

**councillor training undertaken
in 2025/26.**

Date	Title	Description	Attendees
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 J Hughes, Cllr K Bird
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
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
1st July 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	Cllr J Goodwin
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	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 J Goodwin
3rd July 2025	EARMARKED RESERVES & CIL	What is an earmarked reserve, what can be CIL expenditure and how to report on them	Cllr J Hughes

16th July 2025 (new date 18.8.25)	Essentials for Councillors	Roles, Responsibilities & Working Relationships	Cllr E Reynolds
17th July 2025	Managing Charitable Trusts: A Guide for Local Councils	Those needing clarity on charity regulations and council responsibilities, Charity rules & regulations – Key legal requirements, Parish council responsibilities – How duties interact, Best practices – Governance & financial oversight	Cllr J Hughes
6th August 2025	Council Powers & Duties: Navigating the Regulatory Framework	Enhance your knowledge of how councils operate	Cllr J Hughes
9th September 2025	Finance and Budgeting for Councillors	This session provides Councillors with an understanding of the council's finances and budgeting process.	Cllr E Reynolds, Cllr H Neate
18th September 2025	Chairing Skills	This course is for chairs, committee chairs or those who might aspire to these roles.	Cllr A Horsnell
1st October 2025	Finance and Budgeting	This session provides Councillors with an understanding of the council's finances and budgeting process.	Cllr A Horsnell, Cllr E Reynolds
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, A Horsnell
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 J Goodwi, Cllr J Hughes

25 March 2026	Cybersecurity workshop	Why improving your council's cybersecurity is important How to secure your accounts through strong passwords, 2fa and password managers How to protect your council from malware Backing up your data Spotting cyber attacks/scams	Cllr H Neate
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