

**Meeting: Full Council**

**Date: 12th December 2023**

**Author: Town Clerk**

**Item for Consideration: Training for councillors**

## **1.0 Background Information**

1.1 A training budget of £1,000 has been established for the year and the clerk has been requested to source appropriate training for councillors. The budget allows for the council to receive bespoke training, for the clerk to receive training in several new processes, and for individual councillors to receive topic specific related courses. It might be necessary to overspend in this budget line, and there is a surplus in the miscellaneous budget (£1,000).

## **Courses offered**

**1.2 Introduction to your Council:** The broadest course that can be offered is by ALCA, which is “At your Place”, and the trainer will visit the council to offer bespoke training.

“This course will give participants the knowledge to be more effective in their role as a Local Councillor and by the end of the session participants will:

- have a good understanding of their role as a Local Councillor and the wider context in which Local Councils operate.
- know the rules of what they must, or must not do, as a Council, Local Councillor, employer and financial manager.
- understand the legislative and regulatory framework for councils (which is different from that of a district council) to enable them to stick to the rules.
- understand more about the structure of meetings and the protocols observed by Local Councils.
- know more about the role of the Local Councillor as a representative and the two-way communication process between Local Councils and residents.
- help them with being an effective Local Councillor in terms of community engagement/action”.

### **Proposed Dates:**

- Monday 29 January 2024 7 – 9pm or Wednesday 31 January 7 – 9pm
- Venue in Kingswood to be arranged
- Cost: £250 plus travel for the trainer.

**1.3 Planning in Plain English:** Offered online by ALCA as a cost of £40 per delegate, covering the following:

- Explanation of the planning structure, the context of planning, the planning policy framework , how to construct a response, the language to use, how to keep things relevant, material v non- material.
- **If you would like to attend a future online course, let me know and I will email you when dates become available.**

**1.4 Finance:** Parkinson Partnership, via ALCA, offers a number of online finance related courses, £30 per course in the following subject areas (but these will reoccur in the new year, when evening courses will also be offered). Each course lasts 2 hours.

- Internal Controls - 13 Jan 2024 at 10am
- Procurement - in the new year
- Budgeting – in the new year

**1.5 Clerk Training:** The clerk wishes to attend the following courses, offered by the Parkinson Partnership at a cost of £30 each:

- Procurement
- VAT for unregistered council
- Internal Controls

The Clerk has also received one to one training on the new finance package £250, plus VAT, free website training and joined in an Asset Based Community Development workshop.

## **2.0    Councillor Guides**

2.1    There are many documents produced by the National Association of Local Councils, both in paper and electronic form, in their “The Good Councillors’ Guide to ...”. They can either be accessed via a log in to NALC, or on email from the Clerk. If you would like a printed copy, please email the Clerk who will arrange for one to be printed.

- Finance and Transparency
- Transport Planning
- Community Business
- Cyber Security
- Employment
- Localism
- Planning and how to respond to planning
- Digital mapping
- Website accessibility and publishing guidelines

## **3.0    Financial implications**

3.1    To note the below spend against the budget of £1000, leaving £490 in the budget:

Clerks finance training (£250), Clerks 3 online modules (£90), At your Place (£250)

## **4.0    Recommendation**

- 5.1    For Councillors to agree if they want the bespoke training and to agree a date of either 29 January or 31 January 2024.
- 5.2    For councillors to inform the clerk if they wish to be booked on to subject specific courses.
- 5.3    For Councillors to inform the clerk (by email) if they would like paper copies of the training guides.
- 5.4    For councillors to note the training already completed by the clerk and to agree to the other 3 online courses.
- 5.5    For Councillors to note the spending from the budget.