

# Clerks the Knowledge

**This online training will take place over two sessions:**

**Fridays 27<sup>th</sup> June & 11<sup>th</sup> July 2025 9.30am – 1pm**

**Delivered by Kim Bedford FSLCC**

This course is ideal for new practitioners and those wishing to prepare for ILCA and CiLCA. There is a lot of knowledge to gain, so spacing over two sessions enables candidates to absorb more and gives an opportunity to ask questions.

## **27<sup>th</sup> June**

- Unit 1**     Employment contract, policies and line management; organising your calendar; points of reference; the Council and how it fits together.
- Unit 2**     Duties and powers; forming the agenda; writing minutes; delegated responsibilities, including committees; and annual meetings.

## **11<sup>th</sup> July**

- Unit 3**     Accountability - forming a council plan to set a budget in order to raise a precept, alongside 3 aspects of governance and transparency requirements
- Unit 4**     Resources for the Council; people and finance; working with the community for the community; and ways to communicate and share ideas.

**Cost (for both sessions): £90 per member delegate**

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

**Please place your booking through your clerk**