



Wendy Sweet &lt;knowstoneparishclerk@gmail.com&gt;

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**DALC Events Bulletin**

2 messages

**DALC** <cara@devoncommunities.org.uk>  
Reply-To: DALC <cara@devoncommunities.org.uk>  
To: knowstoneparishclerk@gmail.com

14 February 2019 at 11:15

DALC Newsletter #2 2019

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All the latest news from your County Association

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## Register your place on one of our training courses

DALC recognises that having knowledgeable and informed clerks and councillors is key to the effective running of any council. We aim to provide a comprehensive training programme to meet your training needs. Take a look at our [upcoming courses](#). Bookings can be made at [devonalc.org.uk](http://devonalc.org.uk).

### Preparing for Elections

**Tue 26 Feb, Exeter. 10.00am - 12.30pm.****Thu 7 Mar, Exeter. 10.00am - 12.30pm.**

In 2019, all Devon's parish and town councils will be holding elections. This course has been designed to brief members on the importance of local council elections, how to navigate the election process and how to coordinate successful campaigns. We will cover details on what needs to be done before, during and after the elections.

This course costs £30 + VAT per person.

**Book your place**

### CiLCA Part 1



**Wed 6 Mar, Exeter. 10.00am - 12.30pm.**

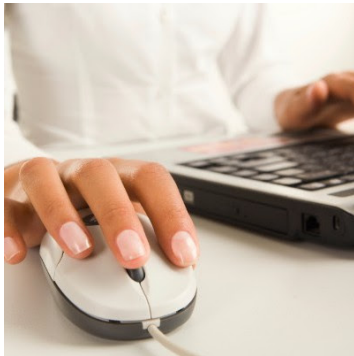
CiLCA is a Level 3 professional qualification designed specifically for the parish and town council sector, providing individuals with broad knowledge of all aspects of clerks work.

Part 1 of the course introduces the portfolio process and what is involved, as well a detailed look at Unit 1(of 5): Core roles in Local Council Administration.

This course costs £30 + VAT per person.

**Book your place**

## HMRC PAYE



**Tue 19 Mar, Exeter. 10.00am - 12.00pm.**

This course is for Clerks and Responsible Financial Officer who want to better understand the financial processes around PAYE (Pay-As-You-Earn) taxes.

The course will cover: an introduction to PAYE, tax codes, submission deadlines, a HMRC PAYE tools software demo, auto enrolment and a Q&A.

This course costs £40 + VAT per person.

**Book your place**

## Planning



**Tue 26 Mar, Exeter. 6.30pm - 8.30pm**

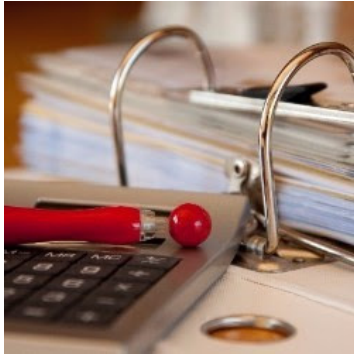
This course is for both Clerks and Councillors wanting to gain greater understanding of the planning system and the councils role within it.

The course covers: What is planning? What is expected of councils? How to consider applications, How not to comment on applications and Engaging with developers.

This course costs £40 + VAT per person.

**Book your place**

## Preparing for Audit

**Wed 27 Mar, Exeter. 10.00am - 12.30pm**

A course aimed at Responsible Financial Officers, Clerks and Councillors. A must for anyone who has not undertaken the audit process before.

The course will take you step by step to completing your Annual Return explaining each section in detail (*Please note that smaller councils exempt from external audit still need to complete their annual return*).

This course costs £40 + VAT per person.

**Book your place**

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## Can't find the course you are looking for?

Or perhaps you have a different training need? Email [dalc@devoncommunities.org.uk](mailto:dalc@devoncommunities.org.uk) to discuss your needs. There are also further courses and dates on our website [www.devonalc.org.uk](http://www.devonalc.org.uk)

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**Wendy Sweet** <knowstoneparishclerk@gmail.com>

14 February 2019 at 11:50

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Wendy Sweet

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Please send all email responses and communication of an official nature to:

[parishclerk@knowstone.org.uk](mailto:parishclerk@knowstone.org.uk)

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