



# Nottinghamshire Association of Local Councils

(Affiliated to the National Association of Local Councils)

The Minster Chambers, Southwell, Notts NG25 0HD

[www.nottsalc.org.uk](http://www.nottsalc.org.uk)

County Secretary: Tanya Grimes Email: [office@nottsalc.org.uk](mailto:office@nottsalc.org.uk) Tel: 01636816890

## OFF TO A FLYING START

### Training for New Councillors

***This popular course is targeted at newly elected councillors but anyone in need of a 'refresher' can come along. Topics will include:***

- ***What is a Parish Council and what can it do?***
  - ***The roles of the Chair, Councillor & Clerk – who does what?***
  - ***Law & Procedures, including Section 137***
  - ***Powers and Duties***
  - ***The Parish Council Year***
  - ***Standing Orders & Code of Conduct***
  - ***Civility & Respect Project***
  - ***Parish Council Finance***
  
  - Thurs 15<sup>th</sup> June Jacksdale Community Centre, Selston 6:30-9:00pm
  - Tues 27<sup>th</sup> June Dunham on Trent Village Hall, DoT, 6:30-9:00pm
  - Tues 4<sup>th</sup> July Colston Bassett Village Hall, Col Bassett 6:30-9:00pm
  - Thurs 13<sup>th</sup> July Sutton cum Lound Village Hall ScL 1:30- 4:00pm\*
- \*note, this is an afternoon course

*Tea/Coffee included*

*Cost: Members - £45 per place; Non-Members - £100.*

## NEW COUNCILLOR TRAINING

**TO RESERVE A PLACE PLEASE USE THIS BOOKING FORM and return via email**

***\*If booking more than one delegate please use separate forms for each one***

Name of delegate (in caps) .....

Email Address of delegate.....

Location of Course .....

Name of Parish Clerk.....

Parish/Town Council.....

**Please make a BACs payment to Account Number: 20395119 & Sort Code: 60-83-01 identifying the event and council in the reference.**

**For payment by cheque please return the completed booking form via email to reserve the place and follow up with the cheque in the post to:**

**Julie Zemontas, Notts ALC, Minster Chambers, Church Street, Southwell, Notts, NG25 0HD or [office@nottsalc.org.uk](mailto:office@nottsalc.org.uk)**

**Confirmation of a place will then be sent by email to those attending**

***As our courses are popular booking will only be accepted with payment strictly in advance and on a first come first served basis.***

***If you have had no contact from the office two days before the event please contact the office immediately. Cancellation after the closing date and any non-attendance on the day of training will forfeit the course fee.***

**Deadline for applications: 10 days before the course**