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More courses added to the training programme.

ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR EXEMPT COUNCILS

Delivery by Pauline James

Tuesday 19 May, 2pm to 3pm, Zoom waiting room open at 1.45pm

Cost: £20 + VAT

This course is exclusively for councils below the £25k receipts/payments limit. It is designed to equip new Clerks or those who have very limited experience of year-end activities. The session will cover the reconciliation of the cashbook to the bank statements, completion of the AGAR form, (also known as the Annual Return), the Variance Analysis and everything you need to put on your website.

ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR COUNCILS WITHIN THE £25K TO £200K INCOME LEVELS

Delivery by Pauline James

Friday 22 May, 2pm to 3pm, Zoom waiting room open at 1.45pm

Cost: £20 + VAT

This course is exclusively for councils within the £25k to £200k receipts/payments levels. It is designed to equip new Clerks or those who have very limited experience of year-end activities. The session will cover the reconciliation of the cashbook to the bank statements, completion of the AGAR form, (also known as the Annual Return), the Variance Analysis and everything you need to send to the external auditors.

Pauline James was a chartered accountant before leaving work to bring up her children. She started work as a parish clerk in 1995 and has, over the years, worked for six parish councils and as a locum clerk for two parish councils. She has delivered CiLCA training, finance training and introductory training for Norfolk ALC.

AN INTRODUCTION TO NEIGHBOURHOOD PLANNING

Delivery by Rachel Leggett

Wednesday 27 May, 10am to noon. Zoom waiting room open at 9.45am

Thursday 28 May, 7pm to 9pm. Zoom waiting room open at 6.45pm

This session is designed to give Town and Parish Councils an understanding of what is involved in the development of a Neighbourhood Plan, with a view to enabling them to get started. To include:

- What is a Neighbourhood Plan? And what is it not?
- An overview of the Neighbourhood Plan process.
- How to get started with confidence.
- Developing a vision and objectives, writing the plan.
- What else could be involved?
- Bringing the Neighbourhood Plan into force: examination, referendum, adoption.
- Resources.

NEIGHBOURHOOD PLANNING, WHERE DO WE GO FROM HERE?

Delivery by Rachel Leggett

Wednesday 3 June, 10am -11.30am. Zoom waiting room open at 9.45am

Thursday 4 June, 7pm - 8.30pm. Zoom waiting room open at 6.45pm

Cost: £45 + VAT per delegate

This session is designed to give an existing Neighbourhood Plan group support in moving forward. To include:

- Establishing a project plan from here – what are the steps you need to undertake?
- Trouble shooting.
- What can you be doing at your desk during lock down?
- Bringing the Neighbourhood Plan into force: examination, referendum, adoption.
- Resources.

ENGAGING YOUR COMMUNITY

Delivery by Rachel Leggett

Wednesday 10 June, 10am to 11.30am. Zoom waiting room open at 9.45am

Thursday 11 June, 7pm to 8.30pm. Zoom waiting room open at 6.45pm

Cost: £45 + VAT per delegate

This session is designed to give Town and Parish Councils ideas for engaging their community that go beyond questionnaires, public meetings and posters on noticeboards. To include:

- Who are your community? Community profiling.
- Who are the 'hard to reach'?
- Traditional ways to consult: public meetings, questionnaires done well (and badly).
- Creative, engaging, fun and new ideas for engaging and consulting your community.
- Practical good practice principles.
- Resources

ZOOM IS OUR NEW TRAINING VENUE?

Zoom has become the most popular online video communication channel for local councils. It is

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One of our favourite features is the ability to ensure we can continue to provide a training environment that is highly participative with 'video on' allowing delegates to see and hear each other. We will continue to keep our delegate numbers at a level that ensures quality over quantity – giving you best value for your investment in training. This sets us apart from other training providers.

We have produced a [Zoom user guide](#) located within our website [document library](#) (membership access required) to help you set up your own free account.



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