

**Draethen Waterloo & Rudry Community Council**

**Clerk to review with Members prior to each Annual Meeting**

| <b>Who</b>                   | <b>What</b>  | <b>How</b>  | <b>When</b> | <b>Comments</b>  | <b>Outcome</b>   |  |
|------------------------------|--|---|-------------|--|--|--|
| New Cllrs                    | Basic Introduction to the council  | Informal training delivered by the Clerk & Chair. OVW Module Code of Conduct & New Cllr Induction |             | 2022   | Basic induction comprises a series of governance presentations on understanding how council operates. Chair and or Clerk will meet and discuss role and support new cllr |  |
| All Cllrs                    | Code of Conduct if already undertaken a refresher webinar session every year   | Formal training by OVW Face to Face or Virtual  |             | 31-Mar-23  |  |  |
| Clerk to the Council         | Continuous Professional Development  | Attend local council conferences and training seminars throughout the financial year              |             | 2023   |  |  |
| Clerk & Finance committee    | Financial training to provide an understanding of what is required from a community councils financial management and to demonstrate their ability to provide best value for money to their community in their Annual statement. | OVW modules 6 Local Government Finance and module 21 Advanced Local Government Finance            |             | 2022   | The Clerk is the Responsible Financial Officer and the role requires an understanding of local council financial management governance and arrangements                  |  |
| Planning committee           | Understanding of the planning system   | Planning aid Wales & OVW Module 13 and or module 12   |             | no later than 22023/24                                   |  |  |
| Comms committee & Clerk      | Training on the importance of IT and Social Media  | OVW Module 8 & module 16  |             | no later than 2023/24                                    |  |  |
| Chair Council                | Chairing skills  | OVW module 10   |             | 2022   |  |  |
| Chair & Clerk of the council | Understanding the legal requirements of the council  | OVW module 4  |             | 2022   |  |  |
| Clerk                        | SLCC SILCA   | Online  |             | Commence October 2022 to be completed by end of Dec 2023 |  |  |

| cost       |
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|            |
| 114        |
| 114        |
|            |
| 114        |
| 114        |
| 76         |
| 38         |
| 114        |
| 0          |
| <b>684</b> |