

Hay Town Council

Clerk: Mrs Claire Bunton
Hay Town Council
Council Offices
Recreation Facilities
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Mayor - Cllr D Landymore

TRAINING PLAN 2022/2023

Introduction

The new regulations for Town and Community Councils require an annual training plan which should be published each year with the first published by November 2022. This plan covers the period to 31st October 2023.

Councillor

The training to be made available to Councillors in the period is to be as follows:

	Training	Delivered by	When	Update when
1	New Councillor Induction	One Voice Wales	On being elected	On being elected
2	Code of Conduct - Module 9	One Voice Wales	On being elected	Bi-annually
3	The Council - Module 1	One Voice Wales	On being elected	Each new term of office
4	The Councillor - Module 2	One Voice Wales	On being elected	Each new term of office
5	The Council Meeting Module 5	One Voice Wales	On being elected	Each new term of office

We will also ensure that councillors on sub committees have the correct training to enable them to fulfil their role.

Town Clerk

The Town Clerk is required to complete the Continued Professional Development plan.

The following training is to be put in place to support this:

	Training	Delivered by	When	update
1	Code of Conduct - Module 9	One Voice Wales	When employed	Tri annually
2	The Council Meeting Module 5	One Voice Wales	When employed	Tri annually
3	Local Government Finance - Module 6	One Voice Wales	When employed	Tri annually
4	The Council - Module 1	One Voice Wales	When employed	Tri annually
5	Advanced Local Government Finance Module 21	One Voice Wales	When employed	Tri annually
6	Introduction to community Engagement Module 8	One Voice Wales	When employed	Tri annually
7	Understanding the Law Module 4	One Voice Wales	When employed	Tri annually

The clerk shall also complete the CiLCA qualification

RFO (Responsible Financial Officer)

	Training	Delivered by	When	update
1	Code of Conduct - Module 9	One Voice Wales	When employed	Tri annually
2	The Council Meeting Module 5	One Voice Wales	When employed	Tri annually
3	Local Government Finance - Module 6	One Voice Wales	When employed	Tri annually
4	The Council - Module 1	One Voice Wales	When employed	Tri annually
5	Advanced Local Government Finance Module 21	One Voice Wales	When employed	Tri annually
6	Understanding the Law Module 4	One Voice Wales	When employed	Tri annually

This document was produced on 15/9/22 and is active until 31/10/23

Claire Bunton
Hay Town Council Town Clerk