

Clerks the Knowledge

This on-line training will be split over two days,
Thursdays 11th and 25th February 2021

**6.30pm – 9.15pm 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.



11th February 2021

Unit 1 We open with your Employment. Contract, Policies, Line-management.

Organising your calendar, Points of reference. The Council and how it fits together.

Unit 2 - Duties and Powers, forming the agenda, and writing minutes. Delegated responsibilities, including committees. Annual meetings.

25th February

Unit 3 We look at 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

Ways to communicate , share ideas.

Cost for both sessions:

Member delegate: £75

Non-member delegate: £150

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

PLEASE PLACE YOUR BOOKING THROUGH YOUR CLERK

Shropshire Association of Local Councils, Shirehall, Abbey Foregate, Shrewsbury SY2 6ND

Tel: 01743 252744 Email: alc@shropshire.gov.uk Website: www.alcshropshire.co.uk