



## **Parish Council Training Statement Of Intent**

1. Yalding Parish Council (the Council) is committed to ensuring its' staff and Members are trained to the highest standard and kept up to date with all new legislation. To support this, funds are allocated to a training budget each year to enable them to attend training and conferences relevant to their office.
2. The Council employs a Parish Clerk and an Assistant Clerk and their training and development needs will be identified through the annual appraisal process.
3. Training requirements for Members will usually be identified by the Chairman and the Parish Clerk with details being brought to the full Council for approval. Opportunities to attend courses will be researched by the Parish Clerk and brought to the attention of the full Council. Members are expected to attend one training session or conference each year.
4. The Council will pay the annual subscription to the Society of Local Council Clerks (SLCC) and the Kent Association of Local Councils (KALC) to enable staff and Members to take advantage of the appropriate training courses and conferences.
5. The Parish and Assistant Clerks will be expected to attend all relevant training events whenever possible and Members will be expected to attend training events which are relevant to their position.

6. New Members will have an induction meeting with the Chairman and Parish Clerk and will be provided with an information pack containing the documents as set out on the attached list. They will also be expected to attend the KALC 'Basic New Councillor Induction' course within 6 months of being elected/co-opted or, if no courses are timetabled, one of the next series of courses.
7. It is recognised that it may be difficult for some Members to attend training during the daytime due to work commitments. Members will still be encouraged to attend training provided by the Council's partner authorities and KALC and attend conferences whenever possible. In-house training during an evening will be considered whenever possible to enable all Members to attend.
8. All training undertaken will be evaluated by the Chairman and Parish Clerk to gauge its relevance, content and appropriateness. All training presentation papers will be retained and used for in-house training and information sharing.

## **INFORMATION PACK FOR NEW MEMBERS**

### Contents

1. The Good Members Guide
2. Expectations of a Parish Councillor
3. Training Statement of Intent
4. The Parish Council's Model Code of Conduct
5. Parish Council Powers
6. Minutes of the Parish Council meeting for the previous month

**Adopted on 06 August 2024**

**To be reviewed annually at the Annual Parish Council Meeting (see minutes of that meeting).**