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## TRAINING & DEVELOPMENT POLICY

**Review Date: Annually**

**Version Control:**

	Version Number	Date	Minute
	1	May 2025	AGM Minute Ref. 7
Reviewed	2	May 2026	AGM Minute Ref. 6

# Training Plan for Draethen, Waterloo & Rudry Community Council

## 1. Introduction

This Training Plan is prepared in accordance with the Local Government and Elections (Wales) Act 2021. As a small community council with limited resources, the aim is to ensure that the Clerk and councillors have access to essential training that supports good governance, legal compliance, and effective decision-making.

## 2. Roles Covered

- Clerk
- Councillors

## 3. Skills and Knowledge Required

### Clerk

As the council's Proper Officer, the Clerk requires:

- Understanding of community council governance and legislation
- Agenda preparation and minute-taking
- Meeting procedures
- Basic financial processes (budgeting, payments, audit)
- Data protection and FOI awareness
- Code of Conduct
- Website and publication duties
- Communication with residents and partner organisations

### Councillors

- Code of Conduct
- Roles and responsibilities
- Financial oversight
- Community engagement
- Understanding council policies and procedures

## 4. Current Skills and Identified Gaps

### Clerk

The Clerk is newly appointed (within 12 months) and has not yet undertaken formal training. Identified training needs include:

- Introduction to the Clerk role
- Governance and finance basics
- Minute-taking
- Code of Conduct
- Understanding relevant legislation
- Optional: CiLCA (if the council wishes to adopt the General Power of Competence in future)

### Councillors

- Code of Conduct training required for all members
- Refresher training recommended periodically
- Additional training as needed (e.g., planning, finance, chairing)

## **5. Training to Be Undertaken**

### **Clerk**

Priority will be given to low-cost, essential training suitable for small councils:

- SLCC “New Clerk” training
- OVW/SLCC “Governance and Finance”
- OVW “Minute Taking”
- OVW “Code of Conduct”
- Any additional training identified during the year
- Optional: CiLCA (subject to council approval and budget)

### **Councillors**

- Mandatory Code of Conduct training
- Planning training (if relevant to council work)
- Charing skills for Chair/Vice Chair
- Any specialist training relevant to projects or committees

## **6. Budget**

As a very small community council, training expenditure will be modest. The council will allocate an annual training budget to cover:

- Essential Clerk training
- Councillor Code of Conduct training
- Additional training where required and approved

Where possible, free or low-cost training opportunities will be prioritised.

## **7. Review and Monitoring**

- The Clerk will keep a simple record of training completed
- The Training Plan will be reviewed annually at the Annual Meeting
- Additional training needs may be identified throughout the year and brought to council for approval

## **8. Publication**

This Training Plan will be published on the council’s website in accordance with legislative requirements.