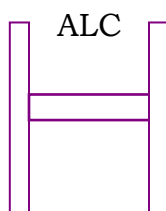


Herefordshire County Training Partnership for Parish and Town Councils

The partnership has been created to oversee all training for parish and town councils in Herefordshire. Herefordshire Association of Local Councils (HALC) is the lead partner, with Herefordshire Council, University of Gloucester, Community First and the Society of Local Council Clerks.

The Partners



Frequently Asked Questions

Where and when?

Most courses are held in the Council Chamber at Brockington, 35 Hafod Road, Hereford, HR1 1SH.

Who will deliver the course?

Course delivery will be by the most appropriate sources, e.g. HALC officers for CiLCA, Herefordshire Council officers for planning, code of conduct, Open Spaces Society for common land etc.

How much will it cost?

We aim to charge as little as possible – just enough to break even. HALC member councils receive a 50% discount. A typical three-hour session at the HALC member-discounted rate is £20 and a full day is £30. Both include a light buffet. Registration for the Certificate in Local Council Administration (CiLCA) is now £150 and HALC's training package to support a clerk's CiLCA is £90.

We recommend that all councils allocate some money in their budget to cover the costs of training.

How do we find out about the courses?

Core courses are outlined below. Details are also published in "Information Corner" and on the HALC website – www.halchereford.gov.uk

How do we book?

Booking forms are sent out by HALC.

The Courses

* denotes HINTS – Herefordshire Informal National Training strategy – a rolling programme leading to the Certificate in Local Council Administration.

October 2009

Monday 19th – Planning – a new way forward for Herefordshire (Free)

*Saturday 24th – a) Roles and Responsibilities b) Law

Thursday 29th – “Money, money, money” – budgeting/precepting & good practice

November 2009

*Saturday 7th – HINTS a) Procedures & b) Finance

Wednesday 11th – Planning – a new way forward for Herefordshire (repeat)

Tuesday 24th – An evening with Amey – travelling highways and footpaths (FREE)

*Saturday 28th – HINTS a) Planning & b) Community Action

December 2009

Wednesday 2nd – “Hall of Fame” – working with village halls/VAT/Trusteeships

Tuesday 8th – “Best Behaviour” – code of conduct issues

January 2010

*Saturday 30th – HINTS a) Roles and responsibilities & b) Law

February 2010

*Saturday 13th - HINTS – a) Procedures & b) Finance

Thursday 18th – “Leading Lights” – how to be an effective parish councillor

March 2010

Thursday 4th – “Grassroots” – understanding common land and village greens

Tuesday 16th – “In the Hot Seat” – tips on effective chairmanship

*Saturday 13th – HINTS – a) Planning & b) Community Action

SLCC Courses

HALC is liaising with the SLCC to enable their specialist courses on the following topics to be held in or near Herefordshire from March 2010 onwards:-

- 1) A Grave Matter – cemetery management (whole day)
- 2) Play Safe – managing play areas (half day)

Bursary Grant

Clerks of councils with an annual turnover of less than £25,000 may claim back up to 50% of their training costs, to a maximum of £100. Claim forms are available from HALC.