



Rhayader Town Council Training and Development 2026-2027

Introduction

The Local Government and Elections (Wales) Act 2021 requires Community Councils to publish a Training Plan. A Training Plan was first adopted in October 2022.

Rhayader Town Council is committed to providing a level of training for both its Councillors and employees to ensure they have the skills and knowledge to undertake their respective roles effectively and has allocated a budget to support this.

2025-2026 Training Review

The Clerk completed the annual update of the Induction programme to ensure it reflects current local and national Council topics in addition to statutory requirements.

Training and development has been delivered in a number of ways; Information and guidance has been provided on an ongoing basis to ensure Councillors and employees are kept up to date on relevant legislation and to refresh skills and knowledge. A number of Councillors have undertaken specific training modules in addition to the subjects covered by all Councillors as specified below.

Specific training and development undertaken over the last year:

Training or development delivered to all Councillors 2025-2026	
<ul style="list-style-type: none"> • Code Conduct at Annual Meeting May 2025 • Budgeting and Precept Setting December 2025 • Financial Regulations and Standing Orders May 2025 • Finance and Business Risk Management May 2025 • Understanding local Windfarm Developments; Guest speakers, Banc Du Energy Park April 2025 • Welsh Water/Dwr Cymru Elan Valley Developments; Guest speak, Elan Valley Visitor Attractions Manager May 2025 • Understanding local emergency response; Guest speaker, St John Ambulance Cymru Sept 2025 • Understanding Local Authority Highways, Transport and Recycling Strategy, Guest speaker PCC Senior Highways Operational Manager Oct 2025 • One Voice Wales Practice Development Notes 10-22 as published 	

Additional training undertaken by Councillors	
Councillor	Subject
Cllr Clare Evans	Code of Conduct refresher
Cllr Christian Walton	Code of Conduct refresher
Cllr Angela Davies	Code of Conduct refresher Cyber Resilience, Welsh Government Apr 2026 Section 6 Environment (Wales) Act 2016 Reporting, One Voice Wales Webinar Nov 2025 Mid & West Wales Violence Against Women, Domestic Abuse & Sexual Violence May 2025
Cllr Rhys Thomas	Code of Conduct refresher
Cllr James Stuart	Code of Conduct refresher
Cllr David Evans	Code of Conduct refresher
Cllr David Lloyd	Code of Conduct refresher
Cllr Clive Hamer	Code of Conduct refresher
Cllr Paul Roberts	Code of Conduct refresher

Cllr Owain Harries	Code of Conduct refresher
Cllr Julie Davies	Code of Conduct refresher
Cllr Hannah Hill	Code of Conduct refresher
Cllr Rachel Smalley	Code of Conduct refresher
Cllr Namrata Bhardwa	Induction Training Code of Conduct Infrastructure Planning for Communities, Planning Aid Wales March 2026

Training and development undertaken by the Clerk during the year 2025-2026

- Community Engagement, One Voice Wales Webinar May 2025
- Community Asset Transfers, Scribe Webinar June 2025
- Creating Invoices on Scribe, Scribe Webinar Aug 2025
- Green Space & Biodiversity, Keep Wales Tidy Webinar Oct 2025
- Scribefest, Scribe Annual Conference Webinar Oct 2025
- Section 6 Environment (Wales) Act 2016 Reporting, One Voice Wales Webinar Nov 2025
- Joint SLCC/OVW Conference Webinar Nov 2025
- Use of CHAT GPT, SLCC Guest speaker March 2026
- Understanding Assertion 10 Compliance; Scribe Webinar Jan 2026
- Annual Audit Preparation, One Voice Wales Webinar April 2026
- OVW Practice Development Notes 10-22

Training and development undertaken by the RFO during the year 2025-2026

- Minimum Wage and What's New, HMRC Webinar Nov 2025
- Budgeting, Scribe Webinar Nov 2025
- Creating Invoices on Scribe, Scribe Webinar Nov 2025
- Budgeting and Forecasting, Scribe Webinar Nov 2025
- Year End Accounts, Scribe Webinar Feb 2026
- Internal Audit Webinar, Scribe Feb 2026
- Employers, HMRC Webinar Mar 2026
- Annual Audit Preparation, One Voice Wales Webinar April 2026
- OVW Practice Development Notes 10-22

Training Plan for 2026-2027

The Clerk will seek opportunities for Continuing Professional Development (CPD) for all Councillors and employees over the coming year. This will take the form of both formal training courses and "informal" opportunities to develop individuals understanding, skills and knowledge. Councillors are also encouraged to help identify and share possible training and development opportunities.

The overall aims of the training are:

- To understand the Statutory obligations of the Council
- Ensure the effective delivery of Council Services
- Ensure the effective management of council finances
- To develop a broad range of skills and knowledge throughout the Council
- Encourage individuals to attend specific course that will benefit the whole council

This will be incorporated into the updated training plan and will be supported through the allocation of a specific training budget.

Requirement	Information Source	When
Induction Training	Presented by the Clerk to all new Councillors	As required
Code of Conduct:	Information shared at Annual Meeting	Annual Meeting During Induction

Understand the ethical framework governing the role of the Councillor	Information presented to new Councillors during their induction	
The Council: Understand the role of the Councillor and the powers and responsibilities of the Council.	Use of the Good Councillors Guide and information from OVW Information presented to new Councillors during their induction	During Induction and an annual update during the year
The Council: Understand the services delivered and governing law, policies and procedures that guide the work of the Council	Use of the Good Councillors Guide Council Policies and Procedures Finance Regulations Standing Orders Information presented to new Councillors during their induction	During Induction and an at the annual review & update of documents during the year
Finance, Budgeting and Precept: Understand financial legislation Understand how to set an annual budget, understand funding sources and implications for the Precept Setting and agreeing a Precept	Finance Regulations Presentation of budget and precept setting processes by the Clerk to explain the principals Annual Budget setting by RFO Annual Precept setting by RFO	Annual review of regulations Nov/ Dec budget and precept setting
Understanding and Managing Risk: Can identify and mitigate against potential risks	Finance and Business Risk Assessment Site and Activity Risk Assessments	Annual Meeting and ongoing throughout the year
Health and Safety: Understand Health and Safety legislation requirements. Understand how to assess and mitigate against risk	Input into the update of the Health and Safety Policy Completion of Site and Activity Risk Assessments	Annual review and ongoing throughout the year
Understanding the planning system: Able to assess planning applications effectively	Powys CC planning guideline documents Local Development Plan One Voice Wales guide to Section 6 planning considerations	Annual review and ongoing throughout the year
Environment: Understanding Council duties under Section 6 of the Environment (Wales) Act 2016	Input into the update of the Biodiversity Action Plan One Voice Wales Section 6 guidelines	Annual review and ongoing throughout the year

Training and development of the Clerk and RFO

CPD through attending Webinars, training courses and membership of professional bodies including the Society for Local Council Clerks (SLCC)
Utilising information and relevant courses from One Voice Wales
Utilising training provided by Scribe and HMRC

Training Plan Adopted May 2026

Signed: Chair

Date: