

# What to do and When – The Clerks Year

**Thursday 28<sup>th</sup> November 2019 - 10am – 4pm** (Registration from 9.30am)  
**Ludlow Room, Shirehall, Shrewsbury SY2 6ND**

**Presented by**  
**Kim Bedford, FSLCC**

This course is aimed at clerks and will be particularly relevant to clerks of smaller parishes who work on their own. It will be especially useful to all newly appointed clerks.

This one day course will outline the essential work a clerk has to complete throughout the year, so that they can work effectively and efficiently.



A timetable of annual key tasks will be discussed which will form the basis of your work programme for the year in an informal atmosphere, sharing experiences and good practice.

## Topics covered will include –

1. Key dates and actions for the year. What needs to be done and when?
2. What are the responsibilities of the clerk during the year?
3. What is the role of the Chairman throughout the year?
4. The Council's responsibilities throughout the year.
5. What policies and documents should be reviewed during the year and when?
6. What is good governance and how to achieve it?

Following this course, you will have a clearer idea of the tasks you must do and those you may do on returning to your council.

Perhaps you may consider embarking on ILCA or the CiLCA qualification!

**A light lunch will be provided.**

*Cost per delegate: Member £70*

*Non-member £130*

**PLEASE PLACE YOUR BOOKING THROUGH YOUR CLERK**