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| **2022 / 2023 / 2024 / 2025** |
| **Councillor Name** | **Course / Training recommendation** | **Reason** | **Date** **Attended** | **Comments** |
| Owen Dodd | * Code of Conduct
 | * Mandatory Refresher Training
 | 26th Sept 2022 | Complete |
| Jan Butler | * Code of Conduct
* Local Govt Finance
* Advanced Finance
* Equality & Diversity
* Creating a Community Plan
* Community Asset Transfer
 | * Mandatory Refresher Training
* Member of Audit Committee
* Member of Audit Committee
* Core training requirement
* Support creation of an annual action plan for the CC.
* Potential for Asset Transfer of Community Centre
 | 26th Sept 202215th June 202122nd Nov 2022To be 17/01/24 | Complete - Attended as County Councillor**Resigned from audit committee****Resigned from audit committee**CompleteComplete |
| Janet Robins | * Code of Conduct
* New Councillor Induction
* Local Govt Finance
* Advanced Finance
* The importance of Community & Town councils in building resilient spaces for nature.
* Community Engagement
* Equality & Diversity
* Creating a Community Plan
* Planning for Future Generations
* Biodiversity Part 1
 | * Mandatory Refresher Training
* Relatively new Councillor
* Member of Finance Committee
* Member of Finance Committee
* Bio - Diversity Representative
* Improve engagement with residents
* Core training requirement
* Support creation of an annual action plan for the CC.
* Support creation of an annual action plan for the CC.
* Bio - Diversity Representative
 | 6th October 20224th August 202224th January 202327th October 20229th February 202315th June 202131st January 20237th March 202426th Sept 2024 | CompleteCompleteCompleteCompleteCompleteCompleteCompleteCompleteComplete |
| **2022 / 2023 / 2024 / 2025** |
| **Councillor Name** | **Course / Training recommendation** | **Reason** | **Date****Attended** | **Comments** |
| Peter Daniel  | * Code of Conduct
* Basic Finance
* Advanced Finance
* Equality & Diversity
* Creating a Community Plan
* Introduction to Community Engagement
* Planning Aid Wales - Understanding the planning system
 | * Mandatory Refresher Training
* Member of Finance / Audit Committee
* Member of Finance / Audit Committee
* Core training requirement
* Support creation of an annual action plan for the CC.
* Support creation of an annual action plan for the CC.
* Regular planning committee attendee
 | 26th Sept 20227th June 202315th June 202122nd Nov 202229th Nov 2022To be 27th March 2025 | CompleteComplete Complete CompleteCompleteComplete |
| Lewis Carter (Vice Chair) | * New Councillor Induction
* Code of Conduct
* The Council
* The Councillor
* The Council Meeting
* Understanding the Law
* Health & Safety
* Equality & Diversity
* Introduction to Community Engagement
* Local Govt Finance
 | * New Councillor
* New Councillor
* New Councillor
* New Councillor
* New Councillor
* New Councillor
* New Councillor
* New Councillor
* New Councillor
* New Councillor
 | 20th Feb 202430th Oct 202413th March 202427th March 2024TBATBATBATBA5th Feb 2024TBA | CompleteCompleteCompleteCompleteComplete |

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| **2022 / 2023 / 2024** |
| **Councillor Name** | **Course / Training recommendation** | **Reason** | **Date****Attended** | **Comments** |
| Nigel Morrey(Chair) | * Code of Conduct
* Basic Finance
* Advanced Finance
* Equality & Diversity
* Community Asset Transfer
* Devolution of Services / Community Asset Transfer
* Information Management
* Creating a Community Plan
* Health & Safety
* Introduction to Community Engagement
 | * Mandatory Refresher Training
* Member of Finance Committee
* Member of Finance Committee
* Core training requirement
* Potential for Asset Transfer of Community Centre
* Potential for Asset Transfer of Community Centre
* General upskilling
* Support creation of an annual action plan for the CC.
* Risk Management / Finance Group
* Support creation of an annual action plan for the CC.
 | 26th Sept 202213th July 202214th July 202215th June 202117th Jan 202425th Jan 202411th Jan 202331st Jan 20237th Feb 2023To be Q2 2023 | Complete CompleteCompleteCompleteCompleteCompleteCompleteCompleteComplete |

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| **2022 / 2023 / 2024** |
| **Councillor Name** | **Course / Training recommendation** | **Reason** | **Date****Attended** | **Comments** |
| Andrew Barnes | * Code of Conduct
* Basic Finance
* Advanced Finance
* Equality & Diversity
* Planning Aid Wales
* Planning Aid Wales - Understanding the planning system
* Planning for Listed Buildings - Conservation Area
 | * Mandatory Refresher Training
* Member of Audit Committee
* Member of Audit Committee
* Core training requirement
* Chair of Planning Committee
* Chair of Planning Committee
* Chair of Planning Committee
 | 26th Sept 2022June 2018July 201915th June 202112th November 202427th March 20252nd July 2025 | CompletePrevious attendance as member of finance committeePrevious attendance as member of finance committeeCompleteCompleteCompleteComplete |

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| **2022 / 2023 / 2024** |
| **Councillor Name** | **Course / Training recommendation** | **Reason** | **Date****Attended** | **Comments** |
| Martin Stevens | * New Councillor Induction
* The Council
* Code of Conduct
* The Councillor
 | * New Council Member
* New Council Member
* New Council Member
* New Council Member
 | 26th Aug 2025 2nd Sept 2025 3rd Sept 2025 4th Sept 2025 | CompleteCompleteCompleteComplete |

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| Jonathan Lazenby(Clerk) | * Module 19 – Devolution of Services / Community Asset Transfer
* SLCC & OVW Joint Event
* OVW Innovative Practice Conference
* SLCC / OVW National Conference
* Event Safety Advisory Group briefing
* One Voice Wales Conference
* Understanding the new recycling rules for Community & Town Councils
* Cemetery Management & Compliance
* Nature Project Management - Module 27
* Biodiversity Part 1 - Module 25
* Biodiversity Part 2 - Module 26
 | * Potential for Asset Transfer of Community Centre
* Maintain Knowledge / of best practice / future changes & challenges
* Maintain Knowledge / of best practice / future changes & challenges
* Safety & Security requirements for organising events
* Maintain Knowledge / of best practice / future changes & challenges
* Ensure we are compliant going forward
* Management of St. Bartholomew’s graveyard
* Section 6 duties
* Section 6 duties
* Section 6 duties
 | Now OVW Trainer for this module9th November 20228th December 20221st February 20246th March 202427th March 202416th April 20244th & 5th June16th May3rd June 11th June | CompleteCompleteCompleteCompleteCompleteCompleteCompleteCompleteCompleteCompleteComplete |
| Morgan Chandler**RESIGNED SEPT 2023** | * Code of Conduct
* The Council
* The Councillor
* Basic Finance
* Advanced Finance
* Equality & Diversity
 | * Mandatory Refresher Training
* Relatively new Councillor appointment
* Member of Finance Committee
* Member of Finance Committee
* Core training requirement
 | 6th October 20226th February 202315th February 2023 | CompleteCompleteCompleteBy end Q4 2022By end Q1 2023By end Q1 2023 |
| Scott Grayland **LEFT OFFICE 10/06/25** | * Code of Conduct
* Equality & Diversity
 | * Mandatory Training
* Core training requirement
 | 6th October 2022 | CompleteBy end Q1 2023 |

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| **2023 / 2024** |
| **Councillor Name** | **Course / Training recommendation** | **Reason** | **Date** **Attended** | **Comments** |
| Owen Dodd (Chair) | * TBC
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| Jan Butler | * TBC
 |  |  |  |
| Janet Robins | * TBC
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| Peter Daniel  | * TBC
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| Nigel Morrey | * TBC
 |  |  |  |
| Morgan Chandler | * TBC
 |  |  |  |
| Andrew Barnes | * TBC
 |  |  |  |
| Scott Grayland | * TBC
 |  |  |  |
| Jonathan Lazenby | * TBC
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**ESTIMATED COSTS OF THE TRAINING IN EACH COUNCIL YEAR** (To be included in the annual budget for each of the next five years):

(This table to include the amount in the current 2022/23 budget)

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| **Financial Year** | **Amount to be included in the budget at 2022 Prices (£)** | **Comments** |
| 2022/23 | £Free£35£105£105£70£105£35**Sub Total £455**Less Bursary £100**TOTAL** **£355** | 8 x Code of Conduct – provided by MCC 1 x Chairing Skills (OVW)3 x Basic Finance (OVW)3 x Advanced Finance (OVW)2 x Equality & Diversity (OVW)3 x New Councillor Induction (OVW)1 x The importance of Community & Town councils in building resilient spaces for nature (OVW). |
| 2023/24 | £420Less OVW Bursary £100£420**TOTAL £740** | 12 x courses @ £35 (OVW)12 x Planning Aid Wales @ £35 e.g. * 6 x Planning Policy for Beginners
* 4 x An Introduction to Local Development Plan
* An Introduction to Place Plans
* 2 x Responding to Planning Applications
 |
| 2024/25 | £420Less OVW Bursary £100£420**TOTAL £740** | 12 x courses @ £35 (OVW)8 x courses Planning Aid Wales @ £35 |
| 2025/26 | £420Less OVW Bursary £100**TOTAL £320** | 12 x courses @ £35 (OVW) |
| 2026/27 | T£420Less OVW Bursary £100**TOTAL £320** | 12 x courses @ £35 (OVW) |

Date approved by Council: 17th October 2022

Date of First Planned Review January 2023

This training plan has been prepared in accordance with Section 67 of the 2021 Local Government and Elections (Wales) Act

This training plan has been prepared to ensure that all Councillors have attended training to cover the core competencies of their role e.g. New Councillor Induction/ Equality & Diversity / Code of conduct, together with training specific to their individual roles and responsibilities within the Community Council. e.g. Planning / Finance / Audit etc,. This approach will enable the Council to prioritise its resources to enable all roles within the council to be supported by a well thought approach to its training and development needs. The commitment contained in this training plan will assist the council to enhance its approach to the delivery of high-quality services to its community. The plan will be reviewed at least on an annual basis (preferably quarterly), to ensure that it remains fit for purpose and accounts for the changing needs of councillors and employees as well as any turnover of councillors or employees.