

# Fundamentals for Councillors

Short on-line training session using Zoom Technology  
Delivered by Kim Bedford, FSLCC

**Monday 8<sup>th</sup> September 2025, 6.30pm – 9pm**

*For anybody wishing to grasp the ‘fundamentals’ of  
being a Town or Parish Councillor*

In this session we will set the scene of Government:

- *Roles and responsibilities of the 5 components of the Council.*
- *The importance of The Law, meetings with an Agenda and Minutes.*
- *Followed by a look at delegation, making a Council Plan, Governance and Transparency.*



*Once you have registered for the course, Kim will send you an ‘invitation’ to join with instructions together with copies of slides she will be referring to, for any notes you may wish to make.*

**Cost : £40 per member delegate**

**Please place your booking through your clerk.**

On-line booking form [here](#)