

CYNGOR SIR YNYS MON / ISLE OF ANGLESEY COUNTY COUNCIL	
COMMITTEE:	Standards Committee
DATE:	12.09.2018
REPORT TITLE:	Town and Community Council Training for Clerks
PURPOSE OF THE REPORT:	To provide an update to the Committee following a discussion at the 13.09.2018 meeting
REPORT BY:	Mared Wyn Yaxley Solicitor – Corporate Governance mwycs@ynysmon.gov.uk
LINK OFFICER:	Lynn Ball Head of Function (Council Business) / Monitoring Officer lbxcs@anglesey.gov.uk 01248 752586

1. BACKGROUND

- 1.1 The Standards Committee has previously recognised that the role of Town and Community Council Clerks is vital in ensuring that procedural and conduct requirements are followed in the Council. The Standards Committee has discussed the importance of Town and Community Councils ensuring that their Clerks/officers are properly trained; particularly in relation to standing orders, code of conduct, HR matters (where relevant) and the Local Resolution Protocol.
- 1.2 In August 2017, the Chair of the Standards Committee and the Monitoring Officer met with the Accountancy Services Manager so as to discuss the extent to which the expectation of training for Members and Clerks is reasonable and can be met from the precept amount (which is calculated in accordance with a statutory formula).
- 1.3 At its meeting on 13th September 2017, the Committee considered the training and developmental needs of Town and Community Councils, their Members, and in particular the Clerks within those Councils.
- 1.4 Following from this discussion, correspondence was sent by the Chair of the Standards Committee to all Town and Community Council Clerks on 10th November 2017 recommending that each Council considered training for Members and Clerks, and the cost of any such training, when calculating the precept amount for the next financial year.
- 1.5 Further correspondence was sent by the Chair of the Standards Committee to all Town and Community Council Clerks on 4th July 2018 to ascertain which Town and Community Councils had considered the contents of the email from 10.11.2017,

whether an element for training had been included in the precept and if so, training for whom (the clerk / the members / or both); and was including an additional amount to the precept for 2019/2020 something which they were considering?

- 1.6 The responses received to the 4th July 2018 correspondence appears at **Appendix 1**.

2. RECOMMENDATION

- 2.1 The Committee is asked to:

- 2.1.1 note the information detailed with regard to the Town and Community Councils in **Appendix 1**; and

- 2.1.2 decide what action should be taken, if any, with regard to those Councils who have not included an element for training in their precept and/or is not considering the same in their future precept amount.

APPENDIX 1

From: [Medwen Jones](#)
To: ["Cwyrtaï@btconnect.com"](#); [swyddfa@cyngortrefamlwch.co.uk](#); ["beaumaristowncouncil@tiscali.co.uk"](#); ["cyngorcymunedhodedern@outlook.com"](#); [derekowen1946@hotmail.co.uk](#); ["gwil22@btinternet.com"](#); [Bryngwran](#); [alun1965@btinternet.com](#); ["clerc@cylychgarn.co.uk"](#); ["townclerk@holyheadcouncil.co.uk"](#); ["llanbadrig@live.co.uk"](#); ["cyngor.cymuned.llanddaniel@gmail.com"](#); [Geraint Parry](#) ([geraintparry@pazpar57.plus.com](#)); ["llanddyfnancc@btinternet.com"](#); ["bimff@btinternet.com"](#); ["Llanerchymedd"](#); ["Llanfaelog"](#); ["johnarf@live.co.uk"](#); ["llanfair.m.e@talktalk.net"](#); ["llanfairnb@hotmail.co.uk"](#); ["llanfairpwll@outlook.com"](#); [Llangefni](#); [Llangratiolus](#); [Llanidan](#); ["ccmechell@hotmail.com"](#); [cyngordref@hotmail.com](#); ["gwendaparry@hotmail.co.uk"](#); [penmynyddcc@btinternet.com](#); ["cyngor.pentraeth.council@hotmail.co.uk"](#); ["cc.rhosybol@yahoo.co.uk"](#); [morwennaowen7@gmail.com](#); [Treaddur](#); [trefalaw@gmail.com](#); [Trewalchmai](#); ["Valley"](#)
Cc: [Mared W. Yaxley](#)
Subject: Hyfforddiant a Datblygiad ar gyfer Cyngorwyr a Chlercod Cyngorau Tref/Cymuned / Training and Development for Town/Community Councillors and Clerks (019486)
Date: 04 July 2018 18:28:30

Annwyl Gadeirydd,

Anfonwyd yr ebost isod atoch ym mis Tachwedd y llynedd. Mae'r Pwyllgor Safonau yn awyddus i wybod a wnaethoch ystyried y cyngor a chynnwys elfen ar gyfer costau hyfforddiant wrth benderfynu ar braesept eich Cyngor Tref / Cymuned ar gyfer 2018/2019?

Tybed a fedrwch ymateb i'r cwestiynau isod erbyn **Awst 13eg, 2018** os gwelwch yn dda?

<p>Enw'r Cyngor Cymuned /</p> <p>Name of Community Council</p>	<p>A ystyriwyd y cyngor yn yr ebost dyddiedig 10.11.2017 yn y cyfarfod pan gafodd y praesept ei drafod? /</p> <p>Was the email dated 10.11.2017 considered in the meeting when the precept amount was decided?</p>	<p>Wnaethoch chi gynnwys cost ychwanegol ar gyfer hyfforddiant yn y praesept? /</p> <p>Did you include an additional amount for training within the precept amount?</p>	<p>Os do, oedd yr hyfforddiant yma ar gyfer: /</p> <p>If yes, was this training for:</p>	<p>Ydi cynnwys cost ychwanegol ar gyfer hyfforddiant yn rhywbeth y byddwch yn ei ystyried ar gyfer praesept 2019/2020? /</p> <p>Is including an additional amount for training something you will consider for 2019/2020's precept?</p>
	<p>Do / Yes</p> <p>Naddo / No</p>	<p>Do / Yes</p> <p>Naddo / No</p>	<p>Y Clerc / The Clerk?</p> <p>Aelodau / Members?</p>	

			Y ddau / Both?	
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Anfonwch eich ymateb i MedwenJones@ynysmon.gov.uk os gwelwch yn dda.

Diolch yn fawr.

Yn gywir iawn,

Michael Wilson
Cadeirydd y Pwyllgor Safonau

Dear Chairperson,

The below email was sent to you in November 2017. The Standards Committee wishes to know if you considered this advice and included a portion for training costs when deciding on the Town / Community Council's precept amount for 2018/2019?

Is it possible to provide replies to the following questions by **13th August 2018**, please?

Enw'r Cyngor Cymuned / Name of Community Council	A ystyriwyd y cyngor yn yr ebost dyddiedig 10.11.2017 yn y cyfarfod pan gafodd y praesept ei drafod?/ Was the email dated 10.11.2017 considered in the meeting when the precept amount was decided?	Wnaethoch chi gynnwys cost ychwanegol ar gyfer hyfforddiant yn y praesept? / Did you include an additional amount for training within the precept amount?	Os do, oedd yr hyfforddiant yma ar gyfer: / If yes, was this training for:	Ydi cynnwys cost ychwanegol ar gyfer hyfforddiant yn rhywbeth y byddwch yn ei ystyried ar gyfer praesept 2019/2020? / Is including an additional amount for training something you will consider for 2019/2020's precept?
	Do / Yes	Do / Yes	Y Clerc / The	

	Naddo / No	Naddo / No	Clerk? Aelodau / Members? Y ddau / Both?	
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Please send your responses to MedwenJones@ynysmon.gov.uk

Thank you very much.

Yours sincerely

Michael Wilson
Chair of the Standards Committee

Document: CC-019486-MY/449130

From: Medwen Jones

Sent: 10 November 2017 13:48

To: Medwen Jones <MedwenJones@ynysmon.gov.uk>

Subject: Hyfforddiant a Datblygiad ar gyfer Cynghorwyr a Chlercod Cynghorau Tref/Cymuned / Training and Development for Town/Community Councillors and Clerks (16647)

Annwyl Gadeirydd

Yn ei gyfarfod ym mis Medi 2017, bu'r Pwyllgor Safonau yn trafod anghenion hyfforddiant a datblygiad y Cynghorau Cymuned.

Fel y gwyddoch, mae'r Pwyllgor Safonau yn trefnu hyfforddiant i Gynghorau Cymuned ar y Côt Ymddygiad ond mae'n ymwybodol hefyd y gall fod anghenion datblygu eraill, yn enwedig ar gyfer clercod mewn perthynas â rheolaeth ariannol, rheolau sefydlog a TGCh. Mae hyn yn arbennig o wir yn achos clercod sydd newydd gael eu penodi neu a benodwyd yn ddiweddar neu glercod sydd wedi bod yn eu swyddi'n hirach sydd heb gael y cyfle gan eu Cynghorau i fynychu hyfforddiant sy'n addas ac yn gymesur ar gyfer y rôl y mae disgwyl iddynt ei chyflawni.

Pryd bynnag y mae'r Pwyllgor Safonau wedi codi'r mater hwn yn y gorffennaf, yr ymateb a gafwyd yn aml gan rai oedd nad yw Cynghorau'n gallu cefnogi unrhyw hyfforddiant ychwanegol oherwydd nad oes ganddynt gyllideb benodol ar gyfer hynny.

Fodd bynnag, mae'r Pwyllgor Safonau yn ymwybodol y bydd Cynghorau Cymuned yn o fuan yn cael cais gan Wasanaeth Cyllid y Cyngor Sir i weithio allan eu praesept ar gyfer y flwyddyn ariannol nesaf. Yn yr amgylchiadau, ac wedi trafod y

mater yn barod gyda Gwasanaeth Cyllid y Cyngor, mae'r Pwyllgor Safonau yn argymhell y dylai costau hyfforddiant priodol, yn enwedig ar gyfer clercod (ond hefyd ar gyfer aelodau lle mae hynny'n briodol), gael ei gymryd i ystyried pan fydd eich Cyngor yn cyfarfod i benderfynu ar ei braesept nesaf.

Fel y gwyddoch, mae Un Llais Cymru yn darparu sesiynau hyfforddiant ar gyfer aelodau etholedig. Dyma eu manylion:

Un Llais Cymru	One Voice Wales
24c Stryd y Coleg	24c College Street
Rhydaman	Ammanford
Sir Gaerfyrddin	Carmarthenshire
SA18 3AF	SA18 3AF

Rhif Ffôn/Tel 01269 595400

Ffacs/Fax 01269 598510

Gwefan: www.unllaiscymru.org.uk / Website: www.onevoicewales.org.uk

Mae'r Gymdeithas ar gyfer Clercod Cyngorau Lleol yn darparu hyfforddiant ar gyfer clercod. Mae'r sesiynau'n rhai modiwlwr ac ar gael i'w mynychu o bell. Mae eu gwefan yn cynnwys rhai opsiynau diddorol. Dyma eu manylion:

The Society of Local Council Clerks
Main Office
No.8 The Crescent
Taunton
Somerset TA1 4EA

Rhif Ffôn: 01823 253646

Gwefan: <http://www.slcc.co.uk>

Mae costau'r sesiynau hyfforddiant yn ymddangos yn rhesymol ac yn cychwyn oddeutu £30 ar gyfer aelodau etholedig. Mae disgowntiau hyd at 50% hefyd ar gael gan yr SLCC ar gyfer Cyngorau â throsiant sy'n llai na £40,000.00.

Mae'r Pwyllgor Safonau yn awgrymu'n gryf eich bod yn ystyried teilwra'r hyfforddiant sydd ar gael i anghenion penodol eich Cyngor chi, ei aelodau a'r clercc ac rydym yn gofyn i chi rannu'r llythyr hwn gyda'ch Cyngor pan mae'n cyfarfod i drafod y praesept nesaf.

Diolch yn fawr.

Yn gywir iawn

Michael Wilson
Cadeirydd y Pwyllgor Safonau / Chair of the Standards Committee

Dear Chairperson

At its meeting in September 2017, the Standards Committee discussed the training and development needs of Community Councils.

As you know, the Standards Committee arranges training for Community Councils on the Code of Conduct, but is also aware that there may be other development needs, particularly for clerks in connection with financial management, standing orders and ICT. This is especially so for recently or newly appointed clerks or those of longer standing whose Councils have not previously provided them with the opportunity to undertake training that is suitable and proportionate to the role which they are expected to undertake.

Whenever the Standards Committee has raised this issue in the past, the response from some has often been that Community Councils are unable to support any additional training as they have no designated budget.

However, the Standards Committee is aware that Community Councils will soon be asked, by the County Council's Finance Service, to calculate their precept for the next financial year. In the circumstances, and having already discussed the matter with the Council's Finance Service, the Standards Committee recommends that the cost of appropriate training, particularly for clerks (but also for members where appropriate), is taken into consideration when your Council meets to decide its next precept.

As you know, One Voice Wales provides training sessions for elected members. Their details are:

Un Llais Cymru
24c Stryd y Coleg
Rhydaman
Sir Gaerfyrddin
SA18 3AF

One Voice Wales
24c College Street
Ammanford
Carmarthenshire
SA18 3AF

Ffon/Tel 01269 595400

Ffacs/Fax 01269 598510

Gwefan: www.unllaiscymru.org.uk / Website: www.onevoicewales.org.uk

The Society for Local Council Clerks provides training for clerks. Many of their sessions are modular and available by remote attendance. Their website includes some interesting options. Their details are:

The Society of Local Council Clerks
Main Office
No.8 The Crescent
Taunton
Somerset TA1 4EA

Tel: 01823 253646

Website: <http://www.slcc.co.uk>

The costs of training sessions appear reasonable, starting from around £30 for elected members. There are also discounts of up to 50% available with the SLCC for Councils with a turnover of less than £40,000.00.

The Standards Committee strongly recommends that you consider tailoring the training available to the particular needs of your Council, its members and your clerk, and we would ask that this letter be shared with your Council when it meets to discuss the next precept.

Many thanks

Yours sincerely

Michael Wilson

Cadeirydd y Pwyllgor Safonau / Chair of the Standards Committee

Cyngor Sir Ynys Môn / The Isle of Anglesey County Council

Ffôn / Phone: 07801446330

E-bost / E-mail: mxwcs@anglesey.gov.uk

Document: CC-016647-LB/406812

A yw'r e-bost hwn wedi ei farcio'n 'Swyddogol-Sensitif'? Os ydyw, rhaid i chi ystyried a oes gennych hawl i'w ddyblygu, ei argraffu neu ai anfon ymlaen. Os oes, sicrhewch os gwelwch yn dda fod yr e-bost ynghyd ag unrhyw atodiadau'n cael eu marcio'n 'Swyddogol-Sensitif'. Eich cyfrifoldeb chi yw sicrhau fod mesurau'n cael eu cymryd i ddiogelu, storio a chael gwared ar y wybodaeth mewn modd priodol. Mae hyn yn golygu fod rhaid diogelu'r wybodaeth gyda chyfrinair neu ei chadw mewn cwpwrdd ffeilio y mae modd ei gloi. Rhaid cael gwared ar ddogfennau 'Swyddogol-Sensitif' yn y biniau gwastraff y mae modd eu cloi. Os ydych yn ansicr ynghylch sut i ddefnyddio gwybodaeth 'Swyddogol-Sensitif', yna cysylltwch os gwelwch yn dda gyda llywodgwyb@ynysmon.gov.uk

Croeso i chi ddelio gyda'r Cyngor yn Gymraeg neu'n Saesneg. Cewch yr un safon o wasanaeth yn y ddwy iaith.

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You are welcome to deal with the Council in Welsh or English. You will receive the same standard of service in both languages. A yw'r e-bost hwn wedi ei farcio'n 'Swyddogol-Sensitif'? Os ydyw, rhaid i chi ystyried a oes gennych hawl i'w ddyblygu, ei argraffu neu ai anfon ymlaen. Os oes, sicrhewch os gwelwch yn dda fod yr e-bost ynghyd ag unrhyw atodiadau'n cael eu marcio'n 'Swyddogol-Sensitif'. Eich cyfrifoldeb chi yw sicrhau fod mesurau'n cael eu cymryd i ddiogelu, storio a chael gwared ar y wybodaeth mewn modd priodol. Mae hyn yn golygu fod rhaid diogelu'r wybodaeth gyda chyfrinair neu ei chadw mewn cwpwrdd ffeilio y mae modd ei gloi. Rhaid cael gwared ar ddogfennau 'Swyddogol-Sensitif' yn y biniau gwastraff y mae modd eu cloi. Os ydych yn ansicr ynghylch sut i ddefnyddio gwybodaeth 'Swyddogol-Sensitif', yna cysylltwch os gwelwch yn dda gyda llywodgwyb@ynysmon.gov.uk

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You are welcome to deal with the Council in Welsh or English. You will receive the same standard of service in both languages.

Hyfforddiant yn y Cyngorau Tref a Chymuned / Training in the Town and Community Councils

Enw'r Cyngor Cymuned / Name of Community Council	A ystyriwyd y cyngor yn yr ebst dyddiedig 10.11.2017 yn y cyfarfod pan gafodd y praesept ei drafod? / Was the email dated 10.11.2017 considered in the meeting when the precept amount was decided?	Wnaethoch chi gynnwys cost ychwanegol ar gyfer hyfforddiant yn y praesept? / Did you include an additional amount for training within the precept amount?	Os do, oedd yr hyfforddiant yma ar gyfer: / If yes, was this training for:	Ydi cynnwys cost ychwanegol ar gyfer hyfforddiant yn rhywbeth y byddwch yn ei ystyried ar gyfer praesept 2019/2020? / Is including an additional amount for training something you will consider for 2019/2020's precept?
	Do / Yes Naddo / No	Do / Yes Naddo / No	Y Clerc / The Clerk? Aelodau / Members? Y ddau / Both?	Ydi / Yes Na / No
Aberffraw				
Amlwch	<p>Cafodd hyfforddiant ei ystyried tra yn gosod cyllideb Cyngor Tref Amlwch, ac er nad yw penawd gwariant penodol ar gyfer costau hyfforddi, mae wedi ei gynnwys yn y swm o arian a glustnodwyd ar gyfer gweinyddu'r Cyngor. Mae hyfforddiant ar gael i aelodau'r cyngor neu i minnau fel clerck. Tybiwn bydd trafodaeth tebyg pan fydd cyllideb ac archeb y cyngor yn cael ei bennu eto ar gyfer y flwyddyn ariannol nesaf. /</p> <p>Training was considered when the budget was set for Amlwch Town Council, and although there isn't a separate spending heading for training, it has been included in the sum of money which has been allocated for the Council's administration. There is training available for me as the Clerk and for members. It is assumed that there will be a similar discussion when the budget is set in the next financial year.</p>			
Bodedern				
Biwmares / Beaumaris				
Bodffordd				
Bodorgan				
Bryngwran	Do / Yes	Do / Yes	Y ddau / Both	Ydi / Yes
Cwm Cadnant				
Cylch y Garn				

Caergybi / Holyhead				
Llanbadrig	<p>Mae Cyngor Llanbadrig yn cynnwys swm yn y gyllideb ar gyfer hyfforddiant cyffredinol - i aelodau a/neu'r clerc ac wedi gwneud hynnu ers rhai blynyddoedd bellach. Dydw I ddim yn rhagweld y byddai hyn yn newid ar gyfer y flwyddyn ariannol nesaf. /</p> <p>Llanbadrig Council includes a sum for general training in its budget – for members and/or the clerk and has done this for several years. I do not foresee that there will be any change in this arrangement for the next financial year.</p>			
Llanddaniel Fab	Naddo / No			Ydi / Yes
Llanddona	Naddo / No	Naddo / No		I'w ystyried yn ystod 2019/20 / To be considered during 2019/20
Llanddyfnan	Do / Yes	Do / Yes	Y ddau / both	Ydi / Yes
Llaneilian	<p>Cyllid ar gyfer hyfforddiant heb ei gynnwys yn y gyllideb ond iw ystyried fel bod angen yn ystod y flwyddyn. Byddai cyfleon ar gyfer unrhyw aelod a/neu clerc. /</p> <p>Funding for training has not been included in the budget but it will be considered as required during the year. There would be opportunities for any member and/or clerk.</p>			
Llanerchymedd	Do / Yes	Naddo / No		Ydi / Yes
Llaneugrad				
Llanfachraeth				
Llanfaelog				
Llanfaethlu a Llanfwrog	Naddo / No	Naddo / No	---	Na, oherwydd nid oes llawer o ddiddordeb mewn cyrsiau yma a tydi talu am ychydig o gyrsiau ddim yn rhy ddrud. / No as there is little interest in courses and paying for a few courses is not too expensive.
Llanfair Mathafarn Eithaf	Do / Yes	Fe neilltuwyd £1000 ym Mhresept 2018/2019 ar gyfer Hyfforddiant./ £1000 was allocated for Training in the 2018/2019 Precept.	Bwriedir hyfforddiant i'r Aelodau a'r Clerc. / Training for the Members and the Clerk is intended.	Byddaf wedi ymddeol erbyn 2019/2020, ond credaf y bydd yr aelodau yn dilyn yr un llwybr. / I will have retired by 2019/2020, but I believe the Members will follow the same procedure.

Llanfair yn Neubwll				
Llanfairpwll				
Llanfihangeles ceifiog				
Llangefni				
Llangoed a Phenmon	Do / Yes	Naddo / No		I'w ystyried yn ystod 2019/20 / To be considered during 2019/20
Llangristiolus	Do / Yes	Do / Yes	Y ddau / Both	Ydi / Yes
Llanidan	Naddo / No	Naddo / No		Ydi / Yes
Mechell				
Porthaethwy / Menai Bridge	Do / Yes	Do / Yes	Y ddau / Both	Fe fydd yn cael ei gynnwys yn praesept 2019/20 hefyd / It will be included in the precept for 2019/20 also
Moelfre				
Penmynydd a Star	Do / Yes	Do / Yes	Y ddau / Both	Ydi / Yes
Pentraeth				
Rhoscolyn				
Rhosybol				
Rhosyr				
Trearddur				
Tref Alaw				
Trewalchmai	Do / Yes	Do / Yes	Y ddau / Both	Ydi / Yes
Y Fali / Valley	<p>Mae Cyngor Cymuned Y Fali yn cynnyws costau Hyfforddiant yn ei gyllideb cyffredinol bob blwyddyn. Mae gwariant blynyddol oddeutu £100 - £300. Mae aelodau a'r clerc yn cael eu hannog i fynychu Hyfforddiant, sydd yn cael ei drefnu fel arfer gan Un Llais Cymru. Mae Un Llais Cymru yn cynnig bwrsari tuag at y gost.</p> <p>Does dim llawer o aelodau yn mynychu'r cyrsiau hyn. Mae'r clerc yn mynychu pob Hyfforddiant sy'n berthnasol i'w rôl hi.</p> <p>Mynychodd y clerc ac un aelod o'r pwyllgor cyllid Hyfforddiant Cyllid a drefnwyd gan Un Llais Cymru yn ddiweddar.</p>			

Mae'n rhaid nodi fod nifer o'r cyrsiau gan Un Llais Cymru yn lleol ar gael yn y Gymraeg yn unig ac mae hyn yn atal rhai aelodau rhag cymryd rhan. Yn ogystal â hyn, oherwydd diffyg diddordeb bydd Hyfforddiant yn gyson yn cael ei ganslo ar fyr-rybudd. /

Valley Community Council include training costs within their general budget each year. Annual spend is in the region of £100 - £300.

Both councillors and clerk are encouraged to attend training which is usually arranged by One Voice Wales. One Voice Wales offers a bursary towards costs,

Take up by members is usually low. The clerk attends all training which is relevant to her role.

Both the clerk and a member of the finance committee attended Financial Training held by One Voice Wales recently.

It must, however, be recognised that many courses held by One Voice Wales locally are only available in Welsh and this is a barrier for some members. In addition, training is often cancelled at short notice due to lack of take up.