



ESSEX ASSOCIATION OF LOCAL
COUNCILS

2024 Training Calendar

Courses, Briefings &
Workshops

Date		Month	Half/Whole	Tutor	Course Location	Price + VAT
		January 2024 <i>*Courses, Briefings & Workshops*</i>				
17 th	Wednesday	Councillor Training Day 1 Modules 1 & 2	10.00am – 4.00pm	Stephanie Gill & Michelle Harper	Office	£95.00
25 th	Thursday	WorkNest – Module 1 The Employment Framework	10.00am – 1.00pm	Christian Vincent	Zoom	£80.00
31 st	Wednesday	Councillor Training Day 2 Modules 3 & 4	10.00am – 3.30pm	Stephanie Gill & Michelle Harper	Office	£95.00
		February 2024 <i>*Courses, Briefings & Workshops*</i>				
6 th	Tuesday	** New Course for 2024** War Memorials Course	10.00am – 1.00pm	War Memorials Trust	Zoom	£75.00
7 th	Thursday	Understanding the Annual Meetings & Annual Report & Newsletter Course	10.00am – 3.30pm	Karen Kuderovitch	Office	£95.00
10 th	Saturday	Advanced Councillor Training The Next Steps Day 1	10.00am – 4.00pm	Stephanie Gill & Michelle Harper	Office	£120.00
12 th	Monday	Evening Election Briefing	7.00pm – 9.00pm	Phil Hardy – UDC	Zoom	£45.00
14 th	Wednesday	Evening CiLCA Introductory Stand Alone Compulsory Module – Commencement of Group 7	7.00pm – 9.00pm	Sarah Gaeta	Zoom	£35.00
		CiLCA – Commencement of Group 7 Session dates to be confirmed with tutor on Compulsory Stand Alone Module Workshop	12 Evening sessions (2 hours)	Sarah Gaeta	Zoom	£675.00

15 th	Thursday	Council Finance Receipts & Payments for Small to medium Sized Councils Core Course required for new Clerks & CiLCA qualification	1.30pm – 4.30pm	Anne-Marie Bates	Zoom	£75.00
17 th	Saturday	Advanced Councillor Training The Next Steps Day 2	10.00am – 3.30pm	Stephanie Gill & Michelle Harper	Office	£120.00
22 nd	Thursday	**New Extended Course for 2024** Introduction to Planning Course This course is for all Council Members but is also a Core Course required for new Clerks & CiLCA qualification	10.00am – 3.30pm	Adriana Jones	Office	£95.00
20 th	Tuesday	**New Course for 2024** Protecting Commons, Greens & Open Spaces Course – Session 1	9.15am – 1.00pm	The Open Spaces Society	Zoom	£160.00 for 2 sessions
21 st	Wednesday	**New Course for 2024** Protecting Commons, Greens & Open Spaces Course – Session 2	9.15am – 1.00pm	The Open Spaces Society	Zoom	£160.00 for 2 sessions
22 nd	Thursday	WorkNest – Moodle 2 Managing Sickness Absence	10.30am – 1.30pm	Christian Vincent	Zoom	£80.00
24 th	Saturday	**New for 2024** Saturday Morning Councillor Training Module 1	9.30am – 11.30am	Associations Councillor Training Tutors	Zoom	£300 for all 4 modules
26 th	Monday	Election Briefing	10.00am – Midday	Phil Hardy – UDC	Zoom	£45.00
27 th	Tuesday	Roles & Responsibilities Core Course required for new Clerks & CiLCA qualification	10.00am – 1.00pm	Sarah Gaeta	Office	£75.00

28 th	Wednesday	Function of Committees & Delegated Powers	10.00am – 1.00pm	Suzanne Walker	Office	£75.00
28 th	Wednesday	**New Course for 2024** Public Rights of Way & The Role of Local Councils	9.30am – 1.00pm	The Open Spaces Society	Zoom	£75.00
		March 2024 *Courses, Briefings & Workshops*				
2 nd	Saturday	**New Course for 2024** Saturday Morning Councillor Training Module 2	9.30am – 11.30am	Associations Councillor Training Tutors	Zoom	£300 for all 4 modules
6 th	Wednesday	Financial Regulations Core Course required for new Clerks & CiLCA qualification	10.00am – 1.00pm	Ann Wood	Office	£75.00
7 th	Thursday	Rural Affordable Housing – Exploring your options	7.00pm – 9.00pm	RCCE Laura Atkinson	Zoom	£50.00
9 th	Saturday	**New Course for 2024** Saturday Morning Councillor Training Module 3	9.30am – 11.30am	Associations Councillor Training Tutors	Zoom	£300 for all 4 modules
14 th	Thursday	WorkNest – Module 3 Managing Grievances	10.00am – 1.00pm	Christian Vincent	Zoom	£80.00
16 th	Saturday	**New Course for 2024** Saturday Morning Councillor Training Module 4	9.30am – 11.30am	Associations Councillor Training Tutors	Zoom	£300 for all 4 modules
18 th	Monday	Councillor Training Day 1 Modules 1 & 2	10.00am – 4.00pm	Judith Farr & Clare Milligan	Office	£95.00
19 th	Tuesday	**New Course for 2023-2024** Clerks Refresher Course	10.00am – 3.30pm	Sarah Gaeta	Office	£95.00
20 th	Wednesday	New Clerks Course Joined by the Essex Branch of the SLCC and the	10.00am – 4.00pm	Suzanne Walker	Office	£95.00

		new Clerk Mentors				
22nd	Wednesday	Safeguarding – Level 2	9.30am – 1.00pm	Alan Smart	Zoom	£70.00
25 th	Monday	Councillor Training Day 2 Modules 3 & 4	10.00am – 3.30pm	Judith Farr & Clare Milligan	Office	£95.00
		From the 1st April 2024 the course fees will be increased. New rates will be advised in due course.				
		April 2024 *Courses, Briefings & Workshops*				
17 th	Wednesday	Allotment Course – Session 1 Tenancy Agreements, Policies & Selg Management for Allotment Associations/Local Authorities	2.00pm – 4.00pm	National Allotment Society	Zoom	£160.00 for 2 sessions
18 th	Thursday	Code of Conduct Course Core Course required for new Clerks & CiLCA qualification	10.00am – 1.00pm	Karen Kuderovitch	Office	£80.00
18 th	Thursday	Councillor Refresher Course	2.00pm – 5.00pm	Anne-Marie Bates	Zoom	£80.00
23 rd	Tuesday	Minutes & Agendas Course Core Course required for new Clerks & CiLCA qualification	10.00am – 1.00pm	Sarah Gaeta	Office	£80.00
24 th	Wednesday	WorkNest – Moudle 4 Managing Performance	10.00am – 1.00pm	Christian Vincent	Zoom	£80.00
24 th	Wednesday	Allotment – Session 2 Site Facilities, Health & Safety & Allotment Update	2.00pm – 4.00pm	National Allotment Society	Zoom	£160.00 for 2 sessions

27 th	Saturday	**New Course for 2024** Saturday Councillor Refresher Course	10.00am – 1.00pm	Stephanie Gill	Office	£100.00
		May 2024 *Courses, Briefings & Workshops*				
8 th	Wednesday	WorkNest – Module 5 Managing Appraisals	10.00am – 1.00pm	Christian Vincent	Zoom	£80.00
13 th	Monday	**New Course for 2024** Councillor Refresher Course	10.00am – 1.00pm	Clare Milligan	Office	£80.00
14 th	Tuesday	Cemetery Management & Compliance Course	10.00am – 4.00pm	ICCM	Office	TBC
15 th	Wednesday	Catastrophic Bleeds	9.30am – 12.30pm	Alan Smart	Office	£165.00
16 th	Thursday	**New Extended Course for 2024** Introduction to Planning Course This course is for all Council Members but also is a Core Course required for new Clerks & CiLCA qualification	10.00am – 3.30pm	Adriana Jones	Office	£100.00
21 st	Tuesday	Risk Assessment Certificated Course – Level 2 Including cost of Exam Paper & Course Book	9.30am – 4.30pm	Alan Smart	Office	£165.00
22 nd	Wednesday	Standing Orders Core Course required for new Clerks & CiLCA qualification	10.00am – 1.00pm	Karen Kuderovitch	Office	£80.00
22 nd	Wednesday	WorkNest – Module 6 Dealing with Disciplinarys	10.30am – 1.30pm	Christian Vincent	Zoom	£80.00
23 rd	Thursday	Routine Playground Inspection Course	9.00am – 4.00pm	Louisa Hill	Office	£200.00
23 rd	Thursday	Routine Playground Inspection Exam Cost of Exam & Certificate included	To follow on from course	Louisa Hill	Office	£200.00

June 2024 *Courses, Briefings & Workshops*						
4 th	Tuesday	Councillor Training Day 1 Modules 1 & 2	10.00am – 4.00pm	Stephanie Gill & Michelle Harper	Office	£100.00
10 th	Monday	Safeguarding Certificated Course – Level 2 Cost of Exam Paper & Course Book	9.30am – 4.30pm	Alan Smart	Office	£165.00
11 th	Tuesday	Councillor Training Days 2 Modules 3 & 4	10.00am – 3.30pm	Stephanie Gill & Michelle Harper	Office	£100.00
11 th	Tuesday	Roles & Responsibilities Core Course required for new Clerks & CiLCA qualification	10.00am – 1.00pm	Sarah Gaeta	ZOOM	£80.00
13 th	Thursday	Law & Procedures Course Core Course required for new Clerks & CiLCA qualification	10.00am – 3.30pm	Abi Wood	Office	£100.00
13 th	Thursday	Council Finance Receipts & Payments for Small to medium Sized Councils Core Course required for new Clerks & CiLCA qualification	1.30pm – 4.30pm	Anne-Marie Bates	Zoom	£80.00
17 th	Monday	Chair Training Day 1 Modules 1 & 2	10.00 – 3.30pm	Judith Farr & Clare Milligan	Office	£100.00
18 th	Tuesday	**New Course for 2024** Clerks Refresher Course	10.00am – 3.30pm	Sarah Gaeta	Office	£100.00
22 nd	Saturday	**New Course for 2024** Saturday Councillor Refresher course	10.00am – 1.00pm	Stephanie Gill	Office	£100.00
24 th	Monday	Chair Training Day 2 Modules 3 & 4	10.00am – 3.30pm	Judith Farr	Office	£100.00

		July 2024 *Courses, Briefings & Workshops*				
1 st	Monday	Chair Training Day 3 Modules 5 & 6	10.00am – 3.30pm	Judith Farr & Clare Milligan	Office	£100.00
2 nd	Tuesday	Minutes & Agendas Core Course required for new Clerks & CiLCA qualification	10.00am – 1.00pm	Sarah Gaeta	ZOOM	£80.00
4 th	Thursday	Councillor Training Evening Module 1	7.00pm – 9.00pm	Stephanie Gill & Michelle Harper	Zoom	£300.00 for 4 modules
11 th	Thursday	Councillor Training Evening Module 2	7.00pm – 9.00pm	Stephanie Gill & Michelle Harper	Zoom	£300.00 for 4 modules
13 th	Saturday	Councillor Training Day 1 Modules 1 & 2	10.00am – 4.00pm	Stephanie Gill & Michelle Harper	Office	£130.00
18 th	Thursday	Councillor Training Evening Module 3	7.00pm – 9.00pm	Stephanie Gill & Michelle Harper	Zoom	£300.00 for 4 modules
20 th	Saturday	Councillor Training Day 2 Modules 3 & 4	4.00pm – 3.30pm	Stephanie Gill & Michelle Harper	Office	£130.00
25 th	Thursday	Function of Committees & Delegated Powers	10.00am – 1.00pm	Suzanne Walker	Office	£80.00
25 th	Thursday	Councillor Training Evening Module 4	7.00pm – 9.00pm	Stephanie Gill & Michelle Harper	Zoom	£300.00 for 4 modules
27 th	Saturday	**New Extended Course for 2024** Introduction to Planning Core Course required for new Clerks & CiLCA	10.00am – 3.30pm	Adriana Jones	Office	£130.00

		qualification				
30 th	Tuesday	Health & Safety Certificated Course – Level 2 Including cost of Exam Paper & Course Book	9.30am – 4.30pm	Alan Smart	Office	£165.00
31 st	Wednesday	New Clerks Course Joined by the Essex Branch of the SLCC and the new Clerk Mentors	10.00am – 4.00pm	Suzanne Walker	Office	£100.00
		September 2024 *Courses, Briefings, Workshop & AGM*				
2 nd	Monday	CiLCA Introductory Stand Alone Compulsory Module – Commencement of Group 8	9.30am – 11.30am	Abi Wood	Zoom	£35.00
		CiLCA – Commencement of Group 8 Session dates to be confirmed with tutor on Compulsory Stand Alone Module Workshop	6 Sessions	Abi Wood	Zoom	£675.00
11 th	Wednesday	WorkNest – Module 1 The Employment Framework	10.00am – 1.00pm	Christian Vincent	Zoom	£80.00
12 th	Thursday	Councillor Training Day 1 Modules 1 & 2	10.00am – 4.00pm	Stephanie Gill & Michelle Harper	Office	£100.00
12 th	Thursday	Budget & Precept Receipts & Payments for Small to medium Sized Councils Core Course required for new Clerks & CiLCA qualification	1.30pm – 4.30pm	Anne-Marie Bates	Zoom	£80.00
14 th	Saturday	Chair Training Day 1 Modules 1 & 2	10.00am – 3.30pm	Judith Farr & Clare Milligan	Office	£130.00
18 th	Wednesday	Financial Regulations Core Course required for new Clerks & CiLCA qualification	10.00am – 1.00pm	Ann Wood	Office	£80.00

19 th	Thursday	Councillor Training Day 2	10.00am – 3.30pm	Stephanie Gill & Michelle Harper	Office	£100.00
21 st	Saturday	Chair Training Day 2 Modules 3 & 4	10.00am – 3.30pm	Judith Farr & Clare Milligan	Office	£130.00
26 th	Thursday	EALC 80th AGM – Venue to be announced	All Day Event			FREE
28 th	Saturday	Chair Training Day 3 Modules 5 & 6	10.00am – 3.30pm	Judith Farr & Clare Milligan	Office	£130.00
		October 2024 *Courses, Briefings & Workshop*				
1 st	Tuesday	Fire Safety Certificated Course Including cost of Exam Paper & Course Book	9.30am – 4.30pm	Alan Smart	Office	£165.00
3 rd	Thursday	Routine Playground Inspection Course	9.00am – 4.00pm	Louisa Hill	Office	£200.00
3 rd	Thursday	Routine Playground Inspection Exam Cost of Exam & Certificate included	To follow on from course	Louisa Hill	Office	£200.00
8 th	Tuesday	**New Extended Course for 2024** Introduction to Planning This course is for all Council members but is also a Core Course required for new Clerks & CiLCA qualification	10.00am – 3.30pm	Adriana Jones	Office	£100.00
9 th	Wednesday	WorkNest – Module 2 Managing Sickness Absence	10.00am – 1.00pm	Christian Vincent	Zoom	£80.00
10 th	Thursday	Budget & Precept Course Receipts & Payments for Small to medium Sized Councils Core course required for new Clerks & CiLCA qualification	1.30pm – 4.30pm	Anne-Marie Bates	Zoom	£80.00

15 th	Tuesday	First Aid Certificated Course – Level 3 Including cost of Exam Paper & Course Book	9.30am – 4.30pm	Alan Smart	Office	£165.00
16 th	Wednesday	WorkNest – Module 3 Managing Grievances	10.30am – 1.30pm	Christian Vincent	Zoom	£80.00
17 th	Thursday	Code of Conduct Core Course required for new Clerks & CiLCA qualification	10.00am – 1.00pm	Karen Kuderovitch	Zoom	£80.00
17 th	Thursday	**New Course for 2024** Councillor Refresher Course	10.00am – 1.00pm	Judith Farr	Office	£80.00
16 th	Wednesday	New Clerks Course – Joined by the Essex Branch of the SLCC & the new Clerk Mentors	10.00am – 4.00pm	Suzanne Walker	Office	£100.00
31 st	Thursday	WorkNest – Module 4 Managing Performance	10.00am – 1.00pm	Christian Vincent	Zoom	£80.00
		November 2024 *Courses, Briefings & Workshops*				
5 th	Tuesday	Clerks Refresher Course	10.00am – 3.30pm	Sarah Gaeta	Office	£100.00
6 th	Wednesday	Evening Councillor Training Module 1	7.00pm – 9.00pm	Stephanie Gill & Adriana Jones	Zoom	£300.00 for 4 modules
7 th	Thursday	Council Finance Core Course required for new Clerks & CiLCA qualification	1.30pm – 4.30pm	Anne-Marie Bates	Zoom	£80.00
12 th	Tuesday	Roles & Responsibilities Course Core Course required for new Clerks & CiLCA qualification	10.00am – 1.00pm	Sarah Gaeta	Office	£80.00

13 th	Wednesday	Evening Councillor Training Module 2	7.00pm – 9.00pm	Stephanie Gill & Adriana Jones	Zoom	£300.00 for 4 modules
13 th	Wednesday	Standing Orders Core Course required for new Clerks & CiLCA qualification	10.00am – 1.00pm	Karen Kuderovitch	Zoom	£80.00
14 th	Thursday	Function of Committees & Delegated Powers	10.00am – 1.00pm	Suzanne Walker	Office	£80.00
19 th	Tuesday	Minutes & Agendas Course Core Course required for new Clerks & CiLCA qualification	10.00am – 1.00pm	Sarah Gaeta	Office	£80.00
20 th	Wednesday	WorkNest – Module 5 Managing Appraisals	10.00am – 1.00pm	Christian Vincent	Zoom	£80.00
20 th	Wednesday	Evening Councillor Training Module 3	7.00pm – 9.00pm	Stephanie Gill & Adriana Jones	Zoom	£300.00 for 4 modules
18 th	Monday	Law & Procedures Course Core Course required for new Clerks & CiLCA qualification	10.00am – 3.30pm	Abi Wood	Office	£100.00
27 th	Wednesday	Evening Councillor Training Module 4	7.00pm – 9.00pm	Stephanie Gill & Adriana Jones	Zoom	£300.00 for 4 modules
28 th	Thursday	WorkNest – Module 6 Dealing with Disciplinarys	10.00am – 1.00pm	Christian Vincent	Zoom	£80.00
		December 2024 *Courses, Briefings & Workshops*				
3 rd	Tuesday	Advanced Councillor Training The Next Steps Day 1	10.00am – 4.00pm	Stephanie Gill & Michelle Harper	Office	£100.00

10th	Tuesday	Advanced Councillor Training The Next Steps Day 2	10.00am – 3.30pm	Stephanie Gill & Michelle Harper	Office	£100.00
		January 2025 *Courses, Briefing & Workshops*				
		Councillor Training Day 1 Modules 1 & 2	10.00am – 4.00pm	Stephanie Gill & Michelle Harper	Office	£100.00
		Protecting Commons, Greens & Open Spaces Course – Session 1	9.15am – 1.00pm	The Open Spaces Society	Zoom	£ for 2 modules
		Protecting Commons, Greens & Open Spaces Course – Session 2	9.15am – 1.00pm	The Open Spaces Society	Zoom	£ for 2 modules
		Councillor Training Day 2 Modules 3 & 4	10.00am – 3.30pm	Stephanie Gill & Michelle Harper	Office	£100.00
		February 2025 *Courses, Briefings & Workshops*				
		War Memorials Course	10.00am – 1.00pm	War Memorials Trust	Zoom	TBC
		Understanding the Annual Meetings & Annual report & Newsletter Course	10.00am – 3.30pm	Karen Kuderovitch	Office	£100.00
	Saturday	Advanced Councillor Training The Next Steps Day 1	10.00am – 4.00pm	Stephanie Gill & Michelle Harper	Office	£130.00
		Evening CiLCA Introductory Stand Alone Module Workshop – Group 9	7.00pm – 9.30pm	Sarah Gaeta & Pearl Willcox	Zoom	£35.00
		CiLCA – Commencement of Group 9 Session dates to be confirmed with tutor on Compulsory Stand Alone Module Workshop	12 sessions (2 hours)	Sarah Gaeta	Zoom	£675.00
		Council Finance	1.30pm – 4.30pm	Anne-Marie Bates	Zoom	£100.00

		Receipts & Payments for Small to medium Sized Councils Core Course required for new Clerks & CiLCA qualification				
	Saturday	Advanced Councillor Training The Next Steps Day 2	10.00am – 3.30pm	Stephanie Gill & Michelle Harper	Office	£130.00
		Introduction to Planning Course Core Course required for new Clerks & CiLCA qualification	10.00am – 3.30pm	Adriana Jones	Office	£100.00
		Roles & Responsibilities Core Course required for new Clerks & CiLCA qualification	10.00am – 1.00pm	Sarah Gaeta	Office	£80.00
		March 2025 *Courses, Briefings & Workshops*				
		Financial Regulations Course Core Course required for new Clerks & CiLCA qualification	10.00am – 1.00pm	Ann Wood	Office	£80.00
		Councillor Training Day 1 Modules 1 & 2	10.00am – 4.00pm	Judith Farr & Clare Milligan	Office	£100.00
		Clerks Refresher Course	10.00am – 3.30pm	Sarah Gaeta	Office	£100.00
		Councillor Training Day 2 Modules 3 & 4	10.00am – 3.30pm	Judith Farr & Clare Milligan	Office	£100.00



The Essex Association of Local Councils wishes to thank Essex County for the continued support and financial commitment to subsidise the EALC training strategy and courses run for the parish sector councils in Essex. The courses on this calendar are greatly reduced in price thanks to a Training Grant supplied to EALC.

Clerks in the County with a precept of less than 80k may make an application twice a year to the Essex Clerks Bursary fund to pay the cost of 75% of the training up to £500 in anyone financial year. Application must be made to EALC.

**All booking forms to be sent to
pearl.willcox@ealc.gov.uk**