

**Agenda Item:** 14. Training Agenda for Councillors

**Report to:** Community Committee

**Date:** Wednesday 9<sup>th</sup> February 2022

**Subject:** To consider training agenda

---

**Recommendation:**

**To agree items to be covered in first training session with councillors and to note costs.**

---

## **1. Background**

The Community Committee has been considering how it can organise training events to increase councillor knowledge and improve the council's ability to achieve its objective.

The following resolution was made:

**00399** It was **RESOLVED** to organise three sessions; general administration and arrangements; governance frustrations/Terms of Reference; standing orders.

*It was noted that the first workshop could be held in place of February's full council meeting.*

## **2. Planning the event**

The town council recognises the need for a cost-effective training programme. Following the positive feedback from the in-house finance training that took place at the Cooden Beach Tennis Club on the 10<sup>th</sup> September 2021 it was agreed to continue with this format.

An initial council training session has been held with Ian Davison, Surrey Hill Solicitors, and gave an overview of the statutory obligations of a town council. The next training session will aim to bring this to a localised level and be an opportunity for councillors to talk through the procedural issues with the clerk and share their experience of implementing the governance so far.

The date of 16<sup>th</sup> February was specifically chosen as it is expected all councillors will be available to attend as this is the scheduled legal summons day for Full Council.

RDC has advised that the council chamber is not available on this date and a conference room at St Augustine's is being arranged.

### 3. Order of Meeting

The meeting should start at 6.30pm to accommodate councillor's daytime work commitments and end at 8.30pm to ensure maximum concentration levels.

Possible agenda order:-

- a) Standing Orders – read through the document together and take questions throughout...discuss the parts that are adaptable and what adaptations may be required. (30 mins)
- b) Terms of Reference – talk through scheme of delegation and mechanics of committees and advisory committees (working groups) and the role of the town councillor. (30 mins)
- c) Chat through current committee structure – is it working?...could it be more efficient...how do we reduce duplication...how do we address planning applications more frequently...how often should full council meet? (30 mins)
- d) General questions (15 mins)
- e) Agree next steps (15 mins)

### 4. Costs

The following is estimated:

Room Hire	£50
Tea/Coffee/Biscuits	£25
Printing	£150
Flip chart and other equipment	£50

Total costs £275, to be taken from training budget.

### 5. Governance and Administration

The Community Committee has the delegated power to monitor and review the approved vision and strategic framework, recommending any remedial actions to full council. Holding these sessions will help inform the committees recommendations. The council has ancillary powers to do anything to facilitate or assist the discharge of its function under Local Government Act 1972 s111.

### 6. Decisions Required

- a) To agree agenda and training event plan.