

## ChALC Virtual Training Schedule 2025

**For the calendar of dates and details of individual session outlines please scroll down this document**

### Programme Details:

To support councils' development needs, ChALC aims to provide a rolling programme of our core training offer throughout the year. Set out on the pages below is the schedule calendar for 2025 listing the session name, dates, times and length of session. Course details can be found below the calendar.

The session length is only an indication of the time as delegates are encouraged to ask questions and engage so sometimes a session may overrun (and sometimes it may be a little shorter).

Please note that from time to time we will ask external trainers to provide ad hoc sessions for ChALC on more specific subjects to enhance the learning offer. **These will be listed, and the schedule updated, as they become available.** The schedule also includes some national training offers.

**Providers and relevant course dates are colour coded as follows: -**

<b>Trainer</b>	<b>Session Cost</b>	<b>Trainer</b>	<b>Session Cost</b>	<b>Trainer</b>	<b>Session Cost</b>
<b>ChALC</b>	£25 member £40 non-member	<b>Parkinson Partnership</b>	£35 member £50 non-member	<b>ChALC Briefings</b>	Members - FREE £15 non-member
<b>Trainer</b>	<b>Session Cost</b>	<b>Trainer</b>	<b>Session Cost</b>	<b>Trainer</b>	<b>Session Cost</b>
<b>David Kaiserman</b>	£35 member £50 non-member	<b>Breakthrough Communications</b>	£30 member £45 non-member	<b>James Gamble</b>	£30 member £45 non-member

**N.B. All sessions listed will be VIRTUAL unless specified. Please check course availability and make a booking by contacting [sharonangus-crawshaw@chalc.org.uk](mailto:sharonangus-crawshaw@chalc.org.uk) or [nikkiroberts@chalc.org.uk](mailto:nikkiroberts@chalc.org.uk)**

**Cancellation Policy** - if you find yourself unable to attend any session please contact [Nikkiroberts@chalc.org.uk](mailto:Nikkiroberts@chalc.org.uk) or [sharonangus-crawshaw@chalc.org.uk](mailto:sharonangus-crawshaw@chalc.org.uk) immediately. Bookings cancelled with less than 48 hours notice or 'no shows' will be charged at the full price advertised. Extenuating circumstances will be considered but must be advised as soon as possible.

## CHALC TRAINING CALENDAR 2025

JANUARY			FEBRUARY			MARCH		
Date	Time	Session	Date	Time	Session	Date	Time	Session
16 <sup>th</sup>	10.00am – 12.00pm	Induction for councillors and clerks	11 <sup>th</sup>	6.30pm – 8.30pm	Roles and Responsibilities	4 <sup>th</sup>	6.30pm - 8.30pm	Meetings and Procedures
21 <sup>st</sup>	6.30pm – 8.30pm	Induction for councillors and clerks	13 <sup>th</sup>	1.00pm - 3.00pm	Roles and Responsibilities	6 <sup>th</sup>	10.00am - 12.00pm	Meetings and Procedures
APRIL			MAY			JUNE (TBC)		
Date	Time	Session	Date	Time	Session	Date	Time	Session
15 <sup>th</sup>	6.30pm - 8.30pm	Chairmanship	6 <sup>th</sup>	6.30pm - 8.30pm	CEC Code of Conduct			
17 <sup>th</sup>	1.00pm - 3.00pm	Chairmanship	20 <sup>th</sup>	6.30pm – 8.30pm	CW&C Code of Conduct			
JULY			AUGUST (TBC)			SEPTEMBER		
Date	Time	Session	Date	Time	Session	Date	Time	Session
22 <sup>nd</sup>	6.30pm - 8.30pm	Induction for councillors and clerks				16 <sup>th</sup>	6.30pm – 8.30pm	Roles and Responsibilities
24 <sup>th</sup>	1.00pm – 3.00pm	Induction for councillors and clerks				18 <sup>th</sup>	10.00am – 12.00pm	Roles and Responsibilities
OCTOBER			NOVEMBER			DECEMBER		
Date	Time	Session	Date	Time	Session	Date	Time	Session
7 <sup>th</sup>	6.30pm – 8.30pm	Meetings and Procedures	4 <sup>th</sup>	6.30pm – 8.30pm	CEC Code of Conduct	9 <sup>th</sup>	6.30pm – 8.30pm	Chairmanship
9 <sup>th</sup>	1.00pm – 3.00pm	Meetings and Procedures	18 <sup>th</sup>	6.30pm – 8.30pm	CW&C Code of Conduct	11 <sup>th</sup>	10.00am - 12.00pm	Chairmanship

Last updated 31/01/2025

**PARKINSON PARTNERSHIP TRAINING – BOOK with [nikkiroberts@chalc.org.uk](mailto:nikkiroberts@chalc.org.uk)**

JANUARY			FEBRUARY			MARCH		
Date	Time	Session	Date	Time	Session	Date	Time	Session
15 <sup>th</sup>	10.00am – 11.30am	The Role of Internal Audit	4 <sup>th</sup>	10.00am – 11.30am	VAT Partial Exemption	4 <sup>th</sup>	10.00am – 11.30am	Finance for Councillors
16 <sup>th</sup>	10.00am – 11.30am	Introduction to VAT	11 <sup>th</sup>	10.00am – 11.30am	VAT for Registered Councils	5 <sup>th</sup>	10.00am – 11.30am	The Role of Internal Audit
21 <sup>st</sup>	10.00am – 11.30am	Procurement Act 2023	13 <sup>th</sup>	10.00am – 11.30am	Year End & Audit -Councils over £25,000	6 <sup>th</sup>	10.00am – 11.30am	Year End & Transparency – Councils under £25,000
22 <sup>nd</sup>	10.00am – 11.30am	Internal Controls	18 <sup>th</sup>	10.00am – 11.30am	Introduction to VAT	11 <sup>th</sup>	10.00am – 11.30am	Year End & Audit -Councils over £25,000
23 <sup>rd</sup>	10.00am – 11.30am	Finance for Councillors	19 <sup>th</sup>	10.00am – 11.30am	Internal Controls	13 <sup>th</sup>	10.00am – 11.30am	Income & Expenditure Accounts (for larger councils)
28 <sup>th</sup>	10.00am – 11.30am	New Clerks Finance (plus a second course FREE after you attend)	25 <sup>th</sup>	10.00am – 11.30am	Year End & Audit -Councils over £25,000	18 <sup>th</sup>	10.00am – 11.30am	Year End & Transparency – Councils under £25,000
30 <sup>th</sup>	6.30pm – 8.00pm	Finance for Councillors	27 <sup>th</sup>	10.00am – 11.30am	Procurement Act 2023	19 <sup>th</sup>	6.30pm	Year End & Transparency – Councils under £25,000 EVENING COURSE
<p>Please book any Parkinson Partnership sessions with <a href="mailto:nikkiroberts@chalc.org.uk">nikkiroberts@chalc.org.uk</a></p> 						20 <sup>th</sup>	10.00am – 11.30am	Year End & Audit -Councils over £25,000
						25 <sup>th</sup>	10.00am – 11.30am	Income & Expenditure Accounts (for larger councils)
						26 <sup>th</sup>	10.00am – 11.30am	New Clerks Finance (plus a second course FREE after you attend)
						27 <sup>th</sup>	10.00am – 11.30am	Introduction to VAT

APRIL			MAY			JUNE		
Date	Time	Session	Date	Time	Session	Date	Time	Session
2 <sup>nd</sup>	10.00am – 11.30am	Internal Controls	1 <sup>st</sup>	10.00am – 11.30am	VAT for Registered Councils	3 <sup>rd</sup>	10.00am – 11.30am	Finance for Councillors
22 <sup>nd</sup>	10.00am – 11.30am	Procurement Act 2023	8 <sup>th</sup>	10.00am – 11.30am	New Clerks Finance (plus a second course FREE after you attend)	5 <sup>th</sup>	10.00am – 11.30am	Introduction to VAT
24 <sup>th</sup>	10.00am – 11.30am	Finance for Councillors	28 <sup>th</sup>	10.00am – 11.30am	Internal Controls	12 <sup>th</sup>	10.00am – 11.30am	Procurement Act 2023
29 <sup>th</sup>	10.00am – 11.30am	Introduction to VAT				17 <sup>th</sup>	10.00am – 11.30am	New Clerks Finance (plus a second course FREE after you attend)
Please book any Parkinson Partnership sessions with <a href="mailto:nikkiroberts@chalc.org.uk">nikkiroberts@chalc.org.uk</a>						19 <sup>th</sup>	10.00am – 11.30am	VAT Partial Exemption
						24 <sup>th</sup>	10.00am – 11.30am	VAT for registered councils





**James Gamble: Neurodiversity with James**  
**Monday 10<sup>th</sup> March at 1.00pm**  
**Via Zoom**

James is Neurodiverse and was a Parish Clerk for over four years and additionally has managed a range of capital projects for many Parish & Town Councils over the years as a contractor. Through this experience, James has noted how neurodiversity has influenced Parish and Town Councils, particularly in interactions between elected members, staff and residents. The Neurodiversity training builds on this experience to support local councils.

This one-hour remote training session led by James, aims to enhance understanding of neurodiversity. The session will cover key concepts, practical strategies, and actionable adaptations to create a supportive environment for both employees, elected members and community members.

**Session Objectives**

- Increase awareness of neurodiversity and its significance in council operations.
- Equip participants with effective communication strategies for engaging with neurodiverse residents.
- Identify workplace adaptations that support neurodiverse staff.

Participants will leave with practical strategies to foster an inclusive environment that values the contributions of all individuals. Plus an addition 30 minutes for Q&A

**Book through ChALC**

**DAVID KAISERMAN: A short briefing on planning for Parish and Town Councils**

**Tuesday 3<sup>rd</sup> June at 6.30pm**  
**2 hours 30 minutes**  
**Via Zoom**

This short briefing course has been well received in many different parts of the country. It focuses on helping Parish and Town Councillors get the best out of the opportunity they have to respond to planning applications, but it also takes time to explain the wider legal and democratic context within which the planning system operates.

This is what you will learn on the course:

- **When is planning permission needed?** *Understand what requires permission and what doesn't*
- **Who makes the decision?** *Officers? elected members? Inspectors?*
- **Who gets to be consulted or notified when applications are made?** *And how important are the responses?*
- **The role of policy** *The importance of the Development Plan (the Local Plan and any neighbourhood plans), and the relevance of national policy - we'll take a broad look at changes to the system that are in the pipeline*
- **Other "material considerations"** *What is and what is not relevant to the decision in planning terms*
- **The choices for the Planning Authority** - *approve? refuse? defer? And the consequences of each*
- **The appeals system:** *how it works - the importance of evidence*

David always encourages active engagement during the session, providing answers to questions (wherever possible) as he goes along. Councillors know that planning has many "grey areas" – you will have fewer of them by the end of the course. Guaranteed! **Book through ChALC**

## ChALC Course Details

### Induction for Councillors and Clerks

This course is aimed at new councillors and clerks or those who want to refresh their knowledge or understanding. It covers: -

- Roles and responsibilities
- Statutory requirements of meetings
- Decision making and delegation
- Powers and duties
- Role of the Council in the planning system
- Budget and Precept procedures

### Roles and Responsibilities

Roles, duties and responsibilities:

- Clerk
- Chairman
- Councillors
- and the Council (as a body)
- The Council as an employer
- Handling Grievances and Disciplinary Matters

### Meetings and Procedures for Local Councils

- The purpose of agendas & minutes
- The importance of a detailed agenda
- Best practice in creating agendas & minutes
- How to create first class agendas & minutes
- How to handle confidential business
- Freedom of Information implications
- Retention of records & archiving

## Chairmanship for Local Councils

- The role of the Chair
- The preparation needed before a meeting
- Agenda preparation and management
- Rules of procedure
- Public participation & speakers
- Dealing with difficult people
- Code of Conduct

### Cheshire East Code of Conduct

This session will cover the introduction of the new Cheshire East Code of Conduct and the implications for Town and Parish Councils.

- Underpinning legislation
- Local Council obligations
- The Nolan Principles
- Registering and declaring interests
- 'Sensitive' information
- Interest – various forms
- Predetermination and Bias
- Dispensations
- Complaints

### Cheshire West and Chester Code of Conduct

The Code of Conduct changed on the 1<sup>st</sup> April 2022. This session will cover the revised Cheshire West and Chester Code of Conduct and the implications for Town and Parish Councils.

- Underpinning legislation
- Local Council obligations
- The Nolan Principles
- Registering and declaring interests
- 'Sensitive' information
- Disclosable Pecuniary Interests (DPI)
- Other interests
- Dispensations
- Complaints procedure



We are partnered with Breakthrough Communications and a range of online courses, delivered via Zoom, are available which councillors, clerks and other council staff can **book directly with the provider**. ChALC will then invoice for sessions attended.

Overall training themes include:-

- **Local Council Communications and Community Engagement**
- **Social Media and Digital Communications**
- **Council Interpersonal Skills and Communication Skills**
- **Council Data Protection and Freedom of Information**

For full information about individual courses, including dates and how to book, please click on this link

<https://www.breakthroughcomms.co.uk/calc-training-events>

**Book directly with Breakthrough Communications**

N.B. Please ensure you complete all details via the online booking form and identify the correct county association, Cheshire Association of Local Councils (ChALC), from the drop-down menu.



The Parkinson Partnership specialises in work for the parish, town and community council sector in England and Wales. We deliver **finance-related advice and training** via Zoom through 36 county associations of local councils in England, answering around 500 queries and delivering over 2,000 online training places each year.

### **Budgeting**

Aimed at officers of parish & town Councils, who are involved in preparing and monitoring their council's budgets.

Topics include: -

- Setting a budget and precept
- Contingencies and reserves
- How the council tax base affects the budget
- Inflation
- Budget monitoring

### **Finance for Councillors**

This session is for councillors only and is designed to give them a greater understanding of their duties with regard to the council's finances.

Topics include:

- Roles and responsibilities
- Setting a budget and precept
- Financial control
- The Annual Governance and Accountability Return
- Internal and external audit
- How VAT applies to local councils



## Internal Controls

This session gives councillors and clerks an understanding of the need for internal controls and how they work, with practical examples and case studies.

- Topics include:
- Roles and responsibilities
- Financial risks
- Purpose of internal controls
- Case studies
- Examples of controls
- Review of internal controls

## The Role of Internal Audit

For councillors and officers that want to understand the role of the internal auditor and how to appoint one. (Please note, this is NOT a training session for people who want to undertake internal audits)

This session explains the role of the internal auditor in providing assurance to the council that it has sound financial controls.

Topics include:

- Legislation and guidance
- Roles and responsibilities
- Risk management
- Internal controls
- How the council appoints an internal auditor
- Scope of internal audit
- Reviewing internal control
- Internal audit reports

## Introduction to VAT

For clerks, finance staff and councillors. It explains how VAT rules affect local councils, focussing on those that are not VAT registered, but reclaim VAT on Form VAT126.

Essential for any council contemplating major building projects.

Topics include:

- how VAT law applies to local councils
- where to find the law and guidance
- business and non-business activities
- understanding whether sales are taxable or exempt from VAT
- when a council must register for VAT
- when VAT can be reclaimed
- Partial exemption
- Reclaiming VAT when using grants and donations

## New Clerks Finance

This introductory session is for inexperienced clerks in their first year and is designed to give them an overview of a council's year, along with a basic understanding of the RFO's role.

If you have 9 month's experience or more, this session is unlikely to cover anything you don't already know. Please leave this session for very new clerks and book yourself onto the more detailed sessions on Budgeting, Internal Control, The Role of internal audit, Procurement, Year-end and VAT instead.

Bookings by experience clerks may be removed without notice.

Topics include:

- Roles and responsibilities
- Setting a budget and precept
- Internal control
- The Annual Governance & Accountability Return  
Internal and external audit



## Procurement Act 2023

For anyone involved in procuring goods and services, preparing tenders or entering into contracts on behalf of local councils.

This session introduces the new rules of the Procurement Act 2023, which comes into force on 28 October 2024 and replaces the Public Contract Regulations 2015.

Topics include:

- ▶ Procurement thresholds
- ▶ Basic terminology and steps involved in procurement
- ▶ Estimates, quotes and tenders
- ▶ Specifications
- ▶ Quality and value for money
- ▶ Advertising, including Contracts Finder

## VAT for registered councils

For clerks, finance staff and councillors from councils that are VAT registered, who wish to develop their knowledge (VAT registered councils have a 9-digit registration number, submit quarterly VAT returns online and charge VAT on taxable sales).

This session explains when and how VAT registered local councils charge VAT, when they can reclaim it and when they can't. Essential for any council contemplating major building projects. Topics include:

- ▶ how VAT law applies to local councils
- ▶ where to find the law and guidance
- ▶ business and non-business activities
- ▶ understanding whether sales are taxable or exempt from VAT
- ▶ when to charge VAT
- ▶ VAT rates
- ▶ when VAT can be reclaimed
- ▶ VAT returns

- ▶ Partial exemption
- ▶ Non-business activities
- ▶ Reclaiming VAT when using grants and donations

## VAT – Partial exemption

For clerks, finance staff and councillor of councils that lease or hire out land and buildings such as village halls, community centres, meeting rooms, sport facilities or markets, who need to understand when their council is at risk of not being able to reclaim VAT. Essential for any council contemplating major building projects, or incurring significant expenditure on running these facilities.

This session is for those who already understand the rules of VAT. N.B. It is unlikely to be of benefit for councils spending less than 50,000 a year or for anyone who doesn't understand the difference between business and non-business activities or between taxable and exempt supplies.

Topics include:

- ▶ Law and guidance
- ▶ Non-business, taxable and exempt uses of land
- ▶ Apportionment of costs
- ▶ Partial exemption calculations
- ▶ Occasional breaches
- ▶ Option to tax
- ▶ Capital Goods Scheme adjustments