

### **Whole Council Training**

Date: 07 June 2023  
Location: Town Council Offices  
Time: 5:30pm – 8pm  
Attendees: Cllrs Incorvaia, Brewer, Westrop & Lane  
Acting Town Clerk: Claire Dornan  
Trainer: Norfolk Parish Training & Support

#### Agenda:

- Background to Local Councils (including all tiers of local government)
- Roles and responsibilities – Clerk/RFO, Councillors, The Corporate Body, Chairperson, the Council as an employer
- Powers and duties
- Financial management (including transparency rules if relevant)
- Risk management and insurance
- Data Protection
- The Code of Conduct