



THREE COUNTIES TRAINING



SUSSEX & SURREY ASSOCIATIONS OF LOCAL COUNCILS
AFFILIATED TO THE NATIONAL ASSOCIATION OF LOCAL COUNCILS

President
Rt. Hon Earl of Lytton

President
Mrs Sarah Goad JP H.M Lord-Lieutenant

CERTIFICATE IN LOCAL COUNCIL ADMINISTRATION FAST-TRACK TRAINING COURSE

SATURDAY 25 APRIL 2009

LEEFORD PLACE HOTEL, WHATLINGTON ROAD, BATTLE, TN33 0ND

The day commences at 0915 with registration and refreshments. The course will start at 0930. Breaks will be taken at 1115; 1300 and 1515. The course will finish at 1700.

Programme

Delegates will work through the portfolio section by section with the presenter/s, including discussion time with other delegates.

Delegates will need to bring:-

- A copy of your Councils Standing Orders & Financial Regulations
- A copy of the Agenda and Minutes from the Annual meeting of your Council
- A copy of the Agenda and Minutes for a council / committee meeting
- Local Council Administration by Charles Arnold-Baker 7th edition (or the latest version that you have)
- A copy of the current or next year's budget
- Your Portfolio so far

SALC / SCAPTC Reserve the right to make last minute changes to the programme should it become necessary

Sussex House 212 High Street Lewes East Sussex BN7 2NH
Tel: (01273) 476342

Email: jacqui.simes@ruralsussex.org.uk

www.sussexalc.org.uk