



TOP 10 THINGS TO DO!

1

USE THE RIGHT POWERS

It is important that Councils act within the law. There are many powers available.

One Voice Wales can advise on the correct power. Ask your Development Officer for help in choosing the right power.



2

GENERAL POWER OF COMPETENCE (GPOC)

“The power of first resort.” Are you eligible to exercise the General Power of Competence? If so, you must pass a resolution each year to confirm that you are still eligible. Do this at each succeeding Annual Council.

One Voice Wales has produced this model form of words which you can adapt.

Resolved that the Council reaffirms its eligibility to exercise the General Power of Competence during 2024/25 on the basis that it continues to meet the eligibility criteria.



3

S137

“The power of last resort.” You can use this if no other specific power exists. The maximum amount you can spend each year using this power is currently £10.81 per elector. This is revised each year and notified to Councils by Welsh Government. You must pass a resolution each time you want to use it.

One Voice Wales has produced this model form of words which you can adapt.

“in pursuance of the power conferred by Section 137 of the Local Government Act 1972 (as amended) and being of the opinion that the expenditure satisfies the requirements of that section, expenditure up to £ is approved in relation to the above **.”**



4

APPROVE YOUR FINANCIAL REGULATIONS

One Voice Wales has circulated model financial regulations 2024 for your Council to consider and implement as appropriate. They explain how your Council should adapt them to suit your specific requirements.

It is important that each Council formally adopts Financial Regulations and reviews them at least annually, or more often if circumstances change.



5

APPROVE YOUR STANDING ORDERS

One Voice Wales has circulated model standing orders for your Council to consider and implement as appropriate. It is important that all Councils formally adopts standing orders to provide a robust governance framework and reviews them at least annually, or more often if circumstances change.





TOP 10 THINGS TO DO!

OTHER ACTIVITIES

6

There are so many other jobs to do each year. Here are some of the important ones.

- Produce a Risk Register and review it annually.
- Produce a Training Plan after each ordinary election and review it annually.
- Produce an Annual Report.
- Approve allowances to members, publish the details and inform the IRP.



One Voice Wales can point you to examples of best practice to help you.

ADOPT THE CODE OF CONDUCT

7

All Councils should adopt the statutory code of conduct. Members should agree to abide by it when they sign their declaration of office.

One Voice Wales provides training on the code of conduct. We encourage Members and Clerks to sign up for the training. The Ombudsman may ask about training if there is a complaint to investigate.



TRAINING IS VITAL

8

Training for Members is so important. Inconsistent training can lead to gaps in knowledge and competence, which can hinder effective decision-making and leadership. You can always learn more!

One Voice Wales provides a comprehensive set of training modules across key areas. Free places are available. We encourage all Councils to sign up for the training.



DON'T FORGET TO PAY YOUR MEMBERSHIP FEES

9

There are so many benefits to membership of One Voice Wales. We think that our services represent great value and support for Councils.

Membership runs from 1 April to 31 March each year. We aim to send renewal letters and invoices to Councils by the end of February.

We try to be flexible and allow Councils time to pay, but sometimes we have to suspend membership if payment is very late. This denies Councils the many benefits of membership.



KEEP YOUR MEMBERS INFORMED

10

One Voice Wales circulates information on training, consultancy, consultation, guidance, and other topics relating to the work of Community and Town Councils.

We encourage Clerks to send information to all Members. Do it as soon as possible, or perhaps on a weekly basis?

