

## 2020 Training and Events Calendar

Date		Month	Half/ Whole Day	Location	Tutor	Price
	<b>Not available currently</b>	<b>CybSafe – online awareness</b> Essential for all clerks & councillors	1 year to complete from registration	From Home	Online course with certification	<b>N/A</b>
11 <sup>th</sup> January	Saturday	<b>Chairmanship</b> – available for all chairmen new in post and those who would like a refresher	Half 9.30 – 12.30 <b>COMPLETED</b>	Somersham	Penny Bryant	<b>£50 members</b> <b>£100 non-members</b>
14 <sup>th</sup> & 21 <sup>st</sup> January	Tuesday	<b>New Clerks: The Knowledge (2 day course)</b> – available for all clerks new in post and those who would like a refresher	Whole 9.30 – 3.30 <b>COMPLETED</b>	Somersham	Diane Bayliss	<b>£250 members</b> <b>£500 non-members</b>
1 <sup>st</sup> February	Saturday	<b>Councillor Training</b> – available for all councillors new in post and those who would like a refresher	Whole 9.30 – 3.30 <b>COMPLETED</b>	Somersham	Penny Bryant	<b>£75 members</b> <b>£150 non-members</b>
4 <sup>th</sup> March	Wednesday	<b>Clerk Finance and RFO</b> - available for all councilors and council staff	Whole 9.30 – 3.30 <b>COMPLETED</b>	Somersham	Steve Parkinson	<b>£75 members</b> <b>£150 non-members</b>

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5 <sup>th</sup> March	Thursday	<b>Transparency and Audit</b> - available for all councillors and council staff	AM 9.30 – 12.30 <b>COMPLETED</b>	Somersham	Steve Parkinson	<b>£45 members</b> <b>£90 non-members</b>
5 <sup>th</sup> March	Thursday	<b>Role of Internal Auditor</b> - available for all councillors and council staff	PM 1.30 – 3.30 <b>COMPLETED</b>	Somersham	Steve Parkinson	<b>£40 members</b> <b>£80 non-members</b>
6 <sup>th</sup> March	Friday	<b>HR – Performance Reviews</b> - available for all councillors and council staff	Whole 9.30 – 3.30 <b>POSTPONED</b>	Somersham	Rod Lee	<b>£75 members</b> <b>£150 non-members</b>
12 <sup>th</sup> March	Thursday	<b>½ Day Forum</b> - available for all councillors and council staff, demonstration by qualified play inspector, Streetscape discussing surfacing and funding play equipment and Hedley's Solicitors discussing charities and councils – <b>Event sponsored by Came and Co</b>	Whole 9.30 – 3.30 <b>COMPLETED</b>	Somersham	Various	<b>£10 members</b> <b>£20 non-members</b>
14 <sup>th</sup> March	Saturday	<b>Councillor Training</b> – available for all councillors new in post and those who would like a refresher	Whole 9.30 – 3.30 <b>COMPLETED</b>	Mandeville Hall, Burwell	Diane Bayliss	<b>£75 members</b> <b>£150 non-members</b>
7 <sup>th</sup> April	Tuesday	<b>Employment HR &amp; Coronavirus</b> - available for all councillors and council staff	3.00 – 4.00 <b>COMPLETED</b>	Zoom Conference	Peter Laurence	<b>£20 members</b> <b>£40 non-members</b>

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8 <sup>th</sup> April	Wednesday	<b>Employment HR &amp; Coronavirus</b> - available for all councillors and council staff	10.00 – 11.00 <b>COMPLETED</b>	Zoom Conference	Peter Laurence	<b>£20 members</b> <b>£40 non-members</b>
8 <sup>th</sup> April	Wednesday	<b>Employment HR &amp; Coronavirus</b> - available for all councillors and council staff	12.00 – 1.00 <b>COMPLETED</b>	Zoom Conference	Peter Laurence	<b>£20 members</b> <b>£40 non-members</b>
9 <sup>th</sup> April	Thursday	<b>Employment HR &amp; Coronavirus</b> - available for all councillors and council staff	8.00 – 9.00 <b>COMPLETED</b>	Zoom Conference	Peter Laurence	<b>£20 members</b> <b>£40 non-members</b>
9 <sup>th</sup> April	Thursday	<b>Employment HR &amp; Coronavirus</b> - available for all councillors and council staff	5.00 – 6.00 <b>COMPLETED</b>	Zoom Conference	Peter Laurence	<b>£20 members</b> <b>£40 non-members</b>
22 <sup>nd</sup> April	Wednesday	<b>CiLCA Spring Course</b> - available for all clerks, RFO's, deputy clerks and councillors who have been in post for at least 1 year - <b>Day 1 of 4</b>	Whole 9.00 – 2.30 <b>COMPLETED</b>	Zoom Conference	Penny Bryant	<b>£400 members</b> <b>£800 non-members</b>
19 <sup>th</sup> & 26 <sup>th</sup> May	Tuesday 2 days	<b>New Clerks: The Knowledge (2 day course)</b> – available for all clerks new in post and those who would like a refresher	Whole 9.15 – 2.15 <b>COMPLETED</b>	Zoom Conference	Diane Bayliss	<b>£250 members</b> <b>£500 non-members</b>
13 <sup>th</sup> May	Wednesday	<b>CiLCA Spring Course</b> - available for all clerks, RFO's, deputy clerks and councillors who have been in post for at least 1 year - <b>Day 2 of 4</b>	Whole 9.00 – 2.30 <b>COMPLETED</b>	Zoom Conference	Penny Bryant	<b>£400 members</b> <b>£800 non-members</b>

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23 <sup>rd</sup> May	Saturday	<b>Councillor Training</b> – available for all councillors new in post and those who would like a refresher	Whole 9.30 – 3.30 <b>CANCELLED</b>		Penny Bryant	<b>£75 members</b> <b>£150 non-members</b>
2 <sup>nd</sup> June	Tuesday	<b>Cemetery Management</b> - available for all councillors and council staff	Whole 9.30 – 3.30 <b>POSTPONED</b>		ICMM	<b>£140 members</b> <b>£180 non-members</b>
6 <sup>th</sup> June	Saturday	<b>Chairmanship</b> – available for all chairmen new in post and those who would like a refresher	Half 9.30 – 12.30 <b>COMPLETED</b>	Zoom Conference  (max 20 people)	Penny Bryant (Diane Bayliss, Libby White)	<b>£50 members</b> <b>£100 non-members</b>
10 <sup>th</sup> June	Wednesday	<b>CiLCA Spring Course</b> - available for all clerks, RFO's, deputy clerks and councillors who have been in post for at least 1 year - <b>Day 3 of 4</b>	Whole 9.00 – 2.30 <b>COMPLETED</b>	Zoom Conference	Penny Bryant (Diane Bayliss)	<b>£400 members</b> <b>£800 non-members</b>
20 <sup>th</sup> June	Saturday	<b>Councillor Training</b> – available for all councillors new in post and those who would like a refresher	Whole 9.30 – 3.30 <b>COMPLETED</b>	Zoom Conference  (max 20 people)	Diane Bayliss (Libby White)	<b>£75 members</b> <b>£150 non-members</b>
4 <sup>th</sup> July	Saturday	<b>Councillor Training</b> – available for all councillors new in post and those who would like a refresher	Whole 9.30 – 3.30 <b>COMPLETED</b>	Zoom Conference  (max 20 people)	Libby White (Diane Bayliss)	<b>£75 members</b> <b>£150 non-members</b>
14 <sup>th</sup> July	Tuesday	<b>Opening Outdoor Facilities</b> – available for all councillors and council staff	1 <sup>st</sup> Session - 2 – 3.30 2 <sup>nd</sup> Session 4 – 5.30	Zoom Conference	Martin Langford	<b>£75 members</b>

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		regarding the reopening of facilities following Covid 19	<b>COMPLETED</b>	(max 10 people)		<b>£150 non-members</b>
15 <sup>th</sup> July	Wednesday	<b>CiLCA Spring Course</b> - available for all clerks, RFO's, deputy clerks and councillors who have been in post for at least 1 year – <b>Day 4 of 4</b>	Whole 9.00 – 2.30 <b>COMPLETED</b>	Zoom Conference	Penny Bryant (Diane Bayliss)	<b>£400 members</b> <b>£800 non-members</b>
18 <sup>th</sup> July	Saturday	<b>Councillor Training</b> – available for all councillors new in post and those who would like a refresher	Whole 9.30 – 3.30 <i>FULLY BOOKED</i>	Zoom Conference  (max 20 people)	Libby White (Diane Bayliss)	<b>£75 members</b> <b>£150 non-members</b>
13 <sup>th</sup> & 20 <sup>th</sup> August	Thursday's <i>2 evenings</i>	<b>Councillor Training</b> – available for all councillors new in post and those who would like a refresher	Half 6.30 – 9 pm <i>FULLY BOOKED</i>	Zoom Conference  (max 20 people)	Libby White (Penny Bryant)	<b>£75 members</b> <b>£150 non-members</b>
15 <sup>th</sup> & 22 <sup>nd</sup> August	Saturday <i>2 days</i>	<b>New Clerks: The Knowledge (2 day course)</b> – available for all clerks new in post and those who would like a refresher	Whole 9.15 – 2.15	Zoom Conference  (max 20 people)	Libby White (Diane Bayliss)	<b>£250 members</b> <b>£500 non-members</b>
5 <sup>th</sup> September	Saturday	<b>Councillor Training</b> – available for all councillors new in post and those who would like a refresher	Whole 9.30 – 3.30	Zoom Conference  (max 20 people)	Libby White	<b>£75 members</b> <b>£150 non-members</b>

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16 <sup>th</sup> September	Thursday	<b>CiLCA Autumn Course</b> - available for all clerks, RFO's, deputy clerks and councillors who have been in post for at least 1 year - <b>Day 1 of 4</b>	Whole 9.00 – 2.30	Zoom Conference  (max 20 people)	Diane Bayliss	<b>£400 members £800 non- members</b>
24 <sup>th</sup> September	Thursday	<b>CAPALC Annual General Meeting</b>	7.00 – 9.00	Somersham  TBC		
26 <sup>th</sup> September	Saturday	<b>Chairmanship</b> – available for all chairmen new in post and those who would like a refresher	Half 9.30 – 12.30	Zoom Conference  (max 20 people)	Diane Bayliss (Libby White)	<b>£50 members £100 non- members</b>
15 <sup>th</sup> October	Thursday	<b>CiLCA Autumn Course</b> - available for all clerks, RFO's, deputy clerks and councillors who have been in post for at least 1 year - <b>Day 2 of 4</b>	Whole 9.00 – 2.30	Zoom Conference  (max 20 people)	Diane Bayliss	<b>£400 members £800 non- members</b>
17 <sup>th</sup> October	Saturday	<b>Councillor Training</b> – available for all councillors new in post and those who would like a refresher	Whole 9.30 – 3.30	Somersham  TBC	Diane Bayliss	<b>£75 members £150 non- members</b>
26 <sup>th</sup> October	Monday	<b>Code of Conduct</b> – available for all councillors new in post and those who would like a refresher	2 hours 7 – 9 pm	Zoom Conference  (max 20 people)	Diane Bayliss (Libby White)	<b>£40 members £80 non- members</b>
11 <sup>th</sup> November	Thursday	<b>CiLCA Autumn Course</b> - available for all clerks, RFO's, deputy clerks and	Whole 9.00 – 2.30	Zoom Conference	Diane Bayliss	<b>£400 members</b>

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		councillors who have been in post for at least 1 year - <b>Day 3 of 4</b>		(max 20 people)		<b>£800 non-members</b>
17 <sup>th</sup> & 24 <sup>th</sup> November	Tuesday	<b>New Clerks: The Knowledge (2 day course)</b> – available for all clerks new in post and those who would like a refresher	Whole 9.30 – 3.30	Somersham  TBC	Diane Bayliss	<b>£250 members</b> <b>£500 non-members</b>
26 <sup>th</sup> November	Thursday	<b>CAPALC's Annual Conference day</b> Share the Vision, Shape the Future	Whole 9.30 – 3.30	Wyboston Lakes, MK44 3AL	Various	<b>£75 members</b> <b>£150 non-members</b>
9 <sup>th</sup> December	Thursday	<b>CiLCA Autumn Course</b> - available for all clerks, RFO's, deputy clerks and councillors who have been in post for at least 1 year - <b>Day 4 of 4</b>	Whole 9.00 – 2.30	Zoom Conference  (max 20 people)	Diane Bayliss	<b>£400 members</b> <b>£800 non-members</b>
12 <sup>th</sup> December	Saturday	<b>Councillor Training</b> – available for all councillors new in post and those who would like a refresher	Whole 9.30 – 3.30	Somersham  TBC	Libby White	<b>£75 members</b> <b>£150 non-members</b>

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