

**The Warwickshire, Solihull & Birmingham  
Training Partnership for Parish and Town Councils**

25 Stoneleigh Deer Park Business Centre, Abbey Park,  
Stareton, Kenilworth, Warwickshire CV8 2LY  
Telephone: 02476 217390 Fax: 02476 419959  
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The National Training Strategy  
for Town & Parish Councils

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**BRIEFING EVENT FOR ALL CHAIRMEN AND ASPIRING  
CHAIRMEN**

**10am to 1pm on Saturday 12 June 2010**

**Village Hall, Coventry Road, Fillongley CV7 8EQ**

**Fees:** £30.00 per delegate for councils with a budgeted income over £30,000  
£25.00 per delegate for councils with a budgeted income under £30,000  
Double the fee per delegate for non member councils

**Help with Delegate's Fees - WALC will subsidise member councils with a budgeted income under £30,000 provided they send 2 or more delegates. For every two delegates who attend the Briefing, one is free.**

**Please Note if your council has a budgeted income of between £25,000 and £30,000 you now benefit from this two for one offer.**

**The session will be led by Bill Robinson**, who is the clerk to Stockton Parish Council as well as a lecturer for the University of Gloucestershire.

Being chair of a parish council requires a number of skills. It is recognised that a well run meeting ensures efficient decision making of a Council. This session is aimed at those councillors who wish to improve their chairing skills and to give confidence to those who might be elected chairmen of the future.

**The session will cover:**

- Skills for chairing and managing a meeting
- Handling the public and the media during a meeting
- The rules of debate
- Professional conduct as a councillor
- Bullying and harassment – what it is and how to deal with it

The tutor will be using the National Training Package developed for Parish and Town Councils entitled "Training in Chairmanship Skills", Modules 1 - 4.

**PLEASE RETURN BOOKING FORM BY FRIDAY 4 JUNE 2010**



**BRIEFING EVENT FOR ALL CHAIRMEN AND ASPIRING CHAIRMEN**

**BOOKING FORM**

**Saturday 12 June 2010 10.00 am to approximately 1.00 pm**

£30.00 per delegate for councils with a budgeted income over £30,000

£25.00 per delegate for councils with a budgeted income under £30,000

Double the fee per delegate for non member councils

**Please Note if your council has a budgeted income of between £25,000 and £30,000 you now benefit from the two for one offer.**

**BOOKING FORM TO BE RETURNED WITH A CHEQUE IN PAYMENT BY**

**Friday 4 June 2010 TO:**

**Ariadne Uslu, Warwickshire Training Partnership, 25 Stoneleigh Deer Park  
Business Centre, Abbey Park, Stareton, Kenilworth, CV8 2LY Fax 02476 419959  
Email [ariadneu@walc.org.uk](mailto:ariadneu@walc.org.uk)**

**NAME OF COUNCIL .....**

**CHEQUE ENCLOSED, PAYABLE TO WARWICKSHIRE TRAINING PARTNERSHIP**

**£ ..... FOR ..... (NUMBER OF DELEGATES)**

**PLEASE NOTE EVENT DETAILS WILL BE SENT TO EACH DELEGATE**

**NAME & INITIALS .....**

**FULL ADDRESS (including postcode) .....**

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**..... OR EMAIL ADDRESS .....**

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**NAME & INITIALS .....**

**FULL ADDRESS (including postcode) .....**

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**..... OR EMAIL ADDRESS .....**

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**CONTINUE OVERLEAF IF NECESSARY**

This booking form constitutes a legally binding contract. It may be necessary, for reasons beyond the control of the Warwickshire Training Partnership, to change the content and timing of the programme, the speaker, the date or the venue. In the unlikely event of the day being cancelled, the Partnership will automatically make a refund, but disclaim any further liability. Any delegate cancellations must be received in writing 7 days before the event for a full refund of the fee. Substitute delegate(s) may be named at any time up to the day before the event.

**NAME & INITIALS** .....

**FULL ADDRESS (including postcode)** .....

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