



All Councils must write a Training Plan. The purpose of the training plan is to set out requirements for the provision of training so it can be carried out in a proportionate way, taking into account factors such as the activities undertaken by that Council, the current expertise of Councillors and Staff and the nature and significance of any training needs identified.

There are areas which all councils should ensure that they have 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, such as those offered by the General Power of Competence. In which case, it may decide there are new skills for Councillors and the Town Clerk to attain.

A new plan needs to be written after each set of full elections and reviewed regularly.

Councillor training requirements:

1. Induction Pack – issued to Councillors at special meeting of 13th May 2022 and an overview of the content given by the Town Clerk. Any new Councillors will receive an induction pack upon appointment.
2. Induction Form – completed on a one to one basis with Councillor and Town Clerk. Completed in June 2022. Any new Councillors will complete an induction upon appointment.
3. Standing Orders Familiarisation Training, carried out by Town Clerk. Training on 2023 version of Standing Orders delivered by Town Clerk on 14th August 2023 at 2pm. A recording is available for those unable to attend. All Councillors must listen to the recording and confirm when they have done so.
4. Financial Regulations Familiarisation Training, carried out by Town Clerk. New Financial Regulations adopted February 2025. Training delivered by Town Clerk on 28th March 2025. A recording is available for those unable to attend. All Councillors must listen to the recording and confirm when they have done so.



TRAINING PLAN 2025-26

5. One Voice Wales Online Councillor Induction Training. Suitable for all Councillors. Cost of £35 covered by Councillor Training budget. Request for this to be completed in May or June 2022. Any new Councillors should attend as soon as possible.
6. One Voice Wales Code of Conduct Training. To be completed by all Councillors. Cost of £35 covered by Councillor Training budget. To be completed in May or June 2022. **STANDING ORDERS PROVIDE THAT THIS MUST BE CARRIED OUT WITHIN 6 MONTHS OF ACCEPTANCE OF OFFICE.**
7. One Voice Wales Chaining Skills. Recommended for all Chairs. Cost £35.
8. One Voice Wales Local Government Finance. Recommended for all Councillors. Please complete as soon as possible. Cost £35.
9. Various other courses available and offered regularly. Please see full details at <http://www.onevoicewales.org.uk/OVWeb/Default-7451.aspx> and discuss any requirements with the Town Clerk. If the budget allows, any relevant training request will be supported.
10. Budget for Councillor training in 2025/26 is £1,000.
11. Types of training offered and supported are: face to face courses/webinars/online courses/attendance at conferences and training days/in-house training/mentoring and coaching/provision of relevant books and materials/other as identified.
12. Training completed by Councillors as identified at points 1 to 8 above is noted below. Councillors may have undertaken additional training to that shown on this record. Full records held separately about all Councillor training carried out.

Staff Training:

1. Induction Training to be carried out. Training needs may be identified at this time.
2. Annual appraisal will address training requirements identified.
3. Training can be requested by members of staff at any time by discussing with the Town Clerk in the first instance.
4. Budget for Staff and Volunteer training in 2025/26 is £1,500.
5. Types of training offered and supported are: face to face courses/webinars/online courses/attendance at conferences and training days/in-house training/mentoring and coaching/provision of relevant books and materials/other as identified.
6. Records kept of training undertaken by Staff.

Volunteer Training:

7. Induction Training to be carried out. Training needs may be identified at this time.
8. Form for volunteers to complete asks whether any training requirements have been identified or are required.
9. Training can be requested by volunteers at any time by discussing with the Visit Brecon Co-ordinator and/or Town Clerk.



10. Budget for Staff and Volunteer training in 2024/25 is £1,500.

11. Types of training offered and supported are: face to face courses/webinars/online courses/attendance at conferences and training days/in-house training/mentoring and coaching/provision of relevant books and materials/other as identified.

12. Records kept of training undertaken by Volunteers.

Name of Councillor	1. Induction Pack received	2. Induction form completed with Town Clerk	3. 2025 version Financial Regulations	4. 2023 version Standing Orders	5. Councillor Induction/ New Councillor Training	6. Online Code of Conduct Training	7. Chairing Skills	8. Local Gov't Finance	9. The Council
David Meredith	7/5/22	20/5/22	28/4/25	28/4/25		31/3/25			
Liz Rijnenberg	7/5/22	9/5/22	7/4/25	14/8/23		21/10/21			
Mark Perry	7/5/22	11/5/22	23/4/25	14/8/23		17/2/25			
Rob Thomas	7/5/22	11/5/22	28/3/25	14/8/23		27/10/21		22/11/22	
Chris Walsh	7/5/22	9/5/22	14/5/25	17/2/25		19/4/23			
John Powell	7/5/22	11/5/22	28/3/25	22/8/23	26/3/21	24/3/21	23/3/21	13/7/22	11/7/22
Matthew Dorrance	7/5/22	12/5/22	23/4/25	5/2/25		2/2/23			
Neil Stone	7/5/22	9/5/22	28/3/25	18/2/25	17/5/22	22/6/22			
Steve Morgans	7/5/22	13/5/22	24/4/25	19/2/25		11/3/25			
Trish Fretten	7/5/22	9/5/22	23/4/25	14/8/23	17/5/22	25/5/22		29/5/23	29/6/22
Michaela Davies	7/5/22	11/5/22	16/5/25	16/5/24	16/2/23	15/2/23	1/2/23		
Marie Matthews	7/5/22	9/5/22	28/3/25	17/2/25		2/2/23 & 11/3/25	16/4/25		
Charlotte Walton	7/5/22	11/5/22	30/3/25	15/2/25		7/2/23	17/5/23		
Sian Drinan	7/5/22	13/5/22	2/5/25	30/4/25	8/6/22	30/11/22			15/6/22
Mahadev Thapa	3/2/25	3/2/25	2/5/25	10/2/25	11/2/25	12/2/25			