

# 2016 Training Programme For Clerks and Councillors



The National Training Strategy  
for Town & Parish Councils

Topic		Proposed Dates/Venue
<b>Clerks and Councillor Induction Training</b>	A stand-alone introductory session for councillors and clerks looking at: <ul style="list-style-type: none"> <li>• Roles and Responsibilities</li> <li>• Minutes and Agendas</li> <li>• Decision Making and Delegation</li> <li>• Powers and Duties</li> <li>• The Role of the Council in the Planning System</li> <li>• Budget Procedures and Precepting</li> </ul>	<b>3<sup>rd</sup> February (Evening) Congleton</b>  <b>14<sup>th</sup> April (Afternoon) Northwich</b>  <b>30<sup>th</sup> June (Afternoon) Middlewich Civic Hall</b>  <b>10<sup>th</sup> October (Evening) Cotebrook</b>
<b>Roles and Responsibilities</b>	Developing the roles and responsibilities of Clerks, Councillors and Chairmen	<b>14<sup>th</sup> March (Afternoon) Crewe</b>
<b>Powers, duties and Precept</b>	Introducing the powers and duties of local councils Examining local councils' policies and procedures Considering the councillor's role in financial matters, including setting budgets, monitoring and auditing	<b>15<sup>th</sup> June (Evening) Tarvin</b>
<b>Management and Meetings</b>	Considering the effective management of local council meetings Clarifying local council procedures	<b>13<sup>th</sup> July (Afternoon) Northwich</b>
<b>The Council and the Community</b>	Examining the role of local councillors as community representatives and leaders Creating effective partnership working	<b>6<sup>th</sup> October (Evening) Middlewich Civic Hall</b>
<b>Chairmanship – Basic</b>	The Role of the Chairman Preparing for a Meeting Rules of Procedure Chairing Styles and managing a meeting	<b>5<sup>th</sup> September (Evening) Cotebrook</b>
<b>Chairmanship – Advanced</b>	Ground Rules for Effective Meetings Handling Conflict in Meetings Dealing with the Public, Visiting Speakers & the Media Hints on dealing with the Press, TV and Radio Defamation and Privilege Dealing with Harassment and Bullying	<b>28<sup>th</sup> September (Afternoon) Congleton</b>
<b>Planning</b>	Effective engagement with the planning system	<b>2<sup>nd</sup> February (Morning) Crewe</b>

## **Booking**

For further information or to book places please contact Hazel Merrill (details below). **At the time of booking, please provide the name of the person attending, his/her address, phone number and e-mail details.** The delegate will receive a confirmation by e-mail approximately 1 week before the event.

## **Cost**

The cost of each session is **£30** per person for members and **£50** per person for non-member councils.

## **CHESHIRE TRAINING PARTNERSHIP**

Park View Business Centre, Combermere, Whitchurch Shropshire SY13 4AL

☎ 01948 871314 ♦ 📠 0870 1319465 ♦ hazelmerrill@chalc.org.uk

# 2015 CiLCA Guidance Sessions



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***These sessions are not 'formal' training sessions (no answers will be given), They are for anyone interested in taking the CiLCA qualification***

***They are 2 ½ hour sessions at The County Office at Combermere and will be held in the afternoon (2-4.30pm)***

<b>CiLCA Sessions</b>	The session will cover: <ul style="list-style-type: none"><li>• Registration</li><li>• Identifying knowledge gaps, and discuss ways in which these may be met</li><li>• Completing the portfolio</li></ul>	<b>2<sup>nd</sup> March</b> <b>7<sup>th</sup> September</b>
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## **Cost**

The cost of each session is:

£15 per person for member of ChALC; the SLCC or Cheshire Community Action;  
£25 per person for non-member councils.

## **Booking**

For further information or to book places please contact Hazel Merrill at the Cheshire Training Partnership, c/o Cheshire Association of Local Councils (details below). At the time of booking you will need to provide the name of the person attending, their address, phone number and e-mail details.

The delegate will receive a confirmation letter by e-mail approximately 1 week before the event.

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