

Parish Clerk – Training Plan

Existing Training completed

I'm currently working through the ILCA level 2 Online training: The Essential Knowledge through the Society of Local Council Clerks – this consists of 5 modules. I have to date completed The Core Roles, Law & Procedures, Community and am working through the finance module. I anticipate completing this course this autumn. The level 3 Course, CiLCA, is scheduled through SALC, but they have not yet released dates.

I have identified a number of courses available through SALC, listed below (the prices quoted are inclusive of VAT) which run up to the end of December 2018.

1. Finance for Clerks & RFO's £90.00

Tuesday 30th October

Legislation and the national Governance and Accountability

Guidance • Roles and responsibilities • setting a budget and precept • Financial control • Borrowing • VAT for local councils • Accounting for assets • The Annual Return • Internal and external audit

2. Planning Workshop £31.20

Tuesday 6 November

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

3. Clerks Workshop: Bookkeeping, Audit, Precept & Annual Return £37.20

Tuesday 14 November 2018

• The law • Keeping the books straight • Tackling the annual return • Preparing a budget and raising a precept

In addition, SALC offer a number of information and networking events throughout the year which cost £20.40 inclusive of VAT.

The training budget allocated for 2018-19 is £200, against which £17 exclusive of VAT has been spent (10%).