

Town Clerk | Swaffham Town Council

From: Norfolk PTS <norfolkpts@gmail.com>
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To: Town Clerk | Swaffham Town Council
Subject: Training with Norfolk PTS



Happy New Year! We hope there's something on our training and networking list to entice you to update yourself. Here's what's on offer in the coming weeks:

[Clerks' networking mornings](#) - Our highly-regarded networking mornings return. These sessions encourage clerks to share ideas and experiences; give it a try if you've not been before, free for subscribers and SLCC members, £5 otherwise.

- 8 January, **Necton** (near Swaffham) with Luisa
- 8 January, **Sprowston** with Julie
- 9 January, **Swainsthorpe** with Julie
- 28 February, **Roudham** (near Thetford) with Sara
- 26 March, **Pensthorpe** with Luisa

[Networking sessions for Chairmen/women \(and vice-chairs\)](#)

These new sessions aim to help new and experienced chairpeople to share ideas and ask for advice on chairing council meetings and the chair's role. Luisa and Julie (who delivered specific chairmanship training to over 40 chairpeople in 2019) will facilitate these informal sessions. Free for subscribers/£10 for non-subscribers.

- 8 January, **Necton** (pm) with Luisa
- 16 January, **Costessey** (am) with Julie (now full but we'll advertise the next session on our website soon)

[Internal auditor course](#)

For anyone who wishes to become an internal auditor (IA) for parish/town councils and also finance officers who want to understand the role of the IA and what they look for. £48.

- 14 January, **Costessey** (eve)
- 22 January, **Swaffham** (eve)

[Induction for new councillors and clerks](#)

- 4 & 11 February, **Costessey** (2 eves)
- 27 February & 5 March, **Swaffham** (2 eves)
- 17 & 24 March, **Aylsham** (2 eves)

25 March, **Upton** (day)

The cost is £50 for 2 evenings or £55 for a whole day with a 20% discount for subscribing councils.

[Data protection - getting it right](#)

Whether you are a new clerk or councillor involved in data protection, you will find this update worthwhile to ensure your council is compliant.

6 February, **Costessey** (am)

£32 for subscribers/£40 for non-subscribers

[Managing allotments](#)

Di brings back her highly regarded allotment course. She has been an allotment grower for many years and has managed allotments as a clerk. Find out about setting up new allotments, how to manage them and how to deal with common issues.

26 February, **Costessey** (day)

£48 for subscribers/£60 for non-subscribers including lunch

[Managing the Council's financial year-end](#)

Recommended for new clerks and those wanting a refresher on how to manage the council's year-end financial process.

4 March, **Upton** (am), 5 March, **Swaffham** (am), £44 subscribers, £55 non-subscribers

[The Essential Update: Spring seminar](#) - for clerks and councillors

Our seminar programme will be released in mid-January, keep an eye on our website for more details.

11 March, Queen's Hills, **West Costessey**, near Norwich (day)

£48 for subscribers/£60 for non-subscribers

If you are looking to study for the Certificate in Local Council Management, please get in touch. Our next 6-part course will start in September 2020.

If there are other course topics you'd like us to deliver, please let us know. We can also come to your council to deliver most of the courses on offer, just email us to find out more. We look forward to welcoming you at our events.

Di, Julie, Sara and Luisa

MAKE AN ENQUIRY OR BOOK NOW

Current vacancies - you can view details on our [website](#):

Loddon Parish Council (South Norfolk) has a vacancy for a clerk to work 15 hours per week over 3 days. Closing date is 6 January.

Wiveton Parish Council (North Norfolk) has a vacancy for a clerk to work 9 hours per month. Closing date is 14 January.

Coltishall Parish Council (Broadland) has a vacancy for a clerk to work 15 hours per week. Closing date is 20 January.

Weybourne Parish Council (North Norfolk) has a vacancy for a clerk to work 30 hours per month. Closing date is 22 January.

We are happy to advertise staff vacancies on our website for no fee (whether or not you subscribe to us). Just email us!

Subscription to NPTS

Your council can subscribe at any time during the year for support from experienced clerks, reductions on training, access to our associates, and helpful monthly newsletters. [Read more on our website](#) or call us.



Please contact us if you have any particular training needs on
01603 857004 or norfolkpts@gmail.com or visit www.norfolkpts.org

Subscribing councils receive a 20% discount on scheduled training

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Norfolk Parish Training & Support provides training for all parish and town councils in Norfolk. Run by Di, Julie and Luisa (previously training for NPTP). We have added you to our mailing list because we think this might be relevant to you.

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