



## **WSALC TRAINING PROGRAMME DETAILS**

### **BANKING FOR LOCAL COUNCILS**

Delivered by Mel Aspden, Assistant Product Manager at Hinckley and Rugby Building Society, she has been exploring how, as a building society, they can better support local communities, including Parish and Town Councils. Presentation to include the following:

- Key terms to be aware of – jargon.
- Types of savings accounts – an overview
- Suitability of accounts
- Difference between a savings/deposit account vs investment
- Benefits of shopping around
- Why spread your funds across different organisations
- Restrictions
- Security
- Managing you accounts
- Who needs to have access?
- Hinckley & Rugby's solution

**4<sup>th</sup> February**

When: 10-10.45am Where: Online Cost: **FREE**

How to book: Email Emily ([admin@wsalc.co.uk](mailto:admin@wsalc.co.uk)) with names and email addresses of those wishing to attend.

### **BUSINESS PLANNING – individual councils**

Included within your membership

- Will your Council be able to respond to the challenges of change over the next 3 - 5 years ?
- How do you intend to portray the Council to the community and generate greater public Interest ?
- If these are matters of concern, a Business Plan will help to show the Council in a positive and professional light.

As a member of WSALC we will assist your Council with this exercise at no additional cost, You will have access to the CEO in person on two evenings to assist with preparation and follow up. Please contact Emily for more details.

## **CERTIFICATE IN LOCAL COUNCIL ADMINISTRATION (CILCA)**

WSALC is proud to offer the SLCC Certificate in Local Council Administration (CILCA) qualification via recognized Sussex and Surrey trainer, Sue Hobbs. We are also pleased to add two more trainers to the mix for 2025: Celia Price and Samantha Heynes, both of whom are experienced clerks in Sussex. Please see the following leaflet for further information – any enquiries should be directed to Sue Hobbs [cilca4surrey.sussex@gmail.com](mailto:cilca4surrey.sussex@gmail.com)

### **CHAIRS' FORUM**

An informal opportunity for chairs and vice chairs to gather and hear relevant updates in the sector by Trevor Leggo, as well as share ideas and raise any concerns.

**16<sup>th</sup> January 18<sup>th</sup> March**

Time: 7pm Where: Online Cost: **FREE**

How to book: No need to book. Zoom link will be sent to all clerks to share with chairs.

### **CLERKS' FORUM**

An informal opportunity for clerks to gather and hear relevant updates in the sector by Trevor Leggo, as well as share ideas and raise any concerns.

**16<sup>th</sup> January 18<sup>th</sup> March**

Time: 10am Where: Online Cost: **FREE**

How to book: No need to book. Zoom link will be sent to all clerks.

### **CLERKS' NETWORKING DAYS**

We are looking forward to seeing some more real-life faces rather than over Zoom in the new year! Join us for a morning of networking where we hope to be joined by a speaker or two and where you can share ideas, raise any concerns, and ask questions to CEO Trevor Leggo. Refreshments and a light lunch will be provided. We hope lots of you will join us – further details will be shared soon including date and location.

### **COUNCILLOR/CHAIR TRAINING**

Primarily aimed at new councillors but equally beneficial for those who would like a refresher. It encompasses all the fundamental points that a Councillor needs to be aware of; roles and responsibilities of the Council/Chair, issues surrounding compliance, conduct at meetings, the role and relationship with the Clerk, as well as the do's and don'ts of Working Parties and Sub-Committees. It is an informative session which CEO, Trevor Leggo, has run for several years. An interactive session with lots of opportunity for discussion and Q&As.

**Jan 20<sup>st</sup> Feb 11<sup>th</sup> March 6<sup>th</sup> March 27<sup>th</sup>**

Time: 7-9pm Where: Online Cost: **FREE** (included within your membership)

How to book: Email Emily ([admin@wsalc.co.uk](mailto:admin@wsalc.co.uk)) with names and email addresses of those wishing to attend.

## **COUNCIL COMMUNICATIONS, GDPR/FOI COMPLIANCE**

We have partnered with Breakthrough Communications to deliver all aspects of council communications, community engagement and GDPR/FOI compliance. Book directly at: <https://www.breakthroughcomms.co.uk/calc-training-events>

Where: Online Cost: £40+VAT per person

How to book: Book directly using the above link. Your invoice will come from WSALC.

## **DIGITAL/TECH-RELATED TRAINING**

Pre-recorded training sessions for clerks to watch on-demand. Designed to make clerks working lives easier and more efficient, specialising in Canva, Trello, Mailchimp, ChatGPT plus more. View training packages and prices here and then contact Emily ([admin@wsalc.co.uk](mailto:admin@wsalc.co.uk)) to place an order: <https://www.ducks-in-a-row.uk/parish-clerk-training-sessions>

## **FINANCE TRAINING**

For all finance-related training, we are pleased to be working with Steve Parkinson and his team. A small accountancy practice specialising in work for the parish, town and community council sector, Steve and his team provide friendly advice at no extra charge (please direct your enquiries to WSALC), as well as online training on all things finance-related. Book directly here: <https://bookwhen.com/parkinson#focus=ev-srid-20241210183000>

Where: Online Cost: £35+VAT per person

How to book: Book directly using the above link; please note West Sussex may be at the bottom of the drop-down list. Your invoice will come from WSALC.

## **LOCAL COUNCIL INSURANCE – RISK & RESPONSIBILITY**

Kevin Millard is a Client Director for Gallagher Insurance and has been working in the local council and community sector since 2008.

This free Zoom session will broadly cover:

- Where is the risk for local Councils
- The Local council insurance policy – who does it protect and how
- How to reduce the chance of a claim in the first place through good risk management

The presentation will be followed by 15 min Q&A.

### **Monday 24<sup>th</sup> February**

Time: 10-10.45am Where: Online Cost: **FREE**

How to book: Email Emily ([admin@wsalc.co.uk](mailto:admin@wsalc.co.uk)) with names and email addresses of those wishing to attend.

## **NEW CLERKS' TRAINING**

Essential training for all new Clerks and delivered by experienced Town Clerk and Director at SLCC, Steve Trice.

The same training is offered on two dates:

**22<sup>nd</sup> January 25<sup>th</sup> March**

Time: 10am–2.30pm Where: Online Cost: £75+VAT per person

How to book: Email Emily ([admin@wsalc.co.uk](mailto:admin@wsalc.co.uk)) with names and email addresses of those wishing to attend.

## **PLANNING TRAINING**

### **Introduction to Planning**

Designed for councillors or officers participating in discussions about planning for the first time, and for those with some practical experience who want to consolidate their knowledge and ensure that it is up to date. It deals with the principles of how the planning system operates, how decisions are made and the role of town and parish councils in the process. The course covers a lot of ground but our trainer ensures that it contains relevant and recent examples and plenty of scope for questions and answers.

**15<sup>th</sup> January, 5<sup>th</sup> February, 3<sup>rd</sup> March**

Time: 6.30-9pm Where: Online Cost: £40+VAT per person

How to book: Email Emily ([admin@wsalc.co.uk](mailto:admin@wsalc.co.uk)) with names and email addresses of those wishing to attend.

### **Updates in Planning**

The planning system is being remodelled by the new government to help achieve its objectives for housebuilding, economic development and mitigating climate change. It is redrafting the National Planning Policy Framework and issuing updated guidance to planning authorities. It may decide to implement some of the measures contained in the Levelling Up and Regeneration Act passed in 2023. All of this will have an impact on the way local plans are made, planning decisions are taken and on the role of neighbourhood plans. Understanding the changes already made, those which are proposed and why they matter will help you to represent your community more effectively in discussions at every level. The session will cover all of the major issues, including plan-making, housing numbers, biodiversity, and infrastructure funding to help you to prepare for what's to come.

The course is aimed at councillors and council staff who have some familiarity with the current planning system and want to keep up to date with the way that it is going to change as a result of new legislation and government policy.

**6<sup>th</sup> February 10<sup>th</sup> March**

Time: 6.30-9pm Where: Online Cost: £40+VAT

How to book: Email Emily ([admin@wsalc.co.uk](mailto:admin@wsalc.co.uk)) with names and email addresses of those wishing to attend.

### **Making Effective Planning Representations**

Aimed mainly at parish clerks (but is also suitable for councillors if they are interested) in making effective planning representations – focussing on key policy points, using the right sort of language and structuring them in a way that planning officers will find helpful.

The session will explain the principles which underpin how a planning decision is made, and how your comments as a consultee can be drafted to best effect. It will give you an understanding of the key terminology planning officers use and where to find relevant information amidst what is often a mass of documents. It will also cover what issues to consider (and what issues to avoid) when your council is discussing its response. It's a practical session designed to help anyone giving guidance to councillors as they consider their representations and get the parish councils message across more effectively.

**22<sup>nd</sup> January 11<sup>th</sup> March**

Time: 6.30-9pm Where: Online Cost: £40+VAT per person

How to book: Email Emily ([admin@wsalc.co.uk](mailto:admin@wsalc.co.uk)) with names and email addresses of those wishing to attend.

