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Councillor Fundamentals - June 23rd

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Councillor Fundamentals – June

Event Information

Date

23/06/2026

Councillor Fundamentals

This online workshop explores the fundamental knowledge needed to be an effective Councillor in a Town or Parish Council.

Tuesday 23rd June 2026

18:30 to 21:00

By Zoom

Councillors who book the event will be supplied with the link to the Zoom meeting ahead of the event to be passed to those councillors booked on the training.

Terms and Conditions

Please note, there are no “provisional” bookings. Submission of this form will constitute a booking and all

23rd

Tuesday 23rd June 2026

This online workshop explores the fundamental knowledge needed to be an effective Councillor in a Town or Parish Council.

In this session we will set the scene of Local Government and explore:-

The roles and responsibilities of the 5 components of the Council: Council, Councillor, Chairman, Clerk and RFO

The importance of the law in meetings and the need for an effective agenda and accurate minutes

Council delegation through Committees – ways of managing your responsibilities. The place of Annual meetings

Making a Council plan for delivery to and for your Community and signing ‘The Pledge’.

Compliance through Governance arrangements with full transparency

Evening, over 2.5 hours. By Zoom

The cost per session is £40 (+VAT) and anyone interested can sign up for this course by following the link: [Councillor Fundamentals – June 23rd](https://www.wiltshire-alc.org.uk/council_events/councillor-fundamentals-june-23rd/).

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invoiced. The
invoice will be sent
automatically upon
booking. Wiltshire
Association of
Local Councils
reserves the right
to cancel an event
if there is
insufficient interest
or in the event of
illness or
irresolvable
technical issues. In
the case of the
latter two reasons,
we will try to
reschedule as soon
as possible.