



# 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

## New Clerks Training Programme Saturday 25 April 2009 Leeford Place Hotel, Whatlington Road, Battle, East Sussex, TN33 0ND The content is not expected to change but some timings may vary

Time	Topic
0930	Welcome & Introductions
0950	Role & Responsibilities, Casual Vacancies/Co-Options
1030	Powers & Duties, Standing Orders & Financial Regulations
<b>1115</b>	<b>Break</b>
1130	Procedures at Meetings Agenda Setting/Minutes
<b>1300</b>	<b>Lunch</b>
1400	Procedures at Meetings Agenda Setting/Minutes <i>Continued</i>
1430	Who We Are & What We Do Precept, Budgeting, Borrowing, Internal Audit Trevor Leggo
<b>1515</b>	<b>Break</b>
1530	Precept, Budgeting, Borrowing, Internal Audit Trevor Leggo <i>Continued</i>
1545	Relationship of Clerk & Councillors
1610	Reference/Study Books (WWYC/CILCA/QPS)
1640	Any Questions – Evaluation Forms
<b>1700</b>	<b>Close</b>

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

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