

Understanding the Annual Meetings

Wednesday 13th February 2019
At the EALC Offices, Great Dunmow
10.00am - Midday
(Coffee and Registration starts at 9.30am)

Tutor: Kelly Holland

Price: £50

Brief overview of course:

This is a workshop designed to help Councils prepare for both Annual Meetings.

The Workshop will ensure you:-

- Can differentiate between the Annual Parish Meeting & the Annual Meeting of the Parish Council.
- Understand the purpose of both meetings.
- Know the procedures relevant to both meetings.
- Know the law relating to both meetings.
- Know the business that **MUST** be transacted at each meeting.
- Can explore different ways of handling the timing & content of both meetings.

Who's it for???

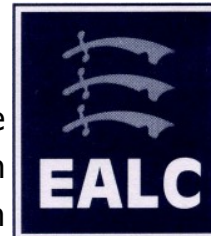
- An essential course for all Clerks to ensure that they have set up the framework for lawful & successful Annual meetings. Also valuable for Councillors who want to be clear about the status & nature & distinction between the Annual Meetings.



All booking forms to be sent to pearl.willcox@ealc.gov.uk

Tutor Profile:

Kelly Holland - Clerk to Ashingdon Parish Council



Kelly Holland is the Parish Clerk of Canewdon Parish Council, where she has been since 2008. Kelly is also Clerk of Ashingdon Parish Council. Both Ashingdon and Canewdon have achieved Foundation Level of the Local Council Awards Scheme.

She holds the Certificate in Local Council Administration (CiLCA) and has attended many training courses held by the Essex Training Partnership. She is currently working towards the degree in Community Governance: Local Council Management. Kelly has worked in local government previously as a Rating and Income assistant for Southend Borough Council before leaving in 2002. She has also worked in various industries including banking, computer gaming and home shopping.

Essex County Council Clerks Bursary

Clerks from Councils with an annual budgeted income of under £80,000 are eligible to apply. If a Clerk works for more than one Council, they are eligible if any one Council comes within the £80,000 criteria.

Clerks are invited to apply for a bursary towards any skills or personal training that will aid them in their Council's work. The bursary limit is 75% of the cost of the training course, to a limit of £500 in any one financial year. The Council will therefore be expected to pay the remaining 25% of the cost from Council funds or other available grants.

Please note the Bursary is NOT paid retrospectively so Clerks should apply for funding before undertaking the training. Contact Linda Golding for full details.

Essex Association of Local Councils wishes to thank Essex County Council for the continued support and financial commitment to subsidise parish sector training.

