

Clerks the Knowledge

This online training will take place over two sessions:

Tuesdays 7th & 14th November 2023 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.

7th November

- 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.

14th November

- 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): £75 per member delegate

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

Please place your booking through your clerk