

# Agendas and Minutes

**Monday 17<sup>th</sup> June 2024, 6.30pm – 8pm**

**Delivered by Kim Bedford FSLCC**

## Workshop Aim:

This online workshop explores the requirements and protocols for creating effective Agenda and Minutes for Local Councils.

## Workshop Content: [1½ hours]

Specifically, we explore:

- The Local Government sector, importance of Law and the value of Members and Officers understanding their roles
- Sources of information and advice
- The law regarding meetings, effective and legal decisions, and delegation. Managing Council responsibilities - Committees
- Setting up your agenda, good practice. Posting the notice, clarity, and clear proposals. (Discuss a sample agenda)
- The minutes – what is required, good practice, publishing (Discussion using ‘sample’ minutes)
- ‘Tricks of the trade’. What can go wrong? Challenges

**Cost per member delegate: £35**

**Please make your booking on-line [here](#)**

**Please place your booking through your clerk**