

2017 Training Programme For Clerks and Councillors



The National Training Strategy
for Town & Parish Councils

Topic		Proposed Dates/Venue
Clerks and Councillor Induction Training	<p>A stand-alone introductory session for councillors and clerks looking at:</p> <ul style="list-style-type: none"> • Roles and Responsibilities • Minutes and Agendas • Decision Making and Delegation • Powers and Duties • The Role of the Council in the Planning System • Budget Procedures and Precepting 	<p>25th January (Evening) Northwich</p> <p>3rd April (Afternoon) Wychwood</p> <p>5th July (Afternoon) Tarvin</p> <p>4th October (Evening) Congleton</p>
Roles and Responsibilities	Developing the roles and responsibilities of Clerks, Councillors and Chairmen	22nd March (Evening) Chester (Cheshire View)
Powers, duties and Precept	<p>Introducing the powers and duties of local councils</p> <p>Examining local councils' policies and procedures</p> <p>Considering the councillor's role in financial matters, including setting budgets, monitoring and auditing</p>	24th April (Afternoon) Congleton
Management and Meetings	<p>Considering the effective management of local council meetings</p> <p>Clarifying local council procedures</p>	17th July (Evening) Middlewich (Canalside Conference Centre)
The Council and the Community	<p>Examining the role of local councillors as community representatives and leaders</p> <p>Creating effective partnership working</p>	13th September (Afternoon) Tarvin
Chairmanship – Basic	<p>The Role of the Chairman</p> <p>Preparing for a Meeting</p> <p>Rules of Procedure</p> <p>Chairing Styles and managing a meeting</p>	25th September (Afternoon) Middlewich (Canalside Conference Centre)
Chairmanship – Advanced	<p>Ground Rules for Effective Meetings</p> <p>Handling Conflict in Meetings</p> <p>Dealing with the Public, Visiting Speakers & the Media</p> <p>Hints on dealing with the Press, TV and Radio</p> <p>Defamation and Privilege</p> <p>Dealing with Harassment and Bullying</p>	8th November (Evening) Congleton

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 **£35** per person for members and **£60** per person for non-member Councils.

CHESHIRE TRAINING PARTNERSHIP

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