



RECOMMENDED READING FOR NEW COUNCILLORS

[New Councillor Information Pack - West Horsley Parish Council](#)

TRAINING FOR NEW COUNCILLORS

It is expected that new councillors complete the following short courses:

1. Roles, Responsibilities and Working Relationships (2hrs online)

The session will include understanding what a parish council is, the council structure, observing the requirements of the Member Code of Conduct, the responsibilities of different roles within the council and exploring good practices for managing key relationships within the council and with the wider community.

2. Policies, Powers and Duties (2 hrs online)

Provides an understanding of the regulatory framework councils operate within, and how policies and procedures underpin the core work of the council. The session will explain the range of powers and duties which parish councils have available, including the General Power of Competence (GPC), and how these can be used for the benefit of the community.

3. Meetings, Agendas and Minutes (1.5 hrs online)

The module includes understanding the statutory need for agendas and minutes, including publication requirements, and how decision making is conducted. The session also discusses the role of the Clerk at meetings, declarations of interest, how to deal with confidential items and how to manage public attendance.

It is also recommended that new councillors complete the following:

4. Finance for Councillors (1.5 hrs online)

Provides councillors with a greater understanding of the financial aspects of the council. The session includes understanding how council finances differ from other businesses, the need for sound financial planning and budget management, how the precept is calculated and guidance on the regulatory framework in relation to council finances.

5. Introduction to Planning (2.5 hrs online)

This course is designed for councillors or officers participating in discussions about planning for the first time, or those with some practical experience who want to consolidate their knowledge and ensure that it is up to date. It deals with the principles of how the planning system operates, how decisions are made and the role of town and parish councils in the process.

Training is provided by Mulberry & Co., paid for by West Horsley Parish Council, and can be booked online at [Mulberry & Co | Local Council Training Programmes \(mulberryandco.co.uk\)](http://mulberryandco.co.uk)