

## Clerks the Knowledge

**This online training will take place over two sessions:**

**Tuesday 14 and Tuesday 28 June 2022 09:30–13:00**

**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.

### 14 June 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.

### 28 June 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.

Total cost for both sessions, per delegate:

**Member delegate: £75**

**Non-member delegate: £150**

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

**Please place your booking through your clerk**