|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 2022  15th June 2021  22nd Nov 2022  To be 17/01/24 | Complete - Attended as County Councillor  **Resigned from audit committee**  **Resigned from audit committee**  Complete  Complete | |
| 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 2022  4th August 2022  24th January 2023  27th October 2022  9th February 2023  15th June 2021  31st January 2023  7th March 2024  26th Sept 2024 | Complete  Complete  Complete  Complete  Complete  Complete  Complete  Complete  Complete | |
| **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 2022  7th June 2023  15th June 2021  22nd Nov 2022  29th Nov 2022  To be 27th March 2025 | | Complete  Complete  Complete  Complete  Complete  Complete |
| 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 2024  30th Oct 2024  13th March 2024  27th March 2024  TBA  TBA  TBA  TBA  5th Feb 2024  TBA | | Complete  Complete  Complete  Complete  Complete |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 2022  13th July 2022  14th July 2022  15th June 2021  17th Jan 2024  25th Jan 2024  11th Jan 2023  31st Jan 2023  7th Feb 2023 To be Q2 2023 | Complete  Complete  Complete  Complete  Complete  Complete  Complete  Complete  Complete |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 2022  June 2018  July 2019  15th June 2021  12th November 2024  27th March 2025  2nd July 2025 | Complete  Previous attendance as member of finance committee  Previous attendance as member of finance committee  Complete  Complete  Complete  Complete |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 | To be 26th Aug 2025  To be 2nd Sept 2025  To be 3rd Sept 2025  To be 4th Sept 2025 |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 module  9th November 2022  8th December 2022  1st February 2024  6th March 2024  27th March 2024  16th April 2024  4th & 5th June  16th May  3rd June  11th June | Complete  Complete  Complete  Complete  Complete  Complete  Complete  Complete  Complete  Complete  Complete |
| 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 2022  6th February 2023  15th February 2023 | Complete  Complete  Complete  By end Q4 2022 By end Q1 2023  By end Q1 2023 |
| Scott Grayland  **LEFT OFFICE 10/06/25** | * Code of Conduct * Equality & Diversity | * Mandatory Training * Core training requirement | 6th October 2022 | Complete  By end Q1 2023 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **2023 / 2024** | | | | |
| **Councillor Name** | **Course / Training recommendation** | **Reason** | **Date**  **Attended** | **Comments** |
| Owen Dodd (Chair) | * TBC |  |  |  |
| Jan Butler | * TBC |  |  |  |
| Janet Robins | * TBC |  |  |  |
| Peter Daniel | * TBC |  |  |  |
| Nigel Morrey | * TBC |  |  |  |
| Morgan Chandler | * TBC |  |  |  |
| Andrew Barnes | * TBC |  |  |  |
| Scott Grayland | * TBC |  |  |  |
| Jonathan Lazenby | * TBC |  |  |  |

**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)

|  |  |  |
| --- | --- | --- |
| **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 | £420  Less 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 | £420  Less OVW Bursary £100  £420  **TOTAL £740** | 12 x courses @ £35 (OVW)  8 x courses Planning Aid Wales @ £35 |
| 2025/26 | £420  Less OVW Bursary £100  **TOTAL £320** | 12 x courses @ £35 (OVW) |
| 2026/27 | T£420  Less 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.