ABERGAVENNY TOWN COUNCIL

POLICY AND RESOURCES COMMITTEE

WEDNESDAY 12TH JULY 2023

PR92/23: TOWN CLERK’S REPORT

1. TRAINING PLAN PROPOSALS
2. Autism Training Modules are available for free via this link:

<https://autismwales.org/en/resources/elearning/>

After the success of Cllr Kyle Eldridge’s piece on Autism in Politics, if we are all able to complete the online modules, we can look to become a registered Autism Aware Organisation through Autism Wales.

1. One Voice Wales training schedules for July and August have been circulated – please contact the Town Clerk or Admin Officer to book onto these sessions. Most are 1 ½ hours long and are all delivered online. Once you complete modules, please email your certificate upon receipt to [admin@abergavennytowncouncil.gov.uk](mailto:admin@abergavennytowncouncil.gov.uk) so we can include this on our Training Register.
2. Planning Aid Wales: Our access to the ‘Introduction to Planning’ has expired. To renew this subscription for another year will cost £150 (going up to £175 in September). This enables up to 20 users to access their online training portal. At the time of our last subscription expiring, the following had completed the online learning:

Anne Wilde

Admin Officer

Mary Ann Brocklesby

Teslin Davies

Tony Konieczny

Sandra Rosser

Both Cllr Barnes and Cllr G Wilde were given additional time to complete their course. Cllr Holland is not required to do the training as he works in the building surveying industry. All County Councillors on Planning Committee will have completed statutory training via MCC. This leaves approximately 8 Councillors who have still not completed the training. It is beneficial for all Councillors to have a basic understanding of planning as we are asked as statutory consultees to consider and comment on planning applications from both MCC and BBNPA.

In addition, Planning Aid Wales have Place Plan Training available which can be delivered directly to us in one group sitting for £650 plus travel expenses if we wish to gain more knowledge to assist us in the creation and implementation of place making and place plans in the future. This can also be delivered online if requested. A full breakdown has been circulated along with this report for your consideration.

1. STAFFING STRUCTURE

At the last Chairs Meeting the current staffing provision was considered and a discussion was held over the recruitment of a Deputy Clerk. It is hoped that once the new website launches we will be in a position to advertise the position as originally discussed at 18 hours a week. If it is not possible to recruit once again into this post, it was discussed that we may need to look into outsource accounting to an external provider as this may alleviate some pressures currently on the clerk.

Furthermore, it was discussed whether we are approaching capacity for the Town Clerk to fully utilise the Website and Social Media and that a Community Engagement Officer may need to be considered. The proposal received from the Media Agency for social media management including production of content would be beneficial to trial for a three month period in order for full consideration to be given to the benefits of this, alongside researching into alternatives, and to report back on the trial and possible alternatives for consideration. Money currently allocated for the Deputy Clerk that has not yet been utilised could be allocated for this trial.