



TRAINING FOR COUNCILLORS

As a Town or Parish Councillor, it's important to keep up-to-date with the latest legislation and meeting procedures. You can do this by attending our well-regarded courses and seminars and, if you are a chairperson, our chairs' networking sessions too.

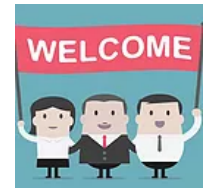
APRIL INDUCTION - YOUR ROLE AND RESPONSIBILITIES

Tuesday, 20 April 2021

Venue: Hosted as an online session

This is a two-part evening course (20 & 22 April), now full

Understanding how Parish and Town Councils work and your role and responsibilities is not easy, particularly if you are new to local government. This induction course explains the legal framework giving you the confidence to take a full part in your Council and make a difference in your local area.



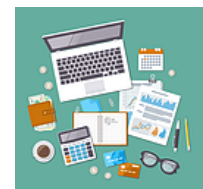
[Find out more...](#)

UNDERSTANDING THE COUNCIL'S FINANCES - Now full

Thursday, 22 April 2021

Venue: Hosted as an online session

Are you a councillor or clerk who feels you would like to have a better grasp of your council's finances? Local councils spend public money but who specifically controls the finances? This course gives a comprehensive overview of the council's financial year.



[Find out more...](#)

APRIL UNDERSTAND THE PLANNING SYSTEM

Tuesday, 27 April 2021

Venue: Now full - we have places on our 12 May course

Understanding how the planning system operates and routinely considering planning applications are key responsibilities of parish and town councils. We look at the process from both the parish/town council and district/borough council perspective and how to manage the expectations of the public who are likely to attend our meetings.



[Find out more...](#)

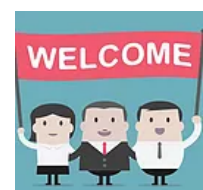
MAY INDUCTION - YOUR ROLE AND RESPONSIBILITIES - Now full

Tuesday, 11 May 2021

Venue: Hosted as an online session

This is a two-part course held on consecutive mornings (11 & 12 May)

Understanding how Parish and Town Councils work and your role and responsibilities is not easy, particularly if you are new to local government. This induction course explains the legal framework giving you the confidence to take a full part in your Council and make a difference in your local area.



[Find out more...](#)

MAY UNDERSTAND THE PLANNING SYSTEM - Now full

Wednesday, 12 May 2021

Venue: Hosted as an online session

Understanding how the planning system operates and routinely considering planning applications are key responsibilities of parish and town councils. We look at the process from both the parish/town council and district/borough council perspective and how to manage the expectations of the public who are likely to attend our meetings.



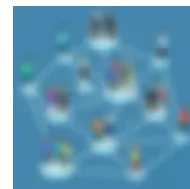
[Find out more...](#)

MAY CHAIRS NETWORKING MORNING

Wednesday, 19 May 2021

Venue: Hosted as an online session

We've been successfully supporting your clerks for some time at our regular networking mornings. Then at a chairmanship course in October 2019 we were asked to run a networking morning for chairpeople: a forum to talk to others in the same role to sound out ideas and ask us for support. These networking mornings have received fantastic feedback so if you are a chairperson or vice-chairperson and would like to connect with others with the same role, let us know.



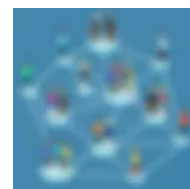
[Find out more...](#)

MAY COUNCILLORS NETWORKING MORNING

Thursday, 20 May 2021

Venue: Hosted as an online session

We've been supporting clerks and chairpeople at our regular networking mornings for some time and recently were asked, "what about councillors?" This informal session is for councillors who want to understand their role better and to ask/share ideas.



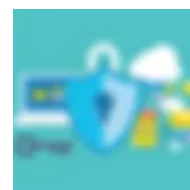
[Find out more...](#)

DATA PROTECTION - GETTING IT RIGHT

Wednesday, 9 June 2021

Venue: Hosted as an online session

This course guides you through the requirements of data protection legislation to ensure that your council is compliant. Your council needs to manage, review and record how it deals with data protection, along with subject access requests and data breaches.



[Find out more...](#)

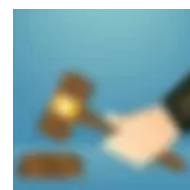
CHAIRING SUCCESSFUL MEETINGS

Thursday, 10 June 2021

Venue: Hosted as an online session (unless we are able to meet face-to-face in June 2021)

This is a two-part course on consecutive Thursday mornings (10 & 17 June)

You've been to many meetings in your working life but how are local council meetings different? Our course provides you with the techniques to structure council meetings professionally and get the best contributions from the meeting participants.



[Find out more...](#)

JUNE INDUCTION - YOUR ROLE AND RESPONSIBILITIES

Thursday, 10 June 2021

Venue: Hosted as an online session

Two-part course on consecutive Thursday evenings: 10 & 17 June

Understanding how Parish and Town Councils work and your role and responsibilities is not easy, particularly if you are new to local government. This induction course explains the legal framework giving you the confidence to take a full part in your Council and make a difference in your local area.



[Find out more...](#)

UNDERSTANDING THE COUNCIL'S FINANCES

Monday, 21 June 2021

Venue: Hosted as an online session

Are you a councillor or clerk who feels you would like to have a better grasp of your council's finances? Local councils spend public money but who specifically controls the finances? This course gives a comprehensive overview of the council's financial year.



[Find out more...](#)

THE ESSENTIAL UPDATE SEMINAR



Wednesday, 30 June 2021

Venue: Queen's Hills Community Centre, Costessey

It's back! Our popular seminar is the opportunity to update yourself on key topics of interest and network with like-minded clerks and councillors. The day will include sessions led by the Norfolk PTS team and invited speakers.



[Find out more...](#)

INTERNAL AUDITING

Friday, 14 January 2022

Venue: Hosted as an online session

Every local council must have an internal auditor: someone who is independent of the management of the council and competent to carry out the role. This role has become significantly more important for 'exempt' councils: those with a turnover under £25,000.



[Find out more...](#)



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