

## 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: -

Trainer	Session Cost	Trainer	Session Cost	Trainer	Session Cost
ChALC	£25 member £40 non-member	Parkinson Partnership	£35 member £50 non-member	ChALC Briefings	Members - FREE £15 non-member
Trainer	Session Cost	Trainer	Session Cost	Trainer	Session Cost
David Kaiserman	£35 member £50 non-member	Breakthrough Communications	£30 member £45 non-member	CloudyIT	£40

**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


OCTOBER 2025			NOVEMBER 2025			DECEMBER 2025		
Date	Time	Session	Date	Time	Session	Date	Time	Session
7th	6.30pm – 8.30pm	Meetings and Procedures	4th	6.30pm – 8.30pm	CEC Code of Conduct	9th	6.30pm – 8.30pm	Chairmanship
9th	1.00pm – 3.00pm	Meetings and Procedures	18th	6.30pm – 8.30pm	CW&C Code of Conduct	11th	10.00am - 12.00pm	Chairmanship

**Why not try one of these ChALC webinars?**

[Introduction to Project Planning for Local Councils](#) - This short overview is intended for those who think they would like to develop a project but don't quite know how or where to start. Cost £5

[Local Council Award Scheme](#) - Watch this 15-minute session to talk you through the Local Council Award Scheme (LCAS); what it is, what is involved, and why your council should consider doing it. FREE

Please note the 2026 ChALC training schedule is currently in development and will be available soon.

OCTOBER			NOVEMBER			DECEMBER		
Date	Time	Session	Date	Time	Session	Date	Time	Session
14th	10.00am – 11.30am	Budgeting	4 <sup>th</sup>	10.00am – 11.30am	New Clerks Finance	4 <sup>th</sup>	10.00am – 11.30am	Introduction to VAT
23 <sup>rd</sup>	10.00am – 11.30am	Finance for Councillors	4 <sup>th</sup>	6.30pm - 8.00pm	Finance for Councillors (evening session)	10 <sup>th</sup>	10.00am – 11.30am	Internal Controls
21 <sup>st</sup>	10.00am – 11.30am	VAT Partial Exemption	6 <sup>th</sup>	10.00am – 11.30am	Budgeting	11 <sup>th</sup>	10.00am – 11.30am	Finance for Councillors
22 <sup>nd</sup>	10.00am – 11.30am	Budgeting	11 <sup>th</sup>	10.00am – 11.30am	Introduction to VAT	16 <sup>th</sup>	10.00am – 11.30am	New Clerks Finance
23 <sup>rd</sup>	10.00am – 11.30am	Finance for Councillors	19 <sup>th</sup>	10.00am – 11.30am	The Role of Internal Audit			
28 <sup>th</sup>	10.00am – 11.30am	Procurement	25 <sup>th</sup>	10.00am – 11.30am	Finance for Councillors			
29 <sup>th</sup>	10.00am – 11.30am	Internal Controls	27 <sup>th</sup>	10.00am – 11.30am	Procurement			
JANUARY 2026			FEBRUARY 2026					
Date	Time	Session	Date	Time	Session	Date	Time	Session
20th	10.00am – 11.30am	Introduction to VAT	24 <sup>th</sup>	10.00am – 11.30am	Procurement			
22 <sup>nd</sup>	10.00am – 11.30am	VAT Partial Exemption	26 <sup>th</sup>	10.00am – 11.30am	Introduction to VAT			
27 <sup>th</sup>	10.00am – 11.30am	New Clerks Finance	Please book any Parkinson Partnership sessions with <a href="mailto:nikkiroberts@chalc.org.uk">nikkiroberts@chalc.org.uk</a>					
28 <sup>th</sup>	10.00am – 11.30am	Internal Controls						
29 <sup>th</sup>	10.00am – 11.30am	Procurement						
29 <sup>th</sup>	6.30pm – 8.00pm	Finance for Councillors (evening session)						



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.



CloudyIT is a specialist provider of digital services and training for local councils. The **Digital Learning Series** from CloudyIT--your trusted training partner--is designed to help council teams make the most of Microsoft 365. Whether you're building digital confidence or exploring advanced tools, every session is practical, relevant, and tailored to the way councils work.

All sessions are delivered live and include 'Jump In' sessions - short, 1 hour focused sessions that explore individual tools and features--ideal for discovering what's possible and Extended sessions, 90-minute deep dives to help you build skills and confidence in the tools you use every day.


All sessions are led by **Susan** - helping councils pinpoint training needs and match them with the right learning resources. Susan brings deep, hands-on expertise across:


- **Microsoft 365:** SharePoint Online, Outlook, Word, Excel, PowerPoint
- **Collaboration Tools:** Teams, OneNote, Loop, Forms, Bookings, Lists, Stream, To Do, Planner

Her approach is practical, supportive, and council-focused—designed to reduce confusion, solve common issues, and help you get full value from your digital tools. Whether it's a training need, a user error, or a quick fix, Susan's here to help you figure it out—and guide you to your next step.

**Choose your session. Reserve your place. Learn with confidence.**

 Sessions run every other month

 Just **£40 per attendee**

 Open to all member councils

 **Browse sessions and book now:**

[Visit the Professional Development Hub](#)

Last updated 09/10/2025

## 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



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