

Annual Training Programme 2018-2019

All courses unless stated are held at the SALC office, Unit 11a, Hill View Business Park, Claydon, IP6 0AJ

Details of our Tailored Training can be found on the last page

<p>Councillor (2-day weekday) £103 +VAT including lunch 9.30am – 3.30pm</p> <p>Councillor (2-day Saturday) £113 +VAT including lunch 9.30am – 3.30pm</p> <p>Councillor (4 evenings) £103 +VAT 7.00pm – 9.00pm</p> <p>2.5 CPD points per day</p>	<p>Wed 23 & 30 May 2018 Tues 14 & 21 August 2018 Thurs 8 & 15 November 2018 Thurs 7 & 14 February 2019</p> <p>Sat 21 & 28 April 2018 Sat 14 & 21 July 2018 Sat 27 October & 3 November 2018 Sat 26 January & 2 February 2019</p> <p>Wed 19, 26 September & 3, 10 October 2018 Thurs 21, 28 February & 7, 14 March 2019</p>	<p>This course will cover the following key elements:</p> <ul style="list-style-type: none"> • Roles and responsibilities • Getting things done for the local community • Procedures and the law for decision-makers • Working with your Clerk • Local councils and planning • Budget setting and finance
<p>Leadership/Chairmanship Skills (2-day weekday) £103 +VAT including lunch 9.30am – 3.30pm</p> <p>Leadership/Chairmanship Skills (4 Evenings) £103 +VAT 7.00pm – 9.00pm</p> <p>2.5 CPD points per day</p>	<p>Wed 20 & 27 June 2018 Tues 12 & 19 March 2019</p> <p>Thurs 11, 18, 25 October & 1 November 2018</p>	<p>This course will cover the following key elements:</p> <ul style="list-style-type: none"> • The leadership role of the Chair • The legal powers and duties of the Chair • Public participation • Public relations, civic duties and engagement • Managing council meetings • Chairing Styles • Visionary leadership • Facilitation skills • Conflict management and handling contentious issues • Ethical standards • Being a good employer
<p>Clerks Introductory Session £23 +VAT 10.00am – 12.00pm</p> <p>1 CPD point</p>	<p>Wed 9 May 2018 Thurs 2 August 2018 Wed 28 November 2018 Tues 5 March 2019</p>	<p>This course will cover the following key elements:</p> <ul style="list-style-type: none"> • Who you work for! • Your main areas of work • The essential paperwork • What you need to know about now • What happens in the next 12 months • Local council language • The support and development available

<p>Clerks (2-day weekday) £103 +VAT including lunch 9.30am – 3.30pm</p> <p>2.5 CPD points per day</p>	<p>Wed 18 & 25 April 2018 Thurs 5 & 12 July 2018 Tues 2 & 9 October 2018 Wed 23 & 30 January 2019</p>	<p>This course will cover the following key elements:</p> <ul style="list-style-type: none"> • Role of the Clerk, the Council and the Councillors • Employment matters • Casual vacancies • Complaints • Standing orders • Policies and procedures • Meetings • Powers and duties • Information management • Finance and procurement • Insurance and risk management • Planning and consultations • Dealing with the media
<p>Clerks Information & Networking Events £17 +VAT including lunch 10.15am – 2.00pm</p> <p>1 CPD point</p>	<p>Wed 18 July 2018 Tues 20 November 2018 Friday 29 March 2019</p>	<p>These events provide an opportunity to network with other clerks, share ideas and experiences and be provided with updated legislation, guidance and information.</p>
<p>CILCA</p> <p>2.5 CPD points per day</p>	<p>Dates for this course are to be confirmed</p>	
<p>Clerks Workshop: Notice, Agenda and Minutes £23 +VAT 10.00am – 12.00pm</p> <p>1 CPD point</p>	<p>Fri 8 June 2018 Tues 16 October 2018 Thurs 21 February 2019</p>	<p>The essential administration of the council. Key elements include:</p> <ul style="list-style-type: none"> • The law • Styles of agenda and minutes • What they should and should not contain

<p>Clerks Workshop: Bookkeeping, Audit, Precept and Annual Return £31 +VAT 9.30am – 1.30pm</p> <p>1 CPD point</p>	<p>Mon 2 July 2018 Tues 13 November 2018 Thurs 14 March 2019</p>	<p>The financial aspects of working for a council. Key elements include:</p> <ul style="list-style-type: none"> • The law • Keeping the books straight • Tackling the annual return • Preparing a budget and raising a precept
<p>Planning Workshop £26 +VAT 9.30am – 12.30pm</p> <p>6.30pm – 9.00pm</p> <p>1 CPD point</p>	<p>Mon 9 July 2018 Tues 6 November 2018 Wed 27 March 2019</p> <p>Thurs 17 May 2018 Wed 16 January 2019</p>	<p>This workshop will give you an overview of:</p> <ul style="list-style-type: none"> • The planning system set by national Government • The role of local councils within the local planning system • The importance of influencing local plans • The opportunities for neighbourhood plans and development orders • Ways to formulate planning application responses to maximise their influence • Different ways to handle planning within councils
<p>Grants and Funding Opportunities £26 +VAT 9.30am – 12.00pm</p> <p>1 CPD point</p>	<p>Mon 4 June 2018 Wed 17 October 2018 Tues 19 February 2019</p>	<p>Key elements include:</p> <ul style="list-style-type: none"> • Identifying the essential elements to include within the application and/or business plan • Hearing about current grants and how to apply for them • Understanding where to access information on trusts and other sources of potential funding • How to access useful websites • Search for relevant funds for your projects during the course

<p>Standing Orders Workshop £29 +VAT 9.30am – 12.30pm</p> <p>1 CPD point</p>	<p>Tues 12 June 2018 Thurs 27 September 2018 Tues 12 February 2019</p>	<p>Key elements will include:</p> <ul style="list-style-type: none"> • How to ensure meetings finish on time! • Why councils have Standing Orders • The distinction between mandatory rules and good practice • The pros and cons of tailoring • How to effectively tailor Standing Orders • How to get something on the agenda • What can be proposed outside of agenda items • How Standing Orders are used to control meetings • When and how to review Standing Orders
<p>Understanding Annual Meetings £23 +VAT 10.00am – 12.00pm</p> <p>1 CPD point</p>	<p>Tues 15 January 2019</p>	<p>This briefing ensures you:</p> <ul style="list-style-type: none"> • Can differentiate between the Annual Parish Meeting and the Annual Meeting of the Parish Council • Understand the purpose of both meetings • Know the procedures relevant to both meetings • Know the law relating to both meetings • Know the business that MUST be transacted at each meeting • Can explore different ways of handling the timing and content of both meetings
<p>Budgeting Workshop £29 +VAT 9.30am – 12.30pm</p> <p>1 CPD point</p>	<p>Wed 12 September 2018 Thurs 4 October 2018</p>	<p>Key elements include:</p> <ul style="list-style-type: none"> • Understanding relevant law and procedures • Identifying the responsibilities of the council • Planning for future activities • Knowing when the budget takes place and how it fits in with other parts of the financial year • Understanding reserves and contingencies

<p>End of Year Accounts £26 +VAT 9.30am – 12.00pm</p> <p>1 CPD point</p>	<p>Thurs 17 January 2019 Tues 5 February 2019</p>	<p>Key elements include:</p> <ul style="list-style-type: none"> • Important dates and action points • End of year accounts – Receipts & Payments or Income & Expenditure? • The importance of the Annual Return • Council responsibilities and approval • The internal Audit process • The expectations of the external auditors • How to avoid a qualified audit • The implications of a qualified audit • The future of external audit
<p>Cemetery Management £82 +VAT including lunch 9.00am – 4.00pm</p> <p>This course is presented by Tim Morris from The Institute of Cemetery and Crematorium Management</p> <p>2.5 CPD points</p>	<p>13 June 2018</p>	<p>This course will include the following key elements:</p> <ul style="list-style-type: none"> • Law & Compliance: Registers and Plans, Burial and Memorial Rights, Granting and Exercising Rights, Shallow Graves and Regulations • Administration: Administrative problems and Checking Procedures • Health & Safety: Memorial Management, Latest Issues and News, Legal Challenge, Guidance, BRAMM and the Blue Book and Unauthorised Memorials • Exhumation: Licence, Faculty or Both, Cremated Remains, Wrong Grave and The Church view
<p>Understanding Village Halls and Playing Fields £26 +VAT 9.30am – 12.00pm</p> <p>This course is presented by Robert Horn from Groundworks</p> <p>1 CPD point</p>	<p>16 May 2018 22 January 2019</p>	<p>This course will include the following key elements:</p> <ul style="list-style-type: none"> • The Parish Council role as trustee • The differences between charities and councils • Working together - how the council and the charity can help each other • Development and improvement • Latest guidance

TAILORED TRAINING

Training For YOUR Council's Needs

You choose the modules and venue and we deliver

- ⦿ Training delivered in your parish or town ✓
- ⦿ Receive the training you want ✓
- ⦿ Arrange a date that suits you ✓
- ⦿ Provide a venue that is convenient for you ✓
- ⦿ Make it easier for your clerk and councillors to attend ✓
- ⦿ Develop together as a council ✓
- ⦿ Ensure everyone is informed ✓
- ⦿ Target training for your council and committee chairs ✓
- ⦿ Save travelling time and mileage costs ✓
- ⦿ Invite other councils to attend to share costs and ideas ✓

available training modules, which include:

Dealing with Disorder

Roles of Councillors/Chairs/Councils and Clerks

Powers, Duties and Expenditure

Code of Conduct

Planning

Fees are listed below and include the trainer, equipment and material for all delegates.

1 evening	(2 hrs)	£220 + VAT
1 evening/ ½ day	(3 hrs)	£270 + VAT
1 day	(4 hrs)	£370 + VAT
2 day	(8 hrs)	£640 + VAT
2 evenings	(4hrs)	£430 + VAT
4 evenings	(8 hrs)	£640 + VAT

Where the training is required on a Saturday, add £25. Non-members of SALC should add 50%.

Should you wish to invite neighbouring parishes to help share costs it would be your responsibility to administer this, as well as booking the venue and providing any refreshments. Once your council has agreed to proceed with a local training package, please contact the SALC office to arrange suitable dates with our trainers.

For further information please contact the SALC office.

E-mail: admin@salc.org.uk

Tel: 01473 833713