

[View this email in your browser](#)



FINANCE TRAINING COURSES

Are you ready for Year-end?

Steve Parkinson will be delivering some useful financial courses in March and September 2020.

March at Carrowbreck House, Hellesdon

Tuesday 10 March, 10am to 4pm – RFO course

Wednesday 11 March, 9.30am to 12.30pm – Preparing for Year-end and AGAR

Wednesday 11 March, 1.30pm to 4pm – Contracts & Procurement

September at Carrowbreck House, Hellesdon

Tuesday 8 September, 6.30pm to 8.30pm – Finance for Councillors

Wednesday 9 September, 9.30am to 12.30pm – Budgeting & Financial Management

Wednesday 9 September, 1.30pm to 4pm – Risk Management

Thursday 10 September, 9.30am to 12.30pm – Introduction to VAT

Steve is a former Town Clerk and an accountant with 30 years' experience in public and voluntary sector finance. He now specialises in delivering training and advice on VAT and finance matters for the local council sector.

For more information on the above courses, and other training courses, please click [here](#). Make sure you book early for these courses as last year they were over subscribed.



CiLCA 2020 – Bookings are now open for our CiLCA training course, starting in March 2020. This course is eligible for our EU Funding, providing a 50% grant towards the total costs.”

OTHER TRAINING SESSIONS

Upcoming courses include the following. More of our courses, including CiLCA, can be viewed at the link below. If you would like any courses/ locations to be added, let us know!

EFFECTIVE APPRAISALS WORKSHOP

Thursday 19 March 2020

10am–1pm

Carrowbreck House, Hellesdon

Delivered by our HR Associate, Chris Moses, LLM Chartered FCIPD, this workshop will provide practical guidance on how to conduct effective appraisals. Chris will not only cover the theory of good practice but also through real examples and case studies will demonstrate the pitfalls of poorly managed appraisals, or indeed when such performance management is entirely lacking.

This workshop will cover:

- Benefits of Appraisals & potential pitfalls
- Potential Pitfalls
- Setting out the Agenda and use of Appraisal forms – choice of appraisal forms.
- Preparing the Environment – ensuring that it is conducive to an effective Appraisal
- Conducting the meeting – questioning skills
- Giving Feedback
- Action Planning – ensuring that it is effective and will be implemented.
- Informing the Council of the Outcome and Action Plan – what should remain confidential.

Chris has been working with Local Councils for several years and is best placed to fully appreciate the challenges of good HR in our sector. This course is strongly recommended for Councillors and Officers who have responsibilities for personnel and people management.

CHARITABLE TRUSTS AND PARISH COUNCILS

Tuesday 24 March 2020

10am–1pm

Carrowbreck House, Hellesdon

If your parish council is involved in a charitable trust in your parish, this training session could be for you.

Your council (or councillors) could be managing, holding, custodian or sole trustee(s). This session will explain the difference between the types of trusteeship and the roles and responsibilities that accompany each kind.

MANAGEMENT OF MEMORIALS

Friday 3 April 2020

10am – 4pm

Lunch provided

Reepham Town Hall, Church Street, Reepham NR10 4JW

Delivered by an experienced Tutor from the Institute of Cemetery and Crematorium Management (www.iccm-uk.com) and hosted by Reepham Town Council.

A training workshop for those who have responsibility for inspection and the making safe of cemetery memorials. The day consists of a morning session dealing with the background, legislative/health and safety issues and all existing guidance available on this subject. The afternoon is a practical session based in the local cemetery. This is an ideal opportunity for those councils wishing to make progress with their memorial safety programme and the workshop will ensure that all the staff involved will be suitably trained and competent in the work they are asked to carry out. Certificates of attendance will be issued following the course.

ROUTINE PLAYGROUND INSPECTION COURSE

Monday 6 April 2020

9am–4.30pm

Cromer Town Council

Cromer Town Council are hosting a Rospa Routine Play Inspection Course.

This course is aimed at those who are responsible for routine (daily/weekly) inspections. The Register of Play Inspectors International (RPII) exam for routine Inspections can also be taken on the same day (extra charges apply). Contact is Julie Chance via: clerk@cromer-tc.gov.uk

A RoSPA Certificate of Training will be given to all participants who complete the course.



To book a training course click here

Click here to view the Calendar for more Events & Training

To view the current Parish Clerk Vacancies in Norfolk click here



Click [here](#) to access news from Breckland Council
Click [here](#) to access news from Borough Council of King's Lynn & West Norfolk
Click [here](#) to access news from Broadland District Council
Click [here](#) to access news from Great Yarmouth Borough Council
Click [here](#) to access news from Norfolk County Council
Click [here](#) to access news from North Norfolk District Council
Click [here](#) to access news from South Norfolk Council



Copyright © 2020 Norfolk Association of Local Councils, All rights reserved.

Our mailing address is:

County Hall, Martineau Lane, Norwich, NR1 2UF

Want to change how you receive these emails?

You can [update your preferences](#) or [unsubscribe from this list](#).

To subscribe to our newsletter click [here](#)

This email was sent to horningparishclerk@hotmail.com

[why did I get this?](#) [unsubscribe from this list](#) [update subscription preferences](#)

Norfolk Association of Local Councils · County Hall · Martineau Lane · Norwich, Norfolk NR1 2UF · United Kingdom

