

Cyngor Tref Llanfair Caereinion
Llanfair Caereinion Town Council

TRAINING PLAN

1. Introduction

The Council is required to host a training plan and to post this on their website.

2. Clerk

The Town Clerk is a Fellow of the Society of Local Council Clerks and completes the CPD as required.

The Town Clerk is also a Fellow of the Royal Institution of Chartered Surveyors to which CPD is also required.

The Town Clerk is to undertake training as required to inform all councillors when making important decisions.

3. For all councillors

All councillors on election or appointment undertake a full induction which is completed with the Town Clerk.

A chart of what is covered is set out below.

4. Code of conduct

All councillors are supplied with a copy of the code of conduct and are also encouraged to undertake the course offered by OVW.

5. Other training

Councillors attend other training as required as appropriate to their roles within the council. Each has an 'area of interest' recorded at the annual meeting.

6. Information

Councillors are sent the One Voice Wales training opportunities as they are issued. Councillors then can attend them as they wish.

Robert A Robinson

Town Clerk

September 2024

LLANFAIR CAEREINION TOWN COUNCIL - INDUCTION CHECKLIST

Ref	Heading	Completed
1	Declaration of office	
2	Councillors contact list	
3	Email or paper-based documents	
4	Decisions	
5	Delegation of authority	
6	Location of documents	
7	Meetings	
8	Areas of interest	
9	Finances - Budget	
10	Financial – Management accounts	
11	Financials – bank statements	
12	Financial – cash book	
13	Financial – orders for payment	
14	Bank signatories	
15	Code of conduct	
16	Standing orders	
17	Financial regulations	
18	Documents - all	
19	Council decisions and who can make them	
20	Website, emails and Facebook	
21	Tourism website	
22	Deri woods trust	
23	FODW	
24	Mount field trust	
25	Youth club and youth worker	
26	Toilets and Street scene	
27	Playground, bowling green and tennis courts	
28	St Mary's and Erw Ddwr, Chapel of Rest	
29	Defibrillators	
30	Weekly inspection reports	
31	Grants	
32	Welsh language	
33	Planning – consultations	
34	Town Plan	
35	Place Making Plan	
36	Events and Christmas lights	
37	Office and store/workshop	
38	Cambrian Line Rail Committee	
39	One Voice Wales	
40	North and Mid Wales Association of Local Councils	
41	Powys County Council community council meetings	
42	Powys County Council sustainability meetings	
43	IRPW – allowances	
44	Training	
45	Health check for the council	
46	Chronicle	
47	Publicity	
48	Anything else	
49	Updates	
50	Register of interests	