



## **TRAINING PLAN: 2022 – 2027**

***Adopted: 10<sup>th</sup> October 2022***

The Council has a statutory duty under section 67 of the Local Government and Elections (Wales) Act 2021 to implement a plan setting out what it proposes to do to address the training needs of its Councillors and staff.

The purpose of the training plan is designed to ensure that collectively, Councillors and staff, possess the knowledge and awareness needed for the Council to operate effectively. It is not necessary for all Councillors and staff to have received the same training and develop the same expertise.

A new training plan must be put in place after each ordinary election of Community Councillors to reflect the training needs resulting from changes to the council membership and to provide for the election of new Councillors. This is the Council's first training plan but hereinafter it will review the plan from time to time to keep it up to date and relevant.

In regard to Council staff, annual performance appraisals identify individual training opportunities on an on-going basis, whereas in determining Councillors' immediate training priorities an initial training assessment will be made of the essential skills needed and whether the Council feels there is sufficient coverage and depth across the Council for it to operate effectively going forward from May 2022. The Council is confident staff knowledge and expertise will help guide and support new members during the first 6 to 12 months of their term of office. However, a further assessment of Councillor training needs will be conducted later in the financial year, when new Councillors have had more time to settle-in and have become fully accustomed with their roles and responsibilities. Notwithstanding this, there are core areas to address to ensure the Council has sufficient skills and understanding. These are:

- Basic induction for Councillors.
- The Code of Conduct for members of local authorities in Wales.
- Financial management and governance.

In addition to these areas, the Council will want to consider if there are new challenges and opportunities it may wish to explore for example, such as those offered by the General Power of Competence. In which case it may decide there are new skills for Councillors and staff to attain going forward from the publication of this inaugural training plan.

The Council has approved the publication of this training plan having identified its initial requirements to take the Council forward following the local government ordinary elections on 5 May 2022. The plan is a snapshot of the training requirements at this point in time and will be revisited and updated periodically over the next five years and leading up to the next set of local government ordinary elections planned for May 2027.

In terms of the Council's initial plans these are set out in the following table:

| WHO                           | WHAT                                                        | HOW                                                                                                                         | WHEN                            | COMMENTARY                                                                                                                                                                                                 | OUTCOME                                                                                                 |
|-------------------------------|-------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| New and returning Councillors | Basic induction to the Council                              | Informal training delivered by Clerk                                                                                        | May-June 2022                   | Basic induction via presentation providing an overview and understanding of how the Council operates. A member information pack will also be issued to all Councillors to support the induction programme. | Completed June 2022.                                                                                    |
| All Councillors               | Bespoke training session on the Code of Conduct for Members | Formal training                                                                                                             | By no later than Dec 2022       | The Clerk delivered overview training as part of the induction. This initial overview will be topped up by training opportunities provided by MTCBC Democratic Services Team.                              | One new Cllr has completed formal Code of Conduct – module 9 training via One Voice Wales in June 2022. |
| Clerk to the Council          | Continuous Professional Development                         | Attendance and completion of sector specific local council conferences and training seminars throughout the financial year. | By 31 <sup>st</sup> March 2023. | The Clerk possesses the Introduction to Local Council Administration (ILCA) sector specific qualification.                                                                                                 |                                                                                                         |
| Clerk to the Council          | Certificate in Local Council Administration (CiLCA)         | Formal qualification                                                                                                        | By March 2024                   | CiLCA is a foundation qualification which evaluates whether you have a broad knowledge of all aspects of a Clerk's                                                                                         |                                                                                                         |

|                                           |                                             |                                             |                  |                                                                                                                                                                                                                                 |                                               |
|-------------------------------------------|---------------------------------------------|---------------------------------------------|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
|                                           |                                             |                                             |                  | work – roles and responsibilities, the law, procedures, finance planning and community involvement.                                                                                                                             |                                               |
| Chair of the Council                      | Chairing Skills Module 10                   | Formal training provided by One Voice Wales | By March 2023    | One Voice Wales have developed a training scheme for Community and Town Councils which is being delivered across Wales.                                                                                                         |                                               |
| 2 x Staffing Committee member Councillors | The Council as an Employer Module 3         | Formal training provided by One Voice Wales | By March 2023    | One Voice Wales have developed a training scheme for Community and Town Councils which is being delivered across Wales.                                                                                                         | One Cllr completed the training in July 2022. |
| 1 x Councillor                            | Advanced Local Government Finance Module 21 | Formal training provided by One Voice Wales | By December 2024 | One Voice Wales have developed a training scheme for Community and Town Councils which is being delivered across Wales.<br><br>One Cllr has completed Local Government Finance – Module 6 and will progress to the next module. |                                               |
| 1 x Councillor                            | Understanding the Law – Module 4            | Formal training provided by One Voice Wales | By December 2025 | One Voice Wales have developed a training scheme for Community                                                                                                                                                                  |                                               |

|                |                                |                                             |                  |                                                                                                                         |  |
|----------------|--------------------------------|---------------------------------------------|------------------|-------------------------------------------------------------------------------------------------------------------------|--|
|                |                                |                                             |                  | and Town Councils which is being delivered across Wales.                                                                |  |
| 1 x Councillor | Health & Safety – Module 7     | Formal training provided by One Voice Wales | By March 2026    | One Voice Wales have developed a training scheme for Community and Town Councils which is being delivered across Wales. |  |
| 1 x Councillor | The Council Meeting – Module 5 | Formal training provided by One Voice Wales | By December 2026 | One Voice Wales have developed a training scheme for Community and Town Councils which is being delivered across Wales. |  |



## List of transactions

### Transactions List:

| Transaction date | Bank reference     | Type of payment | Customer reference    | Amount (GBP) |
|------------------|--------------------|-----------------|-----------------------|--------------|
| 06/10/2022       | 3217518501         | Direct Debit    | DWR CYMRU<br>WELSH WA | -344.93      |
| 04/10/2022       | MTCBC              | BACS Credit     | MERTHYR TYDFIL<br>CR  | 4500.0       |
| 04/10/2022       | 3414961501         | Direct Debit    | DWR CYMRU<br>WELSH WA | -68.86       |
| 29/09/2022       | 120PM004511582303  | Standing Order  | HMRC                  | -132.57      |
| 28/09/2022       | SEPT SALARY        | Standing Order  | Salaries              | -554.55      |
| 28/09/2022       | SEPT SALARY        | Standing Order  | Salaries              | -285.0       |
| 28/09/2022       | EXPENSES SEPT22    | Standing Order  | Salaries              | -44.45       |
| 27/09/2022       | BTCC ALN Grant     | Standing Order  | TRELEWIS<br>PRIMARY S | -500.0       |
| 26/09/2022       | 77813 3289968      | Standing Order  | MTCBC                 | -201.25      |
| 26/09/2022       | BTCC Pension Sep22 | Standing Order  | RCT PENSIONS          | -192.19      |
| 26/09/2022       | 120PM004511582306  | Standing Order  | HMRC                  | -138.6       |

|            |                          |                |                       |         |
|------------|--------------------------|----------------|-----------------------|---------|
| 26/09/2022 | 77813 3289952            | Standing Order | MTCBC                 | -50.28  |
| 23/09/2022 | 4988243005002468<br>CARD | Purchase       | 2468 MSFT *<br>E0200K | -11.28  |
| 12/09/2022 | PNET3924606-1            | Direct Debit   | PNET3924606-1         | -39.36  |
| 08/09/2022 | Invoice 33               | Standing Order | Sion's Lawns          | -4990.0 |
| 08/09/2022 | 15393                    | Standing Order | VISION ICT            | -42.0   |
| 08/09/2022 | 77813 3289609            | Standing Order | MTCBC                 | -37.8   |

# Bedlinog and Trelewis Community Council

## Budget report from 1-Apr-2022 to 30-Sep-2022 (figures exclude VAT)

### Payments

|                                     | Period<br>Actual | Year to date<br>Actual |
|-------------------------------------|------------------|------------------------|
| <b>Other Payment</b>                |                  |                        |
| Post, Admin, Travel                 | 191.06           | 191.06                 |
| Miscellaneous Payments              | 1519.82          | 1519.82                |
| Insurance                           | 1820.02          | 1820.02                |
| Membership fees                     | 0.00             | 0.00                   |
| Christmas Lights                    | 0.00             | 0.00                   |
| ALLOTMENT IMPROVEMENT GRANT         | 0.00             | 0.00                   |
| DIGITAL INTERPRETATION BOARD        | 865.00           | 865.00                 |
| Winter of Wellbeing Fund            | 810.03           | 810.03                 |
| Clerk Emergency Payments            | 589.74           | 589.74                 |
| Welsh Translation Budget            | 0.00             | 0.00                   |
| S137                                | 0.00             | 0.00                   |
| Councillor Expenses                 | 0.00             | 0.00                   |
| Hardship Fund                       | 0.00             | 0.00                   |
| Training                            | 105.00           | 105.00                 |
| National Lottery Community Fund     | 0.00             | 0.00                   |
| Local Places for Nature             | 4569.00          | 4569.00                |
| Grants                              | 1000.00          | 1000.00                |
| Allotments                          | 23.37            | 23.37                  |
| Bills                               | 2650.66          | 2650.66                |
| Audit                               | 350.00           | 350.00                 |
| BEDLINOG MINERS WELFARE ASSOCIATION | 0.00             | 0.00                   |
| <b>Total Other Payment</b>          | <b>14493.70</b>  | <b>14493.70</b>        |
| <b>Staff Costs</b>                  |                  |                        |
| Salaries                            | 4225.44          | 4225.44                |
| HMRC Tax                            | 706.98           | 706.98                 |
| Pension                             | 938.83           | 938.83                 |
| <b>Total Staff Costs</b>            | <b>5871.25</b>   | <b>5871.25</b>         |
| <b>Total Payments</b>               | <b>20364.95</b>  | <b>20364.95</b>        |

### Receipts

|                       | Period<br>Actual | Year to date<br>Actual |
|-----------------------|------------------|------------------------|
| <b>Precept</b>        |                  |                        |
| Precept               | 27870.00         | 27870.00               |
| <b>Total Precept</b>  | <b>27870.00</b>  | <b>27870.00</b>        |
| <b>Other Receipts</b> |                  |                        |
| Bank interest         | 0.00             | 0.00                   |
| VAT Repayments        | 5017.72          | 5017.72                |

## Bedlinog and Trelewis Community Council

|                                     |                        |                        |
|-------------------------------------|------------------------|------------------------|
| Miscellaneous Receipts              | 178.40                 | 178.40                 |
| BEDLINOG MINERS WELFARE ASSOCIATION | 0.00                   | 0.00                   |
| Local Places for Nature Grant       | 0.00                   | 0.00                   |
| Allotment Improvement Grant         | 0.00                   | 0.00                   |
| Winter of Wellbeing Fund            | 850.00                 | 850.00                 |
| Grants - Income                     | 0.00                   | 0.00                   |
| Community Centre Rental Income      | 350.00                 | 350.00                 |
| Ffos-Y-Fran Funding                 | 0.00                   | 0.00                   |
| <b>Total Other Receipts</b>         | <u>6396.12</u>         | <u>6396.12</u>         |
| <b>Total Receipts</b>               | <u><b>34266.12</b></u> | <u><b>34266.12</b></u> |