



Andover Town Council

To **note** the training offered to Councillors.

Item No.
28

Produced for: Full Council

By: Acting Town Clerk

Date of Report: 30 May 2025

Date	Title	Description	Attendees
7th April 2025	Council Powers & Duties: Navigating the Regulatory Framework	Enhance your knowledge of how councils operate	
7th April 2025	Effective Council Meetings: Agendas, Minutes & Decision-Making	Make your council meetings more efficient and compliant	
22 April 2025	Essentials for Councillors - Roles, Responsibilities & Working Relationships	Refresh & deepen your understanding	
(new date) 14 May 2025	Managing Employees in Local Councils	This 2.5 hour session is designed to give you an overview of employment within the local council sector and how employees should be managed.	Cllr K Bird, Cllr J Hughes
22nd May 2025	Local Council Governance - Understanding your Responsibilities	As a Parish and Town Councillor you bear ultimate responsibility for ensuring the Council is well governed and that public money is being spent appropriately. This course will explain these responsibilities and outline some suggested processes to have in place to help you carry out this function.	Cllr J Hughes, Cllr E Reynolds
22nd May 2025	Council Finance Essentials	Understand the key financial responsibilities of local councils, How council finances differ from businesses, Financial planning & budget management, Precept calculation, Regulatory framework	
27th May 2025	Leading Council & Committee Meetings with Confidence	Master the art of chairing meetings	
3rd June 2025	Leading Council & Committee Meetings with Confidence	Master the art of chairing meetings	
3rd June 2025	Knowledge and Core Skills	This course is suitable for new councillors or those that would like a refresher in the key aspects of being a parish or town councillor.	
4th June 2025	Intro to Planning	This session is for Councillors on the planning committee and anyone who will be engaging with planning matters for the first time.	Cllr G Walters, Cllr A Horsnell
5th June 2025	Essentials for Councillors	Essentials for Councillors: Roles, Responsibilities & Working Relationships	
9th June 2025	Council Powers & Duties: Navigating the Regulatory Framework	Enhance your knowledge of how councils operate	
11th June 2025	Chairing Skills	This course is for chairs, committee chairs or those who might aspire to these roles.	

19th June 2025	VAT for Local Councils: Updates & Essentials	Stay informed on the latest HMRC changes, Those needing a refresher on VAT reclaiming & registration, HMRC changes, VAT reclaims, When to register	
25th June 2025	Knowledge and Core Skills	aimed at new councillors, or those that would like a refresher in the key aspects of being a town or parish councillor.	
2nd July 2025	Intro to Local Council Finance for Councillors	An overview financial training session is for Councillors designed to give them understanding of their duties regarding the council's finances	Cllr H Neate, Cllr J Hughes, Cllr A Horsnell, Cllr E Reynolds
3rd July 2025	Chairing Skills	This course is for chairs, committee chairs or those who might aspire to these roles.	
3rd July 2025	Intro to Planning	This session is for Councillors on the planning committee and anyone who will be engaging with planning matters for the first time.	
8th July 2025	Chairing Skills	This course is for chairs, committee chairs or those who might aspire to these roles.	
14th July 2025	Council Finance Essentials	Understand the key financial responsibilities of local councils, How council finances differ from businesses, Financial planning & budget management, Precept calculation, Regulatory framework	
16th July 2025	Handling Challenging Individuals	The aim of this course is to give participants the tools and confidence to deal with difficult or challenging behaviour in their council.	
16th July 2025	Essentials for Councillors	Roles, Responsibilities & Working Relationships	Cllr E Reynolds
6th August 2025	Council Powers & Duties: Navigating the Regulatory Framework	Enhance your knowledge of how councils operate	
18th August 2025	Essentials for Councillors	Roles, Responsibilities & Working Relationships	
9th September 2025	Finance and Budgeting for Councillors	This session provides Councillors with an understanding of the council's finances and budgeting process.	Cllr H Neate, Cllr E Reynolds
18th September 2025	Chairing Skills	This course is for chairs, committee chairs or those who might aspire to these roles.	Cllr A Horsnell
22nd September 2025	Essentials for Councillors	Roles, Responsibilities & Working Relationships	
1st October 2025	Finance and Budgeting for Councillors	This session provides Councillors with an understanding of the council's finances and budgeting process.	Cllr A Horsnell, Cllr E Reynolds
7th October 2025	Council Powers & Duties: Navigating the Regulatory Framework	Enhance your knowledge of how councils operate	

9th October 2025	Intro to Planning	This session is for Councillors on the planning committee and anyone who will be engaging with planning matters for the first time.	
14th October 2025	Knowledge and Core Skills	This course is suitable for new councillors or those that would like a refresher in the key aspects of being a parish or town councillor.	
4th November 2025	Intro to Appraisals	This session is aimed at Councillors and staff responsible for managing people and performance, or those who wish to develop their knowledge in this area.	Cllr J Hughes, Cllr E Reynolds
4th November 2025	Making Effective Planning Representations	This session will explain the principles which underpin how a planning decision is made, and how your comments as a consultee can be drafted to best effect. It will give you an understanding of the key terminology planning officers use and where to find relevant information amidst what is often a mass of documents.	Cllr J Cockaday, Cllr A Horsnell
19th November 2025	Local Council Governance - Understanding your Responsibilities	This 3 hour course is aimed at Councillors to explain their responsibilities regarding governance. The session will outline some suggested processes to have in place to help councils carry out this function.	Cllr A Horsnell
14th January 2026	Knowledge and Core Skills	Part 1 - Wednesday 14th January 19:00 - 21:00 Part 2 - Wednesday 21st January 19:00 - 21:00 This two part course is suitable for new councillors or those that would like a refresher in the key aspects of being a parish or town councillor. Please note these sessions are being held online and you should attend both sessions.	Cllr A Horsnell
21st January 2026	Knowledge and Core Skills	Part 1 - Wednesday 14th January 19:00 - 21:00 Part 2 - Wednesday 21st January 19:00 - 21:00 This two part course is suitable for new councillors or those that would like a refresher in the key aspects of being a parish or town councillor. Please note these sessions are being held online and you should attend both sessions.	Cllr A Horsnell
27th January 2026	What You Need To Know	**This session will be held in two parts. Part 1 - Tuesday 27th January 2026 Part 2 - Tuesday 3rd February 2026** This informal small-group course gives new and inexperienced Officers an introduction to some of the key aspects of the role.	
3rd February 2026	What You Need To Know	**This session will be held in two parts. Part 1 - Tuesday 27th January 2026 Part 2 - Tuesday 3rd February 2026** This informal small-group course gives new and inexperienced Officers an introduction to some of the key aspects of the role.	
4th March 2026	Year End for Councillors	This 2.5 hour interactive session covers various aspects of the Year End, Internal and External Audits.	Cllr H Neate, Cllr A Horsnell

***training
provider**

HALC, MULBERRY