in working arrangements, and periodically review the site risk assessment throughout the contract.

Waste Management Plan

Waste generated during routine cleaning will be collected, bagged and placed only in the Council's designated waste streams/collection points. Recyclable material will be separated where facilities permit. Cleaning products will be dosed to avoid unnecessary chemical use and packaging waste. No hazardous or unidentified waste will be removed or disposed of outside an appropriate authorised route. Spillages, sharps or other unexpected hazardous items will be isolated and reported so that an appropriate safe disposal method can be agreed.

Service Delivery and Experience

[REDACTED] provides domestic and commercial cleaning services, holiday-let changeovers, laundry and associated specialist cleaning services across the local area. The business has experience managing high-volume cleaning operations, including scheduled commercial work and time-critical property cleaning. This operational model provides established arrangements for staffing, supervision, quality control and cover when an operative is unavailable.

For this contract, [REDACTED] will provide reliable attendance across both Council sites, manage the cleaning operatives, supply normal cleaning materials, follow the Council's specified daily/weekly tasks, replenish consumables as required by the specification, and comply with applicable Health & Safety and COSHH requirements.

Environmental Approach

The business will use cleaning products efficiently, avoid unnecessary chemical dosing, minimise waste, reuse washable cleaning materials where hygienically appropriate, and ensure dusters and mops are washed after each shift in accordance with the Council specification.

Supporting Documents to Attach Before Submission

Document	Status
Public Liability / Employers' Liability certificate(s) showing required £5m cover	Attach current certificate(s)
Vehicle insurance and MOT evidence for vehicles attending site	Attach current documents
Current Health & Safety / COSHH documentation	Attach
Site-specific Risk Assessment	Attach / finalise after site review
Waste Management Plan	Included in this response; separate copy may also be : [REDACTED]
Latest financial accounts / financial sustainability confirmation	Attach / confirm separately
Relevant certification or supporting evidence of experience	Attach where available

Important: This completed pack does not state that audited accounts, vehicle/MOT documents, Health & Safety certificates or separate insurance certificates are attached because those documents were not provided with the tender papers. They should be added to the submission email where applicable.

OVERVIEW to the Tendering of a Cleaning Contract at Y Plas and the Public Toilets near Maengwyn Street Carpark.

Machynlleth Town Council invites tenders for the provision of professional cleaning services across two Council managed sites. The contract includes routine cleaning of Y Plas and daily cleaning of public toilet facilities at Machynlleth Car Park Public Toilets. These locations require consistently high standards of hygiene due to daily use, varied functions and their importance for staff wellbeing, tenants, visitor experience and public presentation.

The contract is for an initial period of **one** year with the option to extend annually, subject to satisfactory performance and Council approval. Any extension is not guaranteed.

The scope of the contract includes, but is not limited to:

routine and periodic cleaning of Council premises;

cleaning of public convenience facilities;

to supply cleaning materials;

provision of reliable attendance and cover arrangements;

management and supervision of cleaning operatives;

compliance with all Health & Safety and COSHH requirements;

environmentally responsible cleaning practices; and

The successful contractor will be required to deliver services consistently across both specified locations, ensuring premises are clean, safe, hygienic and presentable for staff, tenants and visitors.

11 hours per week at Y Plas

7 hours per week at Car Park Public Toilets

MACHYNLLETH TOWN COUNCIL
CAR PARK TOILETS DAILY CLEANING

- GLASS CLEANER AND CLOTH – CLEAN MIRRORS
- SPRAY AND CLOTH – WIPE DOWN SINK, SPLASH BACKS, TAPS, DRYERS, SOAP DISPENSER, TOILET ROLL HOLDERS, TOPS OF SANITARY BINS, TOILET SEATS, TOILET RIMS, URINALS, SPLASHBACKS UNDER HAND DRYERS.
- SCRUB TOILETS
- BRUSH AND MOP FLOORS
- REPLENISH TOILET ROLLS / LIQUID SOAP
- EMPTY RUBBISH BINS
- **TOILETS ARE LOCKED BY THE CONTRACTOR AT 4PM DAILY THEN CLEANED WHEN LOCKED.**

CLEANING AT Y PLAS : MON/WEDS/FRI

2nd floor landing

- vacuum,

2nd floor kitchen

- empty bin,
- vacuum,

2nd floor toilets

- clean sinks,
- clean toilet bowls
- wash floor
- wash skirting & window sills
- wash doors
- replenish toilet paper & paper towels
- check soaps.

1st floor toilets

- clean sinks
- clean toilet bowls
- wash floor
- wash skirting & window sills
- wash doors
- replenish toilet paper & paper towels
- check soaps

Ground floor reception

- Vacuum
- polish desk and fireplaces
- vacuum settees
- polish coffee table
- polish and tidy leaflet table
- empty bins
- wash slate in floor of fireplaces
- wash outside step by front door
- mop outside front two window ledges.

Ground floor toilets

- clean sinks,
- clean toilet bowls
- wash floor
- wash skirting & window sills
- wash doors
- replenish toilet paper & paper towels &
check soaps

Two conference rooms

- empty bins
- vacuum floor
- wipe skirting boards and window sills,
- check steps and vacuum
- dust curtains
- wipe down tables

Ground floor corridor

- vacuum carpeted area
- mop lino area
- wipe skirting boards
- wipe photographs
- wash doors

Ground to 1st floor staircase

- vacuum stairs
- polish banisters
- wash window ledge
- wipe skirting boards

Hall Toilets

- clean sinks
- clean toilet bowls
- wash floor
- wash skirting & window sills
- wash doors
- replenish toilet paper & paper towels
- check soaps

CLEAN ANYTHING ELSE YOU NOTICE ON YOUR WAY AROUND

DUSTERS AND MOPS TO BE WASHED AFTER EACH SHIFT

CLEANING AT Y PLAS : TUES/THURS

1st floor landing

- vacuum,
- clean skirting board and window sills

1st floor kitchen

- empty bin,
- vacuum,
- wipe skirting and window sills,

2nd floor toilets

- clean sinks,
- clean toilet bowls
- wash floor
- wash skirting & window sills
- wash doors
- replenish toilet paper & paper towels
- check soaps.

1st floor toilets

- clean sinks,
- clean toilet bowls
- wash floor
- wash skirting & window sills
- wash doors
- replenish toilet paper & paper towels
- check soaps

Ground floor reception

- Vacuum
- polish desk and fireplaces
- vacuum settees
- polish coffee table
- polish and tidy leaflet table
- empty bins
- wash slate in floor of fireplaces
- wash outside step by front door
- mop outside front two window ledges.

Ground floor toilets

- clean sinks,
- clean toilet bowls
- wash floor
- wash skirting & window sills
- wash doors
- replenish toilet paper & paper towels &
check soaps

Two conference rooms

- empty bins
- vacuum floor
- wipe skirting boards and window sills,
- check steps and vacuum
- dust curtains
- wipe down tables

Ground floor corridor

- vacuum carpeted area
- mop lino area
- wipe skirting boards
- wipe photographs
- wash doors

MONTHLY

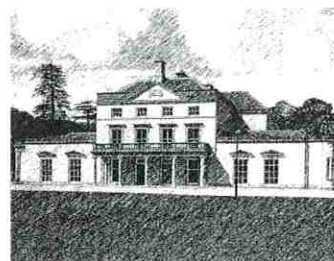
Back Staircases

- Vacuum
- Wipe skirting boards
- Wipe window sills
- Wipe hand rails

CLEAN ANYTHING ELSE YOU NOTICE ON YOUR WAY AROUND

DUSTERS AND MOPS TO BE WASHED AFTER EACH SHIFT

Item 9.5 - 6 pages



CYNGOR TREF MACHYNLLETH TOWN COUNCIL

Y Plas, Heol Aberystwyth Road, Machynlleth, Powys, SY20 8ER

Telephone : 01654 702 571

E-mail : town-clerk@machynlleth-tc.gov.uk

INVITATION TO TENDER FOR :

**The revamp/creation of their website to incorporate council & visitors & residents.
See specification sheet attached.**

Company Name tendering :

VAT registration number :

Companies House registration number :

Name of the person in charge of this Tender/Quote :

Position in the company :

Contact email :

Direct contact telephone number :

Your Reference for this Tender/Quote :

Total price for this quotation reflecting the VAT amount :

Our Reference : PiPIF Tender :

Person looking after this quote for MTC : Nicole Beaumont - Town Clerk
Completed tender forms with ALL relevant paperwork to support this bid, will be submitted by email
only to the Town Clerk : town-clerk@machynlleth-tc.gov.uk

Tender Submission Deadline : 16th July 2026 at midnight.

Any tenders received after the deadline will not be considered.

Please check this document which contains 6 pages. If any pages are missing, please notify us at once as MTC will accept no liability for such errors and omissions.

You are invited to tender for :

The revamp/creation of our website to incorporate council & visitors & residents.

see existing website at machynlleth-tc.gov.uk

MTC expects to decide the award of this contract no later than 27th July 2026. If successful you will be notified no later than 29th July.

MTC is not bound to accept any quotation or make any award from this Request for Tender.

Acceptance of the quote by MTC shall be in writing only and on MTC's terms and conditions.

Completed tender forms with ALL relevant paperwork to support this bid, will be submitted by email only to the Town Clerk : town-clerk@machynlleth-tc.gov.uk

OUR SPECIFICATION :

See specification sheet attached.

Please contact the Clerk directly for any further information on this project.

MTC's Policy :

The conditions in this document shall be binding on the supplier and no modification, alteration or amendment thereof shall be binding on the Council or be effective against the Council unless such modification, alteration or amendment has been expressly agreed to and accepted in writing by the Council.

The Council reserves the right to enter into negotiations with the tenderer considered the best suited to its needs.

The appointed tenderer must comply with all applicable public health and safety laws at all times.

The tenderer will be required to submit a risk assessment, any other relevant safety documentation as well as a copy of their public liability insurance with this tender.

This tender does not create a partnership between the Council and the Tenderer.

Any quotation submitted must be bona fide and made without canvassing or soliciting any director/trustee/councillor or employee of Machynlleth Town Council or fixing the rates with any other person. Failure to adhere to this will result in your tender being rejected and possible exclusion from future business.

If MTC finds inaccurate, conflicting or false information has been provided in this tender, it reserves the right to reject the bid at any stage.

Financial sustainability :

Please confirm that your business is financially in profit, if not please explain why. A set of audited accounts for the latest financial year should support this tender.

Financial Bid :

In consideration for MTC granting the tender, please submit in an attached spreadsheet, an itemised list of your costs, including all expenses related to materials, services, labour and any contingency costs giving a clear pricing methodology.

Where applicable the prices must reflect the Net price and the VAT component of the quote.

MTC quote reference : Tender for MTC's website

Your quote reference :

This quote will be valid until :

	Description of the work to be done and all other costs	NET	VAT	Total
Item 1				
Item 2				
Item 3				
Item 4				
Item 5				
Item 6				
	TOTAL for this quote	£ -	£ -	£ -

When preparing your pricing consider the following:

Breakdown of costs by key deliverables or milestones

Assumptions and dependencies that may impact your pricing

Value for money and competitive positioning

Flexibility for future adjustments or variations

Detailed cost breakdown, including all expenses related to the project, materials, services, labour and any contingency costs.

Clear pricing methodology with itemised figures.

Insurances

Machynlleth Town Council requires a copy of the certificates of the following insurances for this tender :

Employers Liability and Public Liability to a minimum of £5 million.

Vehicle insurance and MOT for all vehicles attending the site.

Current Health and Safety certificates

Please confirm you will have this in place for this agreement and provide documentation with your bid.

Risk Assessment / Waste Management Plan

Please confirm that these documents are attached to your submission.

Outline your risk management strategy, including how you identify, assess, and mitigate risks. Provide examples of risk registers and contingency plans from previous projects.

Risk identification and assessment methodology

Risk prioritisation and ownership

Key contract risks and mitigation strategies

Contingency plans

Monitoring and review processes

Supplier Credentials/Experience

Please supply proof of relevant certifications, industry experience and capabilities with similar projects previously carried out.

SPECIFICATION for Machynlleth Town Website – Project Plan

Machynlleth - Wales as a front page title

Purpose & Objectives

The website will serve three core functions:

1 - Town Council Hub (Governance & Transparency)

- Publish agendas, minutes and reports
- Share decisions, policies and consultations
- Provide contact details and meeting info
- Ensure compliance with transparency requirements

This part of the new site must take over the existing council domain name and email addresses attached to it.

2 - Visit Machynlleth (Tourism & Community)

- Promote the town as a destination
- Showcase local businesses, culture, and heritage
- Provide practical visitor info (transport, parking, facilities)
- Publicise local events

These above points are to be linked with external entities -

3 - Residents of Machynlleth (Services available & Community)

- Provide links to services available to residents

Bilingual (Welsh & English)

- Full parity between languages
- Easy toggle between **Cymraeg / English**
- Compliant with Welsh language standards (good practice even if not mandatory)

Site Structure

Homepage

- Clear split:
 - "Council"
 - "Visitors"
 - "Residents"
- Language toggle English <> Welsh
for the visitor/history part of the town French could be available

Council Section - this is an active page with the town clerk responsible for uploading and maintaining

Pages:

- About the Council - Privacy notices
- Councillors & Committees
- Meetings
 - Calendar of meetings
 - Agenda & minutes
- Policies & Documents
- Finance & Transparency
- Contact

Key Features:

- Document library (PDF uploads)
- Searchable archive
- Meeting calendar
- Simple CMS for clerk updates

Visit Machynlleth Section - this is a static page with minimal updating requirements once the initial page is produced

Pages:

- Welcome / Discover Machynlleth
- History of the town, including the town trail
- Eat & Drink
- Shops & Local Businesses
- Stay (accommodation listings)
- Events&Festivals - This will link through to the community hwb
- Arts, Culture & Heritage
- Practical Info
 - Transport (links to buses and trains)
 - Parking
 - Public toilets
 - Accessibility

Places to visit nearby (link through)

- Interactive map (same as map that is produced for car parks but digital)

Design Principles

- Clean, modern, accessible (WCAG 2.1 AA standard)
- Using Machynlleth Town of Culture Branding
- Mobile-first design
- Strong imagery (landscape, town life, culture)
- Easy navigation for:
 - Residents
 - Council staff
 - Visitors

Technical Approach

Platform Options

Recommended: WordPress (with bilingual plugin like WPML or Polylang) Why:

- Cost-effective
- Easy for council staff to update
- Widely supported
- Scalable

Bilingual

- All pages duplicated in Welsh & English
- Language toggle visible at all times

Content Plan

- Core council pages + statutory archives of documents to be discussed with Clerk.
- Visitor basics (top attractions, key info)
- Business listings
- Events calendar to link to external entities

Governance & Maintenance

- Assigned **website** aid comms support till March 2027 to help update content
- Town Clerk is the website manager, agreed by council types of content to be included.

Item 9.5a - 8 pages

WEBSITE

QUOTE N° 1

Quote Valid Until

16 October 2026 (90 days from submission)

1. Cover Letter

Dear Nicole,

Please find enclosed [REDACTED] tender for the revamp and creation of the Machynlleth Town Council website, in response to your Invitation to Tender dated and the accompanying specification. We are a Machynlleth-based digital studio with a track record of building bilingual, community-facing websites in Wales, including work with the National Welsh Language Centre (Nant Gwrtheyrn) and other local and cultural organisations.

We understand this project needs to do three things well within a tight budget: give the Council a compliant, easy-to-maintain governance hub; give visitors a compelling reason to come to Machynlleth as part of its Town of Culture 2028 ambitions; and give residents a clear front door to local services — all fully bilingual in Welsh and English, built on a platform the Town Clerk can manage without ongoing dependence on a developer.

Our proposal below sets out our understanding of the brief, our technical and design approach, a project timeline, our governance and handover plan, and our supplier credentials. Our itemised financial bid is attached as a separate spreadsheet, in the format requested.

We would welcome the opportunity to discuss this proposal further.

[REDACTED]

[REDACTED]

[REDACTED]

2. Understanding of the Brief

The new site must serve three distinct audiences from one homepage split (Council, Visitors, and Residents), replacing the current machynlleth-tc.gov.uk site while taking over its existing domain and council email addresses. It must be fully bilingual (Welsh/English) with full parity between languages, built to WCAG 2.1 AA accessibility, and must reflect the Machynlleth Town of Culture 2028 branding across the visitor-facing pages.

We also note the Council section is an actively maintained area (agendas, minutes, policies, finance) owned by the Town Clerk, while the Visitor section is largely static once built, and the Residents section is primarily a set of curated links out to existing services. This distinction has directly shaped how we have scoped and priced the build.

3. Current Site Health Check & Priority Fixes

As part of preparing this tender we reviewed the current live site (machynlleth-tc.gov.uk) directly. It has a number of technical issues, including unused and un-minified CSS/JavaScript, no caching policy, render-blocking requests, poorly compressed images, accessibility gaps (touch target sizing, link naming), reliance on deprecated APIs, and layout shift during load. Rebuilding the site from the ground up will resolve all of these issues.

However, as some of these issues are quite serious and effect the site's credibility, security, and search visibility today, we propose using the first few days of the project, before design and build work begins, to address the most critical issues, and to capture a baseline so improvement can be measured once the new site is live.

I have allocated 1 week for these fixes, to allow for the time it takes to gain access to required parts of the old site and DNS. However, the actual work to resolve the priority issues would likely take about 1 day.

Priority fixes (Week 1, included at no extra cost)

- Install an SSL certificate and enforce HTTPS across the site. The current site does not have one, which browsers actively flag to visitors as "Not Secure" — damaging trust in a council website, and a confirmed factor in Google's search ranking. If this is also the case for the admin area, this could potentially be a serious security risk for the user accounts and data that is uploaded.
- Add missing meta descriptions to key pages, directly improving how the site appears in search results.

Baseline & analytics (Week 1)

We will review the Council's existing analytics (where available) and capture a snapshot of the current site's performance, search visibility, and Core Web Vitals before any changes are made. This gives the Council a clear "before" reference point to measure the improvement delivered by the new site once it launches.

Addressed by the rebuild

The remaining issues we identified will be resolved with the new site, and don't have a security risks or huge effect on the site listings and credibility.

This health check and priority fix work is included at no additional cost within our quoted price, and does not affect the project fee set out in our Financial Bid.

4. Proposed Site Structure & Approach

Homepage

- Clear three-way split: "Council" / "Visitors" / "Residents", with "Machynlleth – Wales" as the front-page title.
- Persistent Cymraeg / English language toggle on every page, with full parity between languages.

Council Hub

- About the Council (incl. privacy notices), Councillors & Committees, Meetings (calendar, agendas & minutes), Policies & Documents, Finance & Transparency, Contact.

- Searchable document library for PDF uploads, meeting calendar, and a simple CMS interface so the Town Clerk can publish updates without developer support.
- Migration of the existing council domain and associated email addresses onto the new site/hosting, carried out with a planned cutover to avoid service disruption.

Visit Machynlleth

- Welcome/Discover, History & Town Trail, Eat & Drink, Shops & Local Businesses, Stay, Events & Festivals (linking through to the Community Hwb), Arts/Culture/Heritage, Practical Info (transport incl. bus/train links, parking, toilets, accessibility), Places to Visit Nearby, and a digital interactive map (reusing the existing car park map as a base).
- Built as a largely static, image-led section reflecting the Town of Culture 2028 brand guidelines, with minimal ongoing maintenance burden once live.

Residents

- Curated links to services available to residents, sourced and agreed with the Town Clerk during discovery.

5. Design Approach

We will apply the Machynlleth Town of Culture 2028 identity (colour palette, typography, logo usage) across the Visitor and homepage areas, per the ID Guide supplied, while keeping the Council section clean, document-led, and unambiguous for governance content. All design work will be mobile-first, use strong photography of the town and its culture, and meet WCAG 2.1 AA as a baseline, covering colour contrast, keyboard navigation, screen-reader-friendly markup, and accessible handling of council documents: content authored in the CMS can generate an accessible HTML page alongside a PDF version. It's also possible for the PDFs the Clerk uploads directly to the CMS to be automatically checked and flagged if they need attention in regards to accessibility.

6. Technical Approach

The Council's specification suggests WordPress as a platform. Having built and supported many WordPress sites over the years, our recommendation for this specific project is Payload CMS, hosted on Cloudflare Workers, for the reasons set out below, with WordPress offered as an alternative should the Council prefer to stay with a platform they are familiar with.

Recommended: Payload CMS on Cloudflare Workers

- Payload is a well established, modern, open-source CMS with bilingual content management built into its core, rather than bolted on via a third-party plugin. Each piece of content can be marked as translatable field-by-field, giving genuine Welsh/English parity without the syncing issues, cost, or plugin dependency that come with WordPress plugins such as WPML or Polylang.
- Security: independent industry data (Patchstack's 2026 State of WordPress Security report) recorded over 11,000 new WordPress vulnerabilities in 2025 alone, 91% of them in plugins rather than WordPress core. A council site handling resident data is a realistic target for automated exploitation of exactly this kind of vulnerability. Payload's smaller, more tightly scoped plugin ecosystem substantially reduces this attack surface.
- Hosting on Cloudflare Workers is fast (content served from Cloudflare's global network, closest to each visitor), resilient, and low-cost: typically around £50–£70/year in hosting fees for a site of this size, a fraction of typical managed WordPress hosting once security monitoring and plugin updates are factored in. This is an ongoing running cost payable directly to Cloudflare, separate from our build fee.
- Cloudflare has published this exact deployment pattern (Payload CMS with Cloudflare's D1 database and R2 storage) as an official, supported approach, and runs it in production for its own Cloudflare TV platform, which show this exact setup work well at a large scale.
- Cloudflare Workers are powered by renewable energy, and only run when used, so it's extremely low carbon footprint. Essentially zero carbon emissions, and low usage of renewable energy.
- The Town Clerk's day-to-day experience is unaffected by this choice: Payload's admin interface is used for the same tasks — publishing agendas/minutes, managing pages, uploading documents — and CMS training is included either way.

Alternative: WordPress

If the Council has a strong preference for WordPress — for example, because staff or a future supplier are more familiar with it — we are equally able to deliver the project on WordPress with Polylang for bilingual content, and can requote this section accordingly. We would recommend Payload as the stronger technical fit for this brief, but the choice is the Council's to make.

Common to either platform

- All pages built with full Welsh/English parity from day one; language toggle visible at all times.
- Document library and meeting calendar built as structured, searchable content types rather than a flat folder of PDFs, so residents can find agendas/minutes by date or committee.
- Interactive map built as a lightweight embedded map (e.g. Leaflet/Google Maps/MapLibre) using the existing car park map as source data.
- Hosting on GDPR-compliant infrastructure, with SSL, backups, and a security/update plan.
- Domain and council email addresses migrated with a documented cutover plan to avoid downtime or lost mail.

7. Project Timeline & Milestones

We propose delivering this in two phases. As set out in Section 2, the Council Hub is the actively maintained, governance-critical part of the site, so we would build and launch this, along with the homepage and the domain/email migration, first. Visit Machynlleth and Residents follow in a second phase, giving more time for photography, business listings, and content gathering, without holding back the governance and transparency features the Council relies on day to day.

Milestone	Indicative Timing	Deliverable
Current Site Health Check & Priority Fixes	Week 1	SSL/HTTPS enabled, meta descriptions added, baseline performance & SEO metrics captured
Phase 1 — Council Hub & Homepage (target go-live: Week 8)		
Discovery & sign-off	Week 2	Confirmed sitemap, content plan, resident services list agreed with Clerk
Design	Weeks 2–4	Homepage & Council Hub template designs, Town of Culture branding applied
Build – Council Hub	Weeks 4–7	Document library, calendar, CMS, bilingual setup
Domain/email cutover, Clerk training, Phase 1 go-live	Week 8	Council Hub & homepage live; Clerk trained; bilingual and accessibility QA complete
Phase 2 — Visit Machynlleth & Residents (target go-live: Week 16)		
Design – Visit Machynlleth & Residents	Weeks 7–10	Visitor & resident page designs; photography and content gathering; business/event listings agreed
Build – Visitors & Residents	Weeks 10–14	Static content pages, interactive map, business/events content
Content migration, translation & bilingual QA	Weeks 14–15	Content entered, accessibility & bilingual QA, cross-device testing
Phase 2 go-live	Week 16	Full site live; final handover documentation

This assumes a start date agreed promptly after award (target: early August 2026) and timely provision of content and sign-off from the Council at each stage. A firm start date and content deadlines will be confirmed with the Clerk before work begins.

8. Governance, Training & Maintenance

- The Town Clerk will be set up as the primary website manager with full CMS training and a written how-to guide covering document uploads, agenda/minutes publishing, and content edits.
- We will provide comms/aid support through to March 2027 to help embed the new site, in line with the specification.

9. Supplier Credentials & Experience

██████████ is a Machynlleth-based digital studio building bilingual, accessible websites and apps for cultural and community organisations across Wales. Relevant recent work includes:

- Nant Gwrtheyrn Nature Trail App — an award-winning bilingual (Welsh/English) app for the National Welsh Language Centre, with features designed specifically for Welsh learners. Direct, proven experience of building bilingual digital products for a Welsh cultural institution. The app recently won the **Digital Project of the Year & Digital Resilience Initiative of the Year** awards at the **Digital Technology Leaders Awards 2026**
- Criw Compostio (criwcompostio.co.uk) — a bilingual Welsh/English website for Machynlleth's community composting project, built for a small local not-for-profit team to run themselves day-to-day.

This background gives us direct, practical experience of exactly what this project depends on: shipping bilingual Welsh/English digital products, and building for small, non-technical client teams, [REDACTED] who need to run the site themselves after handover.

10. Financial Sustainability

██████████ was incorporated on 20 April 2026 to formalise the business as a limited company, but the underlying business has been trading continuously as ██████████ under a sole trader arrangement, for over 10 years prior to incorporation. As a newly incorporated company, ██████████ has not yet reached its first accounting reference date, so no statutory accounts exist yet to file or share. The business is trading profitably. As a small company, it will be exempt from statutory audit under the Companies Act small companies exemption once accounts are due, so audited accounts will not apply. We are happy to provide bank statements or a simple management summary directly to the Clerk if further evidence is required to support this tender.

11. Insurances

██████████ holds the following cover:

- Public Liability — £5,000,000 limit
- Employers' Liability — £10,000,000 limit
- Professional Indemnity — £1,000,000 limit
- Cyber Security — £250,000 limit, with breach response cover, reflecting the personal data this project will handle (resident data, privacy notices, council email migration)

Certificates of insurance are enclosed with this submission.

We note this is a one-off remote/office-based digital project with no site attendance, plant, or vehicles involved, and no waste generated, vehicle insurance/MOT and a waste management plan do not apply to this scope of work. We would ask the Clerk to confirm this can be noted as such, as these appear to be standard clauses from a general supplier template rather than requirements specific to a website build.

12. Risk Assessment & Mitigation

Risk	Likelihood/Impact	Mitigation
Content/sign-off delays from Council side push timeline	Medium / Medium	Fixed content deadlines agreed upfront at each milestone; weekly check-ins with the Clerk
Domain/email cutover causes downtime or lost mail	Low / High	Documented cutover plan, staged DNS changes, out-of-hours switchover, rollback plan
Welsh translation quality/parity gaps	Low / Medium	Professional Welsh translation/proofing built into the plan, bilingual QA pass before go-live
Scope creep against the agreed fixed-price quote	Medium / Medium	Clear itemised scope in this tender; change requests costed and agreed in writing before work starts
Accessibility non-compliance at launch	Low / Medium	WCAG 2.1 AA checks built into build and QA phases, not left to the end

Risks are reviewed at each milestone check-in with the Clerk; any new or escalating risk is logged, owned, and reported with a proposed mitigation before it affects timeline or budget.

13. Financial Bid

Our itemised financial bid, including NET, VAT, and Total figures per deliverable, is provided in the accompanying spreadsheet: [REDACTED] We have scoped the build to deliver strong value for money against the specification, with any content beyond the agreed core scope identified as an optional addition rather than built into the core price.

14. Email Migration Options

The specification requires the new site to take over the existing council domain and its associated email addresses. Beyond the technical migration itself (covered in our pricing), the Council will need to choose an email provider to migrate to. We set out two options below for an estimated 10–15 council mailboxes (to be confirmed with the Clerk), rather than assume one on the Council's behalf. Both providers charge per mailbox per month, so the total cost scales directly and transparently with the number of council email accounts migrated.

Option	Per-mailbox cost, and total for 10–15 mailboxes, ex. VAT)	Best fit if...
A: Proton Mail	≈£5.50/mailbox/month (Mail Essentials tier, annual billing) — ≈£660–£990/yr total for 10–15 mailboxes	The Council is comfortable moving staff onto Proton's own webmail/desktop app, and values Swiss-jurisdiction data protection, no ad-based data use, and a bundled password manager (Proton Pass) and VPN included at no extra cost
B: Google Workspace	£5.00/mailbox/month, ex. VAT (Business Starter tier, annual billing) — ≈£600–£900/yr total for 10–15 mailboxes	Staff want to keep using familiar mail clients such as Outlook, Thunderbird, or Apple Mail directly, without an additional local app; Google Workspace connects to these natively

Our view: both are legitimate choices, and the right one depends on how council staff prefer to work day to day. Proton Mail (Option A) is the stronger fit on data protection and privacy grounds, and is the cheaper of the two once its bundled password manager and VPN are accounted for — Google Workspace does not include equivalents

at its base tier. However, connecting traditional desktop mail clients (Outlook, Thunderbird, Apple Mail) to Proton requires a local application called Proton Mail Bridge, which some non-technical users can find fiddly to keep running, and which does not officially support Microsoft's newer "new Outlook" client.

If the Council's staff want to continue using Outlook, Thunderbird, or a similar mail client without adopting a new one, Google Workspace (Option B) is likely to be the more practical option, and its security and privacy standard is still perfectly adequate for council use. We are happy to proceed with whichever the Clerk and councillors prefer once mailbox numbers are confirmed, and can provide a fixed quote for the chosen option alongside the migration work already costed in our financial bid.

Email is a service that is worth paying for, as it's hard to get right. These are the only two email service I recommend. You may find cheaper services, however, I'm unaware of any that manage this service as well.



Financial Bid

Machynlleth Town Council — Website Project (MTC quote ref: Tender for MTC's website)

Quote No 1

Your quote reference:

Quote valid until:

VAT registered? (Y/N)

16 October 2026 (90 days from submission)

Y

Fill in Y or N — VAT column calculates automatically from this cell

Item	Description of work / deliverable	NET (£)	VAT (£)	Total (£)
1. Discovery, IA & content planning	Stakeholder input, bilingual sitemap, resident-services list agreed with Town Clerk			
2. Design	Homepage, Council Hub & Visitor/Resident template designs (covers both project phases), applying Machynlleth Town of Culture branding, mobile-first, WCAG 2.1 AA baseline	£1,100	£220	£1,320
3. Council Hub build	CMS build (Payload CMS, recommended; WordPress alternative available) — About/Councillors/Meetings/Policies/Finance/Contact, searchable document library, meeting calendar, CMS for Clerk	£1,900	£380	£2,280
4. Visitors & Residents build	Visit Machynlleth static pages, business/events listings, resident service links, bilingual setup built natively into the CMS (or via Polylang if WordPress is chosen)	£3,400	£680	£4,080
5. Interactive map	Digital interactive map built from existing car park map data	£2,700	£540	£3,240
6. Bilingual content & QA	Welsh/English parity pass, professional translation proofing, language toggle QA	£800	£160	£960
7. Domain, email migration, hosting & testing	Cutover of existing council domain and email addresses, hosting setup, cross-device and accessibility QA	£1,100	£220	£1,320
8. Training & handover	Town Clerk CMS training, written how-to guide, go-live support	£1,300	£260	£1,560
9. Contingency (10%)	Covers minor scope variation, unforeseen migration issues	£1,310	£262	£1,572
TOTAL for this quote		£14,410	£2,882	£17,292

Excluded from this price (billed separately / as required):

- Clipping hosting & domain renewal (est. £150-£300/yr) — quoted separately once hosting provider confirmed
- Content beyond the agreed core scope (e.g. professional photography, video) — costed on request
- Public Liability (£5m), Employers' Liability (£10m), Professional Indemnity (£1m) and Cyber Security cover now in place — certificates enclosed with this submission

Pricing methodology:

Each item reflects estimated labour hours [redacted] standard day rate, based on the scope set out in the Council's specification, plus a 10% contingency applied across all items to cover minor scope variation. All figures are shown NET; VAT is calculated automatically above based on VAT registration status (cell B6). Prices assume timely content and sign-off from the Council at each milestone — see Section 7 (Timeline) and Section 12 (Risk) of the accompanying tender response document.

QUOTE No 2 : Website design

MACHYNLLETH
TOWN COUNCIL

Project Quote.

PROJECT OVERVIEW

Machynlleth has a strong identity and rich cultural heritage, holding a special place in the hearts of those who live in and visit the town. With its unique character, history and place within Wales, the new Town Council website should reflect what makes Machynlleth distinctive.

The aim is to move away from the current outdated website towards a vibrant, modern and accessible digital presence that encourages visitors to discover and explore Machynlleth, while providing residents with a clear and reliable source of information about their community, local services, council activity and upcoming events.

The new website will be developed in WordPress, with a strong focus on usability, accessibility and responsive design. Clear navigation, well-structured information and easily accessible contact details will be central to the project, ensuring the website is straightforward to use and engaging for a broad demographic spanning a wide range of ages and abilities.

Above all, the website will provide a clear digital gateway to Machynlleth, serving both the people who call it home and those discovering the town for the first time.

WEBSITE DESIGN & DEVELOPMENT

The project will include the complete design and development of a new responsive WordPress website.

Key features will include:

- Bespoke website design tailored to Machynlleth Town Council
- Responsive design for desktop, tablet and mobile
- Clear and intuitive website navigation
- English and Welsh language functionality/toggle
- Dedicated resident information
- Visitor information and town resources/attractions library
- Town Council information and contacts
- Councillors, committees and council responsibilities
- Meetings, agendas, minutes and timetables
- News, announcements and updates
- Events and community information

- Documents, policies and downloadable resources
- Contact forms and key contact information
- Website search functionality
- SEO foundations and optimised sitemap for discoverability.
- Accessibility and usability considerations, providing a platform suitable for a diverse populace. Meeting WCAG 2.1 AA standards.
- Easy-to-manage WordPress content management system so that council officials can manage site updates.
- Testing across modern browsers and devices

A key part of the project will be reviewing and restructuring the existing content to establish a clear information architecture, ensuring residents and visitors can find what they need quickly and intuitively.

VISUAL IDENTITY

Alongside the website, I will develop a complementary visual identity for Machynlleth Town Council, creating a distinctive and cohesive visual language for the new digital presence.

The identity will draw inspiration from Machynlleth's character, heritage and unique setting, taking into consideration recognisable features such as the town's clock tower, surrounding landscape and its strong Celtic and Welsh heritage. These influences will be explored through typography, colour, iconography and supporting graphic elements to create a visual identity that feels authentic to Machynlleth while remaining modern, vibrant and accessible.

The resulting identity will provide a consistent visual foundation for the new website while giving the Council a distinctive brand that can be carried across future communications, digital platforms and council materials.

The identity package will include:

- Typography
- Primary and secondary colour palette
- Bespoke digital iconography
- Supporting graphic elements
- Imagery and visual direction
- Digital styling guidelines

The intention is to create something recognisably Machynlleth without relying on generic Welsh or tourism imagery, providing the Council with a flexible visual system that can also be used across future digital communications, posters, flyers and so on.

DOMAIN, HOSTING & EMAIL MIGRATION

The project will include the migration of the existing domain and associated email services from the current hosting provider to the new hosting environment.

This will include:

- Domain and DNS configuration
- Migration of the existing website domain
- Migration and configuration of the 15 (approx) existing email accounts
- Email and DNS testing
- Website deployment and launch
- Minimising disruption to existing email services throughout the migration

The migration will be planned carefully to ensure continuity of both the website and email services.

PHOTOGRAPHY & DRONE CONTENT

OPTIONAL – £1,000

To complement the new website, I can provide a dedicated photography and aerial content package capturing Machynlleth and its surrounding landscape.

This will include:

- Professional location photography
- Drone photography
- Aerial video footage
- Edited imagery of landmarks and attractions/shops for use throughout the website
- Short-form video footage suitable for the website and future digital communications

The aim is to provide the new website with a distinctive library of high-quality, locally relevant imagery rather than relying heavily on generic or existing stock photography.

PROJECT QUOTE

Website design, development and visual identity.

£7,000

Optional photography and drone content.

£1,000

Project total without Photography package: **£7,000**

Project total with Photography package: **£8,000**

PAYMENT TERMS

A 50% deposit is required to secure the project and commence work.

The remaining 50% is payable upon completion and **prior** to the new website going live. Full payment must have been received ahead of the deployment of the new website.

TIMELINE

The website must be completed by the end of February 2027 to conform with the funding grant received by the Town Council. Providing swift communication and provision of content from the council a suggested completion date of January 2027 is suggested to allow room for any revisions or potential troubleshooting.

ONGOING COSTS

The following costs are not included within the project quotation and would be payable annually or directly to the relevant third-party providers.

Website Hosting:

Approximately £200–£300 per year, depending on the final hosting specification and provider.

Domain Registration:

Approximately £15–£30 per year, depending on the domain and registrar.

Welsh Language Translation – WEGLOT, WPML or Polylang:

Our suggestion would be to use Weglot for the English/Welsh translation functionality and ongoing management of translated website content. Having tested many translation plugins including WPML and Polylang Salty Dog Design feel that Weglot offers a superior translation service across the board. Allowing for both hands on translation, auto translation as well as providing both a desktop and mobile toggle code, making it easy to swap languages on desktop and mobile.

Alternative plugins WPML or Polylang could be used in order to reduce ongoing costs but offer worse performance and integration.

(A third language 'French' could be included but would incur an additional cost. There could simply be a section in French available on the website to mitigate this cost).

Email Hosting:

The ongoing cost of hosting the 15 council email accounts will depend on the selected email provider and mailbox requirements. This will be confirmed prior to migration but will not vary drastically from current costs.

Third-party hosting, domain, email and translation subscription costs are separate from the project fee and are not included within the above quotation.

PROJECT PROCESS

1. Discovery & Planning

Review of the existing website, content and requirements, followed by development of the new website structure and user journeys.

2. Visual Identity & Design

Development of the new visual identity followed by the design of key website pages and components.

3. Website Development

Construction of the new WordPress website, including bilingual functionality and agreed features.

4. Content & Migration

Migration and restructuring of agreed existing content, documents and resources.

5. Testing & Launch

Full testing across devices and browsers, domain and email configuration, and deployment of the new website.

6. Handover & Training

Introduction to the WordPress content management system and guidance on managing the website going forward.

[REDACTED]

[REDACTED] I have a strong understanding of the local area and its communities, alongside a bilingual education and conversational Welsh. Having grown up near Machynlleth I have a deep understanding of the town that goes beyond the surface level you could expect from an agency further afield.

With a background in Graphic Design, I bring a design-first approach to website development. The result will not simply be a website that functions well, but one that looks distinctive, considered and genuinely reflects Machynlleth.

[REDACTED] is a small, independent agency, meaning the project will have my full attention from start to finish. There are no account managers or handovers, so the Council will work directly with the same person throughout the entire process.

I have previously designed and developed websites for councils and regional organisations, giving me experience of working with community-focused content, multiple audiences and information that needs to be clear, accessible and regularly updated.

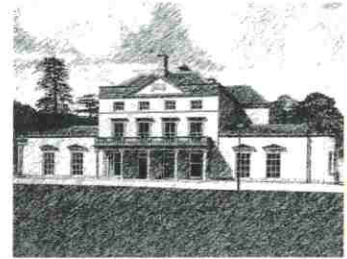
I am also qualified and commercially insured for drone and aerial photography and videography, allowing photography, video, design and website development to be delivered together. This means the Council can access multiple areas of expertise through one point of contact, without the need to coordinate separate suppliers.

The aim is to create a long-term digital platform for Machynlleth, supported by ongoing assistance when required.

[REDACTED]

[REDACTED]

[REDACTED]



CYNGOR TREF MACHYNLLETH TOWN COUNCIL

Y Plas, Heol Aberystwyth Road, Machynlleth, Powys, SY20 8ER

Telephone : 01654 702 571

E-mail : town-clerk@machynlleth-tc.gov.uk

INVITATION TO TENDER FOR :

**The revamp/creation of their website to incorporate council & visitors & residents.
See specification sheet attached.**

Company Name tendering :

VAT registration number : Not Applicable

Companies House registration number : Not Applicable,

Name of the person in charge of this Tender/Quote :

Position in the company : Founder & Creative Director

Contact email :

Direct contact telephone number :

Your Reference for this Tender/Quote :

Total price for this quotation reflecting the VAT amount : £7,000 to £8,000. Please see attached project quote document for clarification.

Our Reference : PiPIF Tender :

Person looking after this quote for MTC : Nicole Beaumont - Town Clerk

Completed tender forms with ALL relevant paperwork to support this bid, will be submitted by email only to the Town Clerk : town-clerk@machynlleth-tc.gov.uk

Tender Submission Deadline : 22nd September 2026 at 12noon.

Any tenders received after the deadline will not be considered.

Please check this document which contains 6 pages. If any pages are missing, please notify us at once as MTC will accept no liability for such errors and omissions.

You are invited to tender for :

The revamp/creation of our website to incorporate council & visitors & residents.

see existing website at machynlleth-tc.gov.uk

MTC expects to decide the award of this contract no later than 22nd September 2026. If successful you will be notified no later than 30th September 2026.

MTC is not bound to accept any quotation or make any award from this Request for Tender.

Acceptance of the quote by MTC shall be in writing only and on MTC's terms and conditions.

Completed tender forms with ALL relevant paperwork to support this bid, will be submitted by email only to the Town Clerk : town-clerk@machynlleth-tc.gov.uk

OUR SPECIFICATION :

See specification sheet attached.

Please contact the Clerk directly for any further information on this project.

MTC's Policy :

The conditions in this document shall be binding on the supplier and no modification, alteration or amendment thereof shall be binding on the Council or be effective against the Council unless such modification, alteration or amendment has been expressly agreed to and accepted in writing by the Council.

The Council reserves the right to enter into negotiations with the tenderer considered the best suited to its needs.

The appointed tenderer must comply with all applicable public health and safety laws at all times.

The tenderer will be required to submit a risk assessment, any other relevant safety documentation as well as a copy of their public liability insurance with this tender.

This tender does not create a partnership between the Council and the Tenderer.

Any quotation submitted must be bona fide and made without canvassing or soliciting any director/trustee/councillor or employee of Machynlleth Town Council or fixing the rates with any other person. Failure to adhere to this will result in your tender being rejected and possible exclusion from future business.

If MTC finds inaccurate, conflicting or false information has been provided in this tender, it reserves the right to reject the bid at any stage.

Financial sustainability :

Please confirm that your business is financially in profit, if not please explain why. A set of audited accounts for the latest financial year should support this tender.

Financial Bid :

In consideration for MTC granting the tender, please submit in an attached spreadsheet, an itemised list of your costs, including all expenses related to materials, services, labour and any contingency costs giving a clear pricing methodology.

Where applicable the prices must reflect the Net price and the VAT component of the quote.

MTC quote reference : Tender for MTC's website

Your quote reference :

This quote will be valid until :

	Description of the work to be done and all other costs	NET	VAT	Total
Item 1	Website Design, Branding & Development			£7,000
Item 2	Photography, Drone and Videography - Optional			£1,000
Item 3				
Item 4				
Item 5				
Item 6				
	TOTAL for this quote	£ -	£ -	£ £8,000

When preparing your pricing consider the following:

Breakdown of costs by key deliverables or milestones

Assumptions and dependencies that may impact your pricing

Value for money and competitive positioning

Flexibility for future adjustments or variations

Detailed cost breakdown, including all expenses related to the project, materials, services, labour and any contingency costs.

Clear pricing methodology with itemised figures.

Insurances

Machynlleth Town Council requires a copy of the certificates of the following insurances for this tender :

Employers Liability and Public Liability to a minimum of £5 million.

Vehicle insurance and MOT for all vehicles attending the site.

Current Health and Safety certificates

Please confirm you will have this in place for this agreement and provide documentation with your bid.

Risk Assessment / Waste Management Plan

Please confirm that these documents are attached to your submission.

Outline your risk management strategy, including how you identify, assess, and mitigate risks. Provide examples of risk registers and contingency plans from previous projects.

Risk identification and assessment methodology

Risk prioritisation and ownership

Key contract risks and mitigation strategies

Contingency plans

Monitoring and review processes

Supplier Credentials/Experience

Please supply proof of relevant certifications, industry experience and capabilities with similar projects previously carried out.

SPECIFICATION for Machynlleth Town Website – Project Plan

Machynlleth - Wales as a front page title

Purpose & Objectives

The website will serve three core functions:

1 - Town Council Hub (Governance & Transparency)

- Publish agendas, minutes and reports
- Share decisions, policies and consultations
- Provide contact details and meeting info
- Ensure compliance with transparency requirements

This part of the new site must take over the existing council domain name and email addresses attached to it.

2 - Visit Machynlleth (Tourism & Community)

- Promote the town as a destination
- Showcase local businesses, culture, and heritage
- Provide practical visitor info (transport, parking, facilities)
- Publicise local events

These above points are to be linked with external entities -

3 - Residents of Machynlleth (Services available & Community)

- Provide links to services available to residents

Bilingual (Welsh & English)

- Full parity between languages
- Easy toggle between **Cymraeg / English**
- Compliant with Welsh language standards (good practice even if not mandatory)

Site Structure

Homepage

- Clear split:
 - "Council"
 - "Visitors"
 - "Residents"
- Language toggle English <> Welsh
for the visitor/history part of the town French could be available

Council Section - this is an active page with the town clerk responsible for uploading and maintaining

Pages:

- About the Council - Privacy notices
- Councillors & Committees
- Meetings
 - Calendar of meetings
 - Agenda & minutes
- Policies & Documents
- Finance & Transparency
- Contact

Key Features:

- Document library (PDF uploads)
- Searchable archive
- Meeting calendar
- Simple CMS for clerk updates

Visit Machynlleth Section - this is a static page with minimal updating requirements once the initial page is produced

Pages:

- Welcome / Discover Machynlleth
- History of the town, including the town trail
- Eat & Drink
- Shops & Local Businesses
- Stay (accommodation listings)
- Events&Festivals - This will link through to the community hwb
- Arts, Culture & Heritage
- Practical Info
 - Transport (links to buses and trains)
 - Parking
 - Public toilets
 - Accessibility

Places to visit nearby (link through)

- Interactive map (same as map that is produced for car parks but digital)

Design Principles

- Clean, modern, accessible (WCAG 2.1 AA standard)
- Using Machynlleth Town of Culture Branding
- Mobile-first design
- Strong imagery (landscape, town life, culture)
- Easy navigation for:
 - Residents
 - Council staff
 - Visitors

Technical Approach

Platform Options

Recommended: WordPress (with bilingual plugin like WPML or Polylang) Why:

- Cost-effective
- Easy for council staff to update
- Widely supported
- Scalable

Bilingual

- All pages duplicated in Welsh & English
- Language toggle visible at all times

Content Plan

- Core council pages + statutory archives of documents to be discussed with Clerk.
- Visitor basics (top attractions, key info)
- Business listings
- Events calendar to link to external entities

Governance & Maintenance

- Assigned **website** aid comms support till March 2027 to help update content
- Town Clerk is the website manager, agreed by council types of content to be included.

Item 9.6 - 1 page

QUOTE N: 1

Cyngor Tref Machynlleth
Y Plas
Heol Aberystwyth Rd
Machynlleth
Powys
SY20 8ER
United Kingdom

Quotation

Quote Number: 152
Quote Date: 17th Jul '26
Valid For: 30 Days
Account: CYNG09
Quote Ref:

Qty	Description	Rate	Total	VAT
No 1 Car Park - 450.5m2				
1	Sweep all areas of parking and plane out areas as needed. Spray all areas with K140 emulsion and lay tarmac 40mm of 55/10 asphalt. Transportation of machinery included.	13,527.00	13,527.00	2,705.40
14	Fitting of solar powered bollards including dig out and concrete.	395.00	5,530.00	1,106.00
No 2 Car Park - 1533m2				
1	Sweep all areas of parking and plane out areas as needed. Spray all areas with K140 emulsion and lay tarmac 40mm of 55/10 asphalt. Transportation of machinery included.	39,120.00	39,120.00	7,824.00
Contingency cost of white lining £2000 subject to rise in cost of fuel and materials etc.				

Total Net Amount: £58,177.00
VAT: £11,635.40
Quote Total: £69,812.40

POWYS TEACHING HEALTH BOARD

MACHYNLLETH PATIENT FORUM MEETING



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd
Addysgu Powys
Powys Teaching
Health Board

Tuesday 21st July 2026

18.30 – 20.30

Board Room, Bro Ddyfi Community Hospital, Machynlleth

PRESENT

Alwyn Evans (AE) – Machynlleth Town Council
 Carl Strack (CS) – Advice Mid Wales
 Carol Handcock (CH) – Dyfi U3A
 David Farnsworth (DF) – Assistant Director of Community Services, PTHB
 Fiona Cauley (FC) – Chair, Llanbrynmair Community Council
 Glenys Evans (GE) – Bro Ddyfi Hospital League of Friends
 Jonathan Shaw – (JS) – GP, Dyfi Valley Health
 Linzi Shone (LS) – Professional Head of Nursing, PTHB
 Norma McCarten (NM) – Machynlleth Town Council
 Sandra Bendelow (SB) – Coordinator, Taj Mahal Community Hub

APOLOGIES

Sue Evans (SE) – Llanbrynmair Community Council
 Berwyn Harding (BH) – Mawddwy Community Councils

IN ATTENDANCE

Laura Vernon (LV) – Minutes, Community Services Administration, PTHB

AGENDA ITEMS		LEAD/ ACTION
1.	Welcome and Apologies FC welcomed all to the meeting. Apologies listed above. Introductions made as AE was attending the meeting for the first time.	Chair
2.	Minutes of the Last Meeting Held 19th May 2026  Machynlleth%20Patient%20Forum%20N Minutes agreed to be an accurate record.	All
3.	Matters Arising Not Covered on The Agenda <u>Rowlands Pharmacy Issues</u>	All

	Stock issues are ongoing. CS raised that there is a standard Welsh Government contract with pharmacies and most items should be able to be supplied within 3 days but Rowlands have been quoting 5 days. JS also shared that a patient reported no stock of migraine medication today. DF suggested liaising with the health board's Primary Care Team, who oversee the contract for the pharmacy. Action: DF will provide contacts within the Primary Care Team and FC will write to them on behalf on the patient forum. Electronic prescriptions are now being sent from Dyfi Valley Health so there are no delays between the surgery and Rowlands. <u>Fflecsi Bus</u> NM reported that the town route is not operational yet. The town council have written to Lloyds Coaches, who have acknowledged that the service should be running in town, and the issue will be raised at the council meeting next Monday.	
4.	Dyfi Valley Health Update Appointment availability seems satisfactory. Electronic prescribing has gone live with minimal problems. This is for patients who get their prescriptions from Rowlands. A new trainee GP has recently started – there are now 2 trainees in the practice. Social prescribing has now been operational for one year and has been very well received. This is not a traditional prescription. Patients usually sign up online, but Dyfi Valley Health also have leaflets for the various organisations involved and can refer people via text message. The National Exercise Referral Scheme (NERS) is the most widely used prescription. FC asked how to get groups onto the approved social prescribing organisation list. JS was unsure and DF suggested having a conversation with Sioned Pritchard, PAVO Community Connector. FC shared positive feedback regarding the positive atmosphere in the surgery. CS noted that missed appointment numbers are better than average compared to figures from the whole of Wales (obtained from Welsh Government data). More texts are also sent-received than average.	Dr Jonathan Shaw
5.	Taj Mahal Hub Update <u>Menopause Clinic</u> No update.	Sandra Bendelow

	<u>Mental Health Support</u> SB is gathering a working group to map existing support and gaps. Once this has been done, the group will approach Elwyn Vaughan, Senedd Member for Gwynedd Maldwyn, to talk about failings in mental health support in this part of the county. Possible room availability at the hospital is still pending. <u>Community Bus</u> The community bus project is moving forward, with legal and safety issues being addressed. SB will bring Claire, the project coordinator, to the next meeting to talk about plans in more detail. SB asked for suggestions on who to contact to find people who would most benefit from the Community Bus. Suggestions included PAVO Community Connectors, Linda Hayward at CAMAD, and Meals on Wheels clients. FC mentioned that Steven Eckley is responsible for maintaining a register of people in Powys who may need extra support or more urgent help in an emergency and it may be beneficial to link up with him.	
6.	Navigating the NHS Project Update No updates, as KJ is currently very focused on Bronglais and PTHB changes.	Chair
7.	Bro Ddyfi Hospital Update <u>Call 4 Concern</u> Following the discussion at the last meeting, LS explained that the evidence shows that patients can feel unwell before a clinical deterioration can be observed e.g. drop in blood pressure. The Call 4 Concern service enables patients, their families, carers and friends to call a 24-hour phone line for urgent help and advice if they are worried that the health care team has not recognised or acted upon concerns regarding deteriorating health. Initial feedback on the initiative has been good, with staff praising how it puts the patient at the centre.	Linzi Shone
8.	PTHB Update <u>Hospital @ Home</u> DF explained that the current model of care is not always optimal and the health board are looking what could be done differently long-term. A number of professionals have been consulted, and one possible option could be centralising hospital beds in Newtown and Brecon and reducing them elsewhere. This has led to some misunderstanding in the media, where it has been reported that hospital beds are directly under threat. The future model of care has not yet been decided, and any decisions must be made under a particular framework of consultation.	Linzi Shone

FC raised that people are very worried and do not want to keep traveling further and further for healthcare. DF explained that there are a number of challenges in healthcare currently, such as overspending, and while more services are being moved into the county where possible the health board may need to spend differently and shift other services to do this.

Another of the main concerns is too much time/money being spent on consultations, as there seem to have been a lot of consultations recently e.g. Bronglais, Better Together. DF responded that PTHB have been careful not to create too many paper documents and spending is not significant compared to that on inefficient healthcare. It is mainly expensive in terms of time. The consultation process is also a legal obligation. Dates will be going out on the PTHB website. AE added that notices should also be in local papers and leaflets so as many parties as possible can be involved.

JS felt that the main problem is the failure of social care, which means that patients can't move through the system. Therefore, the answer lies in solving the problems with social care not reducing inpatient beds. The GPs who provide inpatient cover on the community hospital wards signed a letter to the health board expressing their concerns last week. DF assured all that reducing hospital beds is only one possible option but noted that fewer than 50% of patients in community hospitals actually need that level of care.

Further discussion was held around the inaccurate information in the media. DF explained that this was due to the marketing team at Abbey Care, a domiciliary care company, mistakenly announced that they would be launching the Hospital at Home service. This would be problematic, as they are a private company who would be using NHS funds, and PTHB do not have a contract with them. They have since apologised to the health board. **Action: DF will talk to the communications team re: engagement, as he was unsure whether a response by PTHB has been published in the papers.**

Despite challenges, DF noted that the health board's performance is successful compared to the rest of Wales for services where PTHB is the provider. Waiting times are not as long compared to services bought from Shropshire, Hereford, and other areas in Wales. However, PTHB will continue to lobby Welsh Government on the costs associated with rural healthcare, which affect Powys more than other areas.

Ready to Go Home Units

DF confirmed that the Ready to Go Home Units are still in operation and are supporting people to stay less time in hospital. However, they are not delivering as many benefits as the health board would like and there have been some cases of patients having to be transferred back to a DGH. Future proofing discussed and DF acknowledge that more needs to be done in the community to support individuals to maintain their health.

	<u>Ambulance Service</u> CH recounted a recent experience with ambulance delays following surgery in Gobowen. DF explained that patient transport in Wales is provided by WAST but other organisations outside Wales use different private providers. FC also raised concerns regarding efficiency on two ambulance calls, one red for a lady who was sadly found dead and one likely amber 2 for a quadbike accident who had to wait quite a long time. Action: DF will take this message back to PTHB commissioning teams, who can try and support improvements in pathways with ambulance contractors. On a patient level, however, concerns need to be taken forward by the individuals affected.	
9.	Domiciliary Care & Day Centre Provision Llais are still progressing the complaint raised by NM. PAVO have funded a scoping report regarding care provision, which NM will share when complete. Councillor Pete Roberts was invited to take part but did not reply so the report will proceed without participation from Powys County Council. This will act as evidence of need and may lead to funding from sources other than the council. NM has also been asked to put together a focus group of interested parties, including Rosie Strang at Coed Lleol, SB, Michael Denton from Mid Wales Advice, and Gwenan Phillips from the town council.	Norma McCarten
10.	Protect Bronglais Services A further meeting has been arranged for the 30th of July at Y Plas, 2.00pm.	Chair
11.	SaTH Hospitals Transformation Programme (HTP) No updates to report. Invitations for training etc. are still being received too last minute for SB attend. Action: FC will ask the Patient Advice and Liaison Service (PALS) if they can help with more timely communications around events.	Sandra Bendelow
12.	NHS Wales Dentist Reforms MyDentist are not renewing their Welsh Government contract from April next year, leaving a lack of NHS dentists in Powys. PTHB commission community dentistry and invitations to tender have recently been issued in Welshpool and Newtown. Until new NHS dental services are established, patients should register on the Dental Access Portal at https://dentalaccess.wales.nhs.uk/. Action: DF will ask colleagues in Primary Care for an update to bring to the next meeting.	Carol Handcock
13.	Any Other Business	All

	<u>Blood Pressure Machine in Practice Waiting Room</u> Patients have noted that they would rather have the blood pressure machine in a more private location, behind a screen. JS had left the meeting at this point so FC will feed this back to Dyfi Valley Health. <u>Date of Next Meeting</u> Agreed to postpone the next meeting by a week, as FC is away on the 15th of September. CH, CS, and GE are not available, however, NM and SB are able to attend.	
14.	Date of the next meeting: Tuesday 22nd September 2026, 6.30pm – 8.30pm, Bro Ddyfi Hospital.	



Dyfi Valley Health
lechyd Bro Ddyfi

Dyfi Valley Health Appointment and Telephone Lines
Data

July 2026



Incoming calls handled by reception

3,926



Medical certificates/sick notes issued

88



Texts sent/received

5,182



Calls answered within 2 mins

81%



Average call answer time

1m 12sec



Appointments missed as not cancelled

126

15 min appointments that could have been given to other patients if cancelled in time



Clinical contact

3,500 +



Emails received, MHOL etc

2,487



Patient referrals to Secondary care

312



Medication items dispensed

9,229



Daily Virtual Wards with the District nurse Team

28 GP hours



Daily Physical Hospital Ward Rounds

136 GP hours



Contact with us via our new online contact form 24/7

118 patients

Call back to save queuing facility used

75

Item 10.2 - 2 pages

Gorffennaf 2026



Galwadau a dderbyniwyd gan y dderbynfya **3,926**



Tystysgrifau meddygol/nodiadau salwch a gyhoeddwyd **88**



Negeseuon testun a anfonwyd/a dderbyniwyd **5,182**



Galwadau wedi'u hateb o fewn 2 funud **81%**



Amser ateb galwadau cyfartalog 1 munud 12 eiliad



Apwyntiadau a gollwyd gan nad iddynt gael eu canslo **126**

Apwyntiadau 15 munud y gallid bod wedi'u rhoi i gleifion eraill pe baent wedi'u canslo mewn pryd



Cyswllt clinigol **3,500 +**



Negeseuon e-bost a dderbyniwyd, MHOL ac ati **2,487**



Atgyfeiriadau cleifion i Ofal Eilaidd **312**



Eitemau meddyginiaeth a ddosbarthwyd **9,229**

Wardiau Rhiithwir Dyddiol gyda Thîm Nyrsys yr Ardal **28**

awr Meddyg Teulu Rowndiau Ward Ysbyty Corfforol Dyddiol **136**

awr Meddyg Teulu

Cyswllt â ni trwy ein ffurflen gyswllt ar-lein newydd 24/7 **118 claf**

Defnydd o'n cyfleuster 'galwad yn ôl' i arbed ciwio **75**