

New Clerk's Introduction

For Telford & Wrekin Parish/Town Clerks

Wednesday 13th December 2023 10am – 12 noon

A 2-hour training session Via Zoom (link to follow)

**Delivered by Ian Cruise-Taylor,
SLCC CiLCA Recognised Trainer, Cruise-Taylor Services**

*Ian has over 40 years' experience working in Local Government,
with 5 years as a Parish Clerk.*

New Clerks have so much to learn and quickly. This course sets town and parish councils into context and takes the new clerk (and RFO) through the basics of how councils work. Councils are all different but follow the same rules! If you are new to clerking this course will give you the knowledge and confidence to know what you need to know.

This training will take you through the basics of running a typical parish or town council including:

- What is a Parish/Town Council?**
- Council Roles**
- Clerk's Year**
- Powers and Duties**
- Meetings and Agendas**
- Policies and Procedures**
- Finance**
- Planning**
- General Administration**
- Establishing working relationships**
- Useful reference points**

If you are working alone or have a staff team, this session will cover the fundamental skills to get your career off to a successful start as a Clerk/RFO.

Member delegate: £50

Please make your booking online [here](#)