

Training Recommendation

The support clerk facilities job profile requests that from time to time due to high work load of due to absence of the clerk, the support clerk can be requested to assist in covering the clerks duties. This recommendation therefore is that Council approves training costs for the support clerk to attend a basics training course:

~~£1,200 + VAT~~ for Mulberry clients



Professional Development Programme for Local Council Clerks

Level 1: Operational Confidence for New Clerks

CPD: 2 sessions = 1 CPD point

A comprehensive introduction designed to give new clerks the knowledge, skills, and confidence needed to perform their role effectively. This programme covers everything from governance and lawful decision-making to managing meetings and understanding the wider local government context.

Who is this for?

Clerks with less than two years' experience.

Aim

To equip new clerks with the practical tools, knowledge, and professional confidence required to operate safely, effectively, and in accordance with legal and governance requirements.

Format

Available as:

- A full structured programme, or
- Individual standalone sessions

Cost

Full Programme:

- ~~£1,200 + VAT~~ (Mulberry LAS clients)
- ~~£1,200 + VAT~~ (non-clients)

Individual Sessions:

- ~~£300 + VAT~~ (Mulberry LAS clients)
- ~~£300 + VAT~~ (non-clients)

Programme Overview

Session 1: Introduction to the Clerk Role

- ✓ **Understanding your role** – key responsibilities and expectations
 - ✓ **Working relationships** – maintaining professional boundaries with the Chair and councillors
 - ✓ **Early priorities** – what to focus on in your first few months
 - ✓ **Common pitfalls** – how to recognise and avoid typical challenges
 - ✓ **Statutory duties** – your core legal responsibilities
 - ✓ **Support and networking** – where to go for help, advice, and peer support
 - ✓ **The bigger picture** – where parish councils fit within the wider local government structure
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Session 2: Running Meetings with Confidence

- ✓ **Agenda preparation** – creating and publishing clear, compliant agendas
 - ✓ **Supporting documentation** – organising reports and background papers effectively
 - ✓ **Decision-making clarity** – drafting precise and lawful resolutions
 - ✓ **Public participation** – managing engagement professionally and fairly
 - ✓ **Advising the Chair** – providing guidance during challenging situations
 - ✓ **Lawful intervention** – knowing when and how to step in appropriately
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Session 3: Finance without Fear

- ✓ **Budget fundamentals** – understanding budgets and the precept process
 - ✓ **Internal controls** – maintaining transparency and accountability
 - ✓ **Bookkeeping basics** – keeping accurate and up-to-date records
 - ✓ **The AGAR** – understanding its purpose and importance
 - ✓ **Risk awareness** – spotting potential financial issues early
 - ✓ **Seeking support** – recognising when and where to ask for help
 - ✓ **Building confidence** – developing a practical approach to council finance
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Session 4: Policies and Procedures

- ✓ **Standing Orders** – understanding and applying procedural rules
 - ✓ **Financial Regulations** – ensuring proper financial governance
 - ✓ **Data protection** – meeting GDPR requirements in practice
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Session 5: Avoiding Common Mistakes

- ✓ **Minutes not hours** – how to manage your time effectively
 - ✓ **Roles and responsibilities** – avoiding overstepping delegated authority
 - ✓ **Decision-making risks** – recognising informal or unlawful practices
 - ✓ **Record keeping** – maintaining accurate, secure, and accessible records
 - ✓ **Councillor vacancies** – understanding the correct process to follow
 - ✓ **Learning from errors** – identifying and addressing issues early
 - ✓ **Building resilience** – developing confidence to handle challenges effectively
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