



# Three Counties Training



## SUSSEX & SURREY ASSOCIATIONS OF LOCAL COUNCILS LIMITED AFFILIATED TO THE NATIONAL ASSOCIATION OF LOCAL COUNCILS

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

CEO - Trevor Leggo  
Assistant CEO - Anne Bott

### New Clerks Training - Programme

The content is not expected to change but some timings may vary

<b>Time</b>	<b>Topic</b>
<b>0930</b>	<b>Welcome &amp; Introductions</b>
0935	<ul style="list-style-type: none"><li>• Roles &amp; Responsibilities (including relationship between clerks &amp; councillors, code of conduct &amp; register of members interests)</li><li>• Casual Vacancies/Co-Options</li></ul>
1030	<ul style="list-style-type: none"><li>• Powers &amp; Duties</li><li>• Electronic Standing Orders</li><li>• Financial Regulations</li></ul>
<b>1100</b>	<b>Break</b>
1115	<ul style="list-style-type: none"><li>• Procedures at Meetings</li><li>• Agenda Setting &amp; Minutes</li><li>• Annual meeting</li><li>• Committees</li><li>• Working with chair</li><li>• Agenda planning</li><li>• Noting items on Council Year</li><li>• Monthly bank reconciliations/budget comparisons</li></ul>
<b>1230</b>	<b>Lunch</b>
1315	<ul style="list-style-type: none"><li>• Procedures at meetings continued</li></ul>
1400	<ul style="list-style-type: none"><li>• Who SSALC are &amp; What they do</li><li>• Precept, Budgeting, Borrowing, Internal Audit</li></ul>
<b>1500</b>	<b>Break</b>
1505	<ul style="list-style-type: none"><li>• Localism Act/Planning</li><li>• Freedom of Information Act/Data Protection</li></ul>
1520	<ul style="list-style-type: none"><li>• Final Questions</li></ul>
<b>1530</b>	<b>Close</b>

(SSALC Reserve the right to make last minute changes to the programme should it become necessary)