

REPORT TO KIMPTON PARISH COUNCIL STAFFING COMMITTEE

Committee members: [Cllr Sarah Amexheta](#), [Cllr Alex Firth](#), [Cllr Sue O'Brien](#)

Date of Meeting: [18th September 2023](#)

Report Subject: [Clerk's Continual Professional Development](#)

1. Purpose of the report

To appraise the Staffing Committee on training courses attended, presented and other training opportunities from October 2022 to September 2023

2. Training Courses, Meetings, Conferences and Updates

a) Courses and webinars

Free Scribe webinars:

The Secret to Mastering Year End

Legal Amour for Parish Councils

Allotments

How to Clerk Smarter, Not Harder

These courses enable improved use of software to improve administration efficiency and reduce task time.

HAPTC courses:

Part One - Governance for AGAR

Part Two – Finance for AGAR

These courses ensure council compliance with financial obligations.

All material for the following courses is kept reviewed and updated.

Getting you Started for new Clerks, presented by Carina Helmn

Topics covered:

- Information and help about council policies and procedures, meetings, agendas, minutes
- Role of Councillors and responsibilities of the Chairmen
- Employment matters
- Introduction to legislation
- What to do before, during and after meetings
- Council finance
- Sharing initial experiences, problem-solving and troubleshooting, signposts and support, recommended publications, jargon

New Councillor Induction, presented by Carina Helmn

Topics covered:

- Legal framework and purpose of a Parish/Town Council
- How do you get things done for your community?
- Council profile and Council documents
- Procedure for Council meetings, role of the Chairman and Councillors
- Standards of behaviour
- Understanding the role and responsibilities of the Clerk

- The Council as an employer
- Promoting the Council
- Working in partnership
- Financial management
- Local Councils and Planning

End of Year Financial Briefing, presented by Carina Helmn

Topics covered:

- Completion and submission of the Annual Return and supporting documents
- How to avoid a qualified audit
- Preparation of year-end financial statements
- Year-end payroll requirements
- When to display Audit Notices
- What are the Council Responsibilities?
- What are the RFO Responsibilities?
- Financial Policies and Risk Management
- Asset Register
- Reserves
- Internal Controls and Internal Auditor
- VAT reclaim.

Chairmanship, presented by Carina Helmn

Topics covered:

- What the chairman does before the meeting; at the meeting
- Meeting law and procedure
- Handling public participation
- Using the casting vote
- Media and the public
- Styles of chairing

b) Weekly information from NALC and HAPTC.

Fortnightly meeting with county officers across the country to share experiences on local councils and keep up to date.

c) Conferences

1. Launch of Hertfordshire Dementia Strategy – Tuesday 28th February. Discussion on Dementia Friendly Communities
2. HAPTC AGM - 4th July with presentation on Community Engagement by Terry Philpott, Ware Town Clerk
3. SLCC Hybrid National Conference October 2022. Sector training with experts.
4. NALC online conference October 2022. Sector training with experts

4. Recommendations

It is RECOMMENDED that the Clerk continues to undertake a wide range of sector training and reading.