



Fishguard & Goodwick Town Council

Training Plan

Date adopted: 3rd March 2026

Minute Reference: TC/26-03

Training Plan Final March 2026

The Council has a statutory duty under Section 67 of the Local Government and Elections (Wales) Act 2021 to make a plan setting out what it proposes to do to address the training needs of its councillors and staff. Although training is not currently mandatory the statutory guidance sets out the expectation that the council will ensure that it's councillors and employees possess the knowledge needed for the council to operate effectively. All councillors are therefore expected to undertake and periodically update their training in accordance with the plan set out below.

A new training plan must be put in place after each ordinary election of community councillors to reflect the training needs resulting from changes to the council membership. The training plan will be reviewed from time to time to keep it up to date. The Chair and Town Clerk will have responsibility for monitoring the training of councillors and keeping records of training undertaken.

The Town Clerk and experienced colleagues will be on hand to assist and guide new members but there are core areas to address by training to ensure the council has 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

This plan is a snapshot of training requirements at the time of publication of this document and will be reviewed and updated periodically in accordance with the statute and The Local Government and Elections (Wales) Act 2021: Statutory Guidance for Community and Town Councils.

<https://www.gov.wales/sites/default/files/publications/2022-08/statutory-guidance-for-community-and-town-councils.pdf>

Town Clerk/RFO		Timescale	Progress
	The Clerk/RFO will progress through OVW training plus any other useful sources. The Clerk/RFO will also undertake the ILCA qualification.	Ongoing	ILCA training completed (30.01.2023) ILCA to CILCA (April 2024) OVW: M1, M5, M6, M15, M16, M21, M25, M26

One Voice Wales Modules

Module	Who	Timescale	Progress
The New Councillor	New Councillors	Within 6 months of publication of plan.	3/13
M1 – The Council	All Councillors who have not taken the module at time of publication of the plan.	Within 6 months of publication of plan.	5/13 Cllrs
M2 – The Councillor	All Councillors who have not taken the module at time of publication of the plan.	Within 6 months of publication of plan.	3/13 Cllrs
M5 – The Council Meeting	All Councillors who have not taken the module at time of publication of the plan.	Within 6 months of publication of plan.	4/13 Cllrs
M6 – Local Government Finance	All Councillors who have not taken the module at time of publication of the plan.	Within 6 months of publication of plan.	5/13 Cllrs
M21 – Local Government Finance - Advanced	Chair of Finance Committee	Within 3 months of being elected if not already taken.	1 Cllr
M9 – Code of Conduct	All Councillors who have not taken the module at time of publication of the plan.	Within 6 months of publication of plan.	4/13 Cllrs
M10 – Chairing Skills	Chair and Vice Chair unless already taken.	Withing 3 months of being elected.	3/13 Cllrs
M4 – Understanding the Law	Chair of Council and Chair of Governance Committee.	Withing 3 months of being elected if not already taken.	3 Cllrs

Further One Voice Wales Modules

Module	Who	Timescale	Progress
M3 – The Council as an Employer	To be taken by members of the HR Committee.	Within 6 months of joining the committee.	1/5
M4 – Understanding the Law	Recommended for members of the Governance Committee.		1/6
M7 – Health & Safety	Recommended for Events Committee members.		0
M8 – Introduction to Community Engagement	Recommended for all Councillors.		0

M10 – Chairing Skills	Recommended for anyone considering of putting themselves forward as Chair of a committee.		3 Cllrs
M11 – Community Emergency Planning	Anyone interested.	Currently unavailable	0
M12 – Creating a Community Place Plan	Anyone interested.		2/13
M13 – Community Engagement Part 2	Anyone interested.		0
M14 – Equality & Diversity	Anyone interested.		0
M15 – Information Management	Anyone interested.		0
M16 – Use of IT, Websites and Social Media	Anyone approved by Council to update website and social media if not already taken	Within 3 months of being approved.	1/13
M17 – Making Effective Grant Applications	Anyone interested.		0
M18 – Effective Staff Management	All members of HR Committee.	Within 6 months of joining the Committee.	0
M19 – Devolution of Services/Community Asset Transfer.	Recommended for anyone involved in a project requiring Asset Transfer		1 Cllr
M20 – Wellbeing of Future Generations Act 2015/Sustainability	Anyone interested.		0
M21 – Local Government Finance Advanced.	Recommended for members of Finance Committee.		1 Cllr
M23 – Successfully taking on a Community Asset Transfer.	Recommended for anyone involved in a project requiring Asset Transfer		1/14
M24 – Finance Governance Toolkit			1 Cllr
M25 – Biodiversity Part 1			1 Cllr
M26 – Biodiversity Part 2			1 Cllr
M27 – Nature Project Management			0