




# Clerk's: The Knowledge Course Descriptor



<p><b>Session details</b></p>	<p>Two days of intensive training are available to those new to the role of Clerk or anyone interested in becoming a Clerk for a Parish, Town or Community Council.</p> <p><b>Topics covered</b> - Roles &amp; responsibilities of the Clerk, Councillors, Council, RFO, powers &amp; duties, meeting procedures, finance, risk management, planning and community engagement.</p>
<p><b>Where &amp; when?</b></p> <p>The two day courses are usually held in the CAPALC offices at Pidley, Cambridgeshire.</p> <p><i>Each session runs from 9.30 am – 3.30 pm</i></p> <p>However, exact location &amp; timings will be confirmed when you receive your joining instructions.</p> <p>A light lunch and refreshments will be provided.</p>	<p><b>Course dates set for 2018:</b></p> <p>12/19th July 2018</p> <p>13/20th September 2018</p> <p>15/22nd November 2018</p>
<p><b>Who is it for?</b></p>	<p>Primarily new Clerks but the course is open to Councillors and all officers working with local councils.</p>
<p><b>How much?</b></p>	<p>CAPALC members £200 per person Non-members £400 per person</p>
<p><b>What to bring?</b></p>	<ul style="list-style-type: none"> <li>• Notepad and pen</li> <li>• Course material will be provided at the sessions</li> </ul>
<p><b>Your Trainer</b></p> <p>Diane Bayliss</p> 	<p>Diane has worked as a Clerk to the Council and RFO for over 12 years, first for Isleham Parish Council and currently for Swaffham Bulbeck Parish Council. During that time she has also worked for CAPALC promoting the Quality Council scheme and has assisted councils who have been between clerks. She has been the new clerk's trainer in the County Training Partnership at CAPALC since 2012. Diane is CilCA qualified, a member of the SLCC (Society of Local Council Clerks) and a Member of the Institute of Local Council Managers (MILCM),</p>

**Cambridgeshire & Peterborough Association of Local Councils**  
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