

Shaun Jones - Locum Clerk

From: Kim Bedford <kimbedford@btinternet.com>
Sent: 14 October 2021 12:35
To: Shaun Jones - Locum Clerk
Subject: Training

Morning Shaun,
Good to catch up with you yesterday. I have been looking at my diary in view of our discussions to deliver a Councillor Fundamental Session for Baystonhill Parish Council. Currently made up of 12 Councillors, with 15 seats.

I am sorry, but I do not have any Monday morning's free this year! So, assuming a Zoom meeting, I am offering the following:-

10th November 2021. Wednesday morning – suggest 9.30 am – noon
29th November 2021. Monday afternoon – suggest 2.00 pm – 4.30 pm
1st December 2021. Wednesday afternoon. as above
13th December 2021. Monday afternoon. as above.

The session;-

In this session we will set the scene of Local Government and explore:

- The roles and responsibilities of the 5 components of the Council:
- Council, Councillor, Chairman, Clerk and RFO
- The importance of the law in meetings and the need for an effective agenda and accurate minutes
- Council delegation through Committees - ways of managing your responsibilities. The place of Annual meetings
- Making a Council plan for delivery to and for your Community
- Compliance through Governance arrangements with full transparency

I will supply a copy of my slides in advance and relevant documents which will form the basis of my presentation, but aim to be interactive and encourage all to participate. The session is for you! We can be flexible. Should you feel there needs to be more time spent on issues following this session, we can organise an additional time either face to face or via Zoom. However, be aware my costs (mileage, time, printing) will be greater for face to face.....

For a Zoom session we can either do;-

Shaun – set up the Zoom and circulate all of my docs pre session. Making me co- host for the time

Kim – set up the Zoom, based upon receiving all attendees email contacts in advance and sending the invite and docs.....

My costs for the above would be £ 260.00 total.

Do let me know if you have any questions, as I am aware you have a meeting to discuss this next week.

I look forward to hearing from you in due course,

Kim

Kim Bedford

Local Council Trainer

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