



Three Counties Training



SUSSEX & SURREY ASSOCIATIONS OF LOCAL COUNCILS

AFFILIATED TO THE NATIONAL ASSOCIATION OF LOCAL COUNCILS

East Sussex ALC Ltd. President - Lord Amphill
West Sussex ALC Ltd. President - Cllr Michael Chater OBE
Surrey ALC Ltd. President - Michael More-Molyneux, H.M Lord-Lieutenant

CEO - Trevor Leggo
Assistant CEO - Anne Bott

Event FAQ's

1. The events planned in the training programme are all too far away, can you hold a training event nearer to us?

Yes! Please use the bespoke training page of our website

(http://www.sussexalc.org.uk/bespoke_training.asp) and we can organise training in your area or we can put you in contact with a relevant presenter for the topic required.

2. How do I book on to your training events?

Please visit the training/events page of our website

(http://www.sussexalc.org.uk/events_training.asp) where all events are listed with the relevant booking form and link to the online booking form on Survey Monkey.

3. I am a clerk, can I attend the Chairs Networking Day?

No. The Chairs Networking Day is for Chairmen/Vice Chairmen of the full council only. Clerks have their own Clerks Networking Day that they can attend.

4. I am an experienced councillor, is it worth me attending a councillor event?

Yes! The councillor events are not just for new councillors but can be used as a refresher for experienced councillors too. It is always useful to hear and learn from other parishes' experiences and to network with parishes in your area.

5. Do you cater for Dietary requirements or Disabilities at SSALC events?

When completing a booking form there is a section where dietary requirements or disabilities can be stated. We also ask in the confirmation email (where refreshments are provided) if any delegates have dietary requirements. We inform the venue of dietary requirements so requests can be met.

We ensure venues used for Three Counties Training are accessible for disabled requirements.

6. How is payment taken for events?

As per the booking terms and conditions, completion of a booking form is acceptance for the cost to be invoiced to your council. If you are paying for the event yourself (i.e. not through the council) please state this on the booking form under 'please state in the box below any details we should be aware of.'

7. I am booked on to attend an event, but now cannot attend, will the council still be charged?

Yes the council will still be charged because we have accounted and charged certain services towards the event e.g. cost of venue and refreshments, presenter fees, pack/resource costs

etc. However if we feel there is an exceptional circumstance as to why you cannot attend we will hold a credit on your councils account for future training events.

8. Will the handouts and presentations be available following the event?

As you will understand handouts are an additional cost towards the event therefore handouts/presentations where available will be uploaded to the 'Presentations' page of our website following the event.

9. Our council is a non-member of SSALC can we still attend your events?

Yes of course. However please can you ensure payment (this can be via BACS, cheque or cash) is received at the SSALC office following submitting your booking. Until payment has been received at the SSALC office your booking is invalid.

Please note that the cost for a non-member to attend a SSALC is *double* the cost of the member price.

10. I have a burning subject that I feel would be really useful for an upcoming SSALC event. Who do I contact?

Please do get in contact with a member of the SSALC team! We are more than happy to hear from you with any suggestions for upcoming events!