

Clerks the Knowledge

This on-line training will be split over two days,
Wednesdays' 2nd and 16th February 2022

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.



2nd February 2022

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.

16th February 2022

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

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