

2020 Training and Events Calendar

Date		Month	Half/ Whole Day	Location	Tutor	Price
	Continuously available	CybSafe – online awareness Essential for all clerks & councillors	1 year to complete	From Home	Online course with certification	£35.86
		January 2020				
11th	Saturday	Chairmanship – available for all chairmen new in post and those who would like a refresher	Half	Somersham, Huntingdon	Penny Bryant	£50 members £100 non-members
14th & 21st	Tuesday	New Clerks: The Knowledge (2 day course) – available for all clerks new in post and those who would like a refresher	Whole	Somersham, Huntingdon	Diane Bayliss	£250 members £500 non-members
		February 2020				
1st	Saturday	Councillor training – available for all councillors new in post and those who would like a refresher	Whole	Somersham, Huntingdon	Penny Bryant	£75 members £150 non-members
20th	Thursday	Health and Safety in the modern workplace – available for all councilors and council staff	Whole	Somersham, Huntingdon	Rod Lee	£50 members £100 non-members

If you are interested in booking any of these courses or require further information, please email Samantha Sharp office@capalc.org.uk

March 2020						
4th	Wednesday	Clerk Finance and RFO - available for all councilors and council staff	Whole	Somersham, Huntingdon	TBC	£75 members £150 non-members
5th	Thursday	Transparency and Audit - available for all councilors and council staff	AM	Somersham, Huntingdon	TBC	£45 members £90 non-members
5th	Thursday	Role of Internal Auditor - available for all councilors and council staff	PM	Somersham, Huntingdon	TBC	£40 members £80 non-members
6th	Friday	HR – Performance Reviews - available for all councilors and council staff	Whole	Somersham, Huntingdon	Rod Lee	£75 members £150 non-members
12th	Thursday	Risk Management – Play Equipment - available for all councilors and council staff	Whole	Somersham, Huntingdon	TBC	£10 members £20 non-members
14th	Saturday	Councillor training – available for all councillors new in post and those who would like a refresher	Whole	Mandeville Hall, Burwell	Diane Bayliss	£75 members £150 non-members
19th	Thursday	Allotment training course - available for all councilors and council staff	Whole	Somersham, Huntingdon	Raymond How	£60 members £120 non-members

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April						
22nd	Thursday	CiLCA Spring Course - available for all clerks, who have been in post for at least 1 year - Day 1 of 4	Whole	Somersham, Huntingdon	Penny Bryant	£400 members £800 non-members
May 2020						
13th	Thursday	CiLCA Spring Course - available for all clerks, who have been in post for at least 1 year - Day 2 of 4	Whole	Somersham, Huntingdon	Penny Bryant	£400 members £800 non-members
19th & 26th	Tuesday	New Clerks: The Knowledge (2 day course) – available for all clerks new in post and those who would like a refresher	Whole		Penny Bryant	£250 members £500 non-members
23rd	Saturday	Councillor training – available for all councillors new in post and those who would like a refresher	Whole	Somersham, Huntingdon	Penny Bryant	£75 members £150 non-members
June 2020						
2nd	Tuesday	Cemetery training course - available for all councilors and council staff	Whole	Somersham, Huntingdon	ICMM	£140 members £180 non-members
11th	Saturday	Chairmanship – available for all chairmen new in post and those who would like a refresher	Half	Peterborough	Penny Bryant	£50 members £100 non-members

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17th	Thursday	CiLCA Spring Course - available for all clerks, who have been in post for at least 1 year - Day 3 of 4	Whole	Somersham, Huntingdon	Penny Bryant	£400 members £800 non-members
		CAPALC's Annual Conference day Share the Vision, Shape the Future Thursday 25 th June 2020	Whole	TBC	Various	£75 members £150 non-members

		July 2020				
4th	Saturday	Councillor training – available for all councillors new in post and those who would like a refresher	Whole	Somersham, Huntingdon	Diane Bayliss	£75 members £150 non-members
15th	Thursday	CiLCA Spring Course - available for all clerks, who have been in post for at least 1 year - Day 4 of 4	Whole	Somersham, Huntingdon	Penny Bryant	£400 members £800 non-members
		September 2020				
5th	Saturday	Councillor training – available for all councillors new in post and those who would like a refresher	Whole	Somersham, Huntingdon	Penny Bryant	£75 members £150 non-members
16th	Thursday	CiLCA Autumn Course - available for all clerks, who have been in post for at least 1 year - Day 1 of 4	Whole	Somersham, Huntingdon	Diane Bayliss	£400 members £800 non-members
26th	Saturday	Chairmanship – available for all chairmen new in post and those who would like a refresher	Half	Somersham, Huntingdon	Penny Bryant	£50 members £100 non-

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						members
		October 2020				
14th	Thursday	CiLCA Autumn Course - available for all clerks, who have been in post for at least 1 year - Day 2 of 4	Whole	Somersham, Huntingdon	Diane Bayliss	£400 members £800 non-members
17th	Saturday	Councillor training – available for all councillors new in post and those who would like a refresher	Whole	Somersham, Huntingdon	Diane Bayliss	£75 members £150 non-members
		November 2020				
11th	Thursday	CiLCA Autumn Course - available for all clerks, who have been in post for at least 1 year - Day 3 of 4	Whole	Somersham, Huntingdon	Diane Bayliss	£400 members £800 non-members
19th & 26th	Thursday	New Clerks: The Knowledge (2 day course) – available for all clerks new in post and those who would like a refresher	Whole	Somersham, Huntingdon	Diane Bayliss	£250 members £500 non-members
		December 2020				
5th	Saturday	Councillor training – available for all councillors new in post and those who would like a refresher	Whole	Somersham, Huntingdon	Penny Bryant	£75 members £150 non-members
9th	Thursday	CiLCA Autumn Course - available for all clerks, who have been in post for at least 1 year - Day 4 of 4	Whole	Somersham, Huntingdon	Diane Bayliss	£400 members £800 non-members

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