

Clerks the Knowledge

**This online training will take place over two sessions:
Monday 3 and Monday 10 October 2022 18:30–21:30
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.

3 October 2022

- Unit 1** Employment contract, policies and line management; organising your calendar; points of reference; the Council and how it fits together.
- Unit 2** Duties and powers; forming the agenda; writing minutes; delegated responsibilities, including committees; and annual meetings.

10 October 2022

- Unit 3** 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; and ways to communicate and share ideas.

Cost (for both sessions): £75 per member delegate

Please make your booking on-line [here](#)

Please place your booking through your clerk