

## What to Expect in Meetings

**Thursday 15<sup>th</sup> June 2023, 6.30pm – 8pm**

On-line training session using Zoom

Delivered by **Gill Lungley BA (Hons), FLSCC**

Who can forget these words spoken at the viral sensation video of Handforth Parish Council meeting in February 2021 “Read your standing orders! Read them and understand them”. Our presenter for today, Gill Lungley, assures us that never a truer word was shouted in a council meeting.



To get the most out of the time you spend in meetings, every participant needs to know the rules of engagement which, for councils, boil down to our Standing Orders, Financial Regulations and the council’s Code of Conduct. Armed with these three documents, the time you spend in council meetings will be constructive and effective.

We will explore the expectations placed upon council members, staff and other participants as well as taking time to consider the importance of the meeting’s setting, frequency of meetings, preparation of agendas and approval of minutes. We will identify the different types of meeting and who will be involved.

*Gill Lungley has been working with a variety of different parish and town councils for the last 30 years and works with the county associations to deliver these informative and entertaining sessions based on her training and experiences as a qualified clerk.*

**On-line booking form [here](#) \_ Cost: £30 per member delegate**

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