

MULBERRY TRAINING COURSES**CLERKS/OFFICER TRAINING**

<u>DATE</u>	<u>FINANCE TRAINING</u>	<u>DELIVERY METHOD</u>
8th January	Roles ,Responsibilities & Working Relationships	90 minute Zoom session @ 10.30 @ £45
21 st January	Meetings, Agendas & Minutes for Officers	90 minute Zoom session @ 10.30 @ £45
25 th February	Co-option, Elections & Annual Meetings	90 minute Zoom session @ 1.30 pm @ £45
6 th February	Council Policies, Powers & Duties	90 minute Zoom session @ 10.30 @ £45
21 st January	Introduction to Planning (Officers & Councillors)	2.5 hrs Zoom 6.30 until 9 pm @ £45
March 4th	Financial Management for Clerks & Officers	90 minute Zoom session @ 10.30 am - £45
4 th March	Introduction to Planning (Officers & Councillors)	2.5 hrs Zoom 6.30 until 9 pm @ £45

LUNCHTIME BITE SIZE TRAINING (CLERKS/OFFICERS)

<u>DATE</u>	<u>FINANCE, AUDIT & TRANSPARENCY</u>	<u>DELIVERY METHOD</u>
January 27th	Earmarked Reserves & CIL	30 minute Zoom session @ 12.30 - 1pm - £15
7th February	Fixed Asset Register	30 minute Zoom session @ 12.30 - 1pm - £15
26th February	Model Financial Regulations	30 minute Zoom session @ 12.30 - 1pm - £15
6 th March	Payroll including Members Allowances	30 minute Zoom session @ 12.30 - 1pm - £15
13 th March	Real time reporting of payroll	30 minute Zoom session @ 12.30 - 1pm - £15
20 th March	Preparation of Interim Year End & Combined Audit	30 minute Zoom session @ 12.30 - 1pm - £15
24 th March	Transparency Code	30 minute Zoom session @ 12.30 - 1pm - £15
27 th March	Completing the AGAR & explanation of variances	30 minute Zoom session @ 12.30 - 1pm - £15

<u>DATE</u>	<u>MEETINGS, GOVERNANCE, & PROCEDURES.</u>	<u>DELIVERY METHOD</u>
22 nd January	Agendas & Minutes	30 minute Zoom session @ 12.30 - 1pm - £15
24 th January	Civility & Respect	30 minute Zoom session @ 12.30 - 1pm - £15
3 rd February	Confidential items in minutes	30 minute Zoom session @ 12.30 - 1pm - £15
11 th February	Business Risk Assessments	30 minute Zoom session @ 12.30 - 1pm - £15
12 th February	Code of conduct	30 minute Zoom session @ 12.30 - 1pm - £15

Lunchtime – bitesize sessions (continued) Clerk/Officers

13 th February	Freedom of Information	30 minute Zoom session @ 12.30 - 1pm - £15
27 th February	GDPR	30 minute Zoom session @ 12.30 - 1pm - £15
28 th February	General Power of Competence	30 minute Zoom session @ 12.30 - 1pm - £15
5 th March	Committee Terms of Reference	30 minute Zoom session @ 12.30 - 1pm - £15
7 th March	Community Liaison	30 minute Zoom session @ 12.30 - 1pm - £15

COUNCILLOR TRAINING

<u>DATE</u>	<u>TRAINING</u>	<u>DELIVERY METHOD</u>
12 th March	Finance for Councillors	90 minute Zoom session @ 6.30 pm - £45
8 th January	Councillors: Roles & Responsibilities & Working Relationships.	2 hour Zoom session @ 6.30pm @ £45
10 th February	Councillors: Roles & Responsibilities & Working Relationships	2 hour Zoom session @ 6.30pm @ £45
20 th March	Councillors: Roles & Responsibilities & Working Relationships	2 hour Zoom session @ 6.30pm @ £45
4 th February	Policies, Powers & Duties	2 hour Zoom session @ 6.30pm @ £45
3 rd March	Meetings, Agendas & Minutes	90 minute Zoom session @ 6.30 pm - £45
18 th February	Chairmanship Training	90 minute Zoom session @ 6.30 pm - £45
21 st January	Introduction to Planning (Officers & Councillors)	2.5 hrs Zoom 6.30 until 9 pm @ £45
4 th March	Introduction to Planning (Officers & Councillors)	2.5 hrs Zoom 6.30 until 9 pm @ £45