



SERVING LOCAL COUNCILS IN SHROPSHIRE AND TELFORD & WREKIN
Affiliated to the National Association of Local Councils

Agendas and Minutes

Tuesday 24th September 2024, 9.30am – 11am

Delivered by Kim Bedford FSLCC

Workshop Aim:

This online workshop explores the requirements and protocols for creating effective Agenda and Minutes for Local Councils.

Workshop Content: [1½ hours]

Specifically, we explore:

- The Local Government sector, importance of Law and the value of Members and Officers understanding their roles
- Sources of information and advice
- The law regarding meetings, effective and legal decisions, and delegation. Managing Council responsibilities - Committees
- Setting up your agenda, good practice. Posting the notice, clarity, and clear proposals. (Discuss a sample agenda)
- The minutes – what is required, good practice, publishing (Discussion using ‘sample’ minutes) □
‘Tricks of the trade’. What can go wrong? Challenges

Cost per member delegate: £35

Please make your booking on-line [here](#)

Please place your booking through your clerk

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