



East Riding and Northern Lincolnshire  
Local Councils Association

**TRAINING SEMINAR**

**“LOOKING AFTER THE COUNCIL’S FINANCES – IT’S YOUR RESPONSIBILITY”**

**Of interest to:** Councillors primarily, but Clerks may find it of some use

- Seminar aims:** To provide a clearer understanding of:
- the Council’s and the Councillors’ responsibilities in relation to finance
  - how Financial Regulations guide the Council
  - audit requirements both internal and external
  - Value for Money
  - the role of committees in financial management
  - how the Code of Conduct applies to meetings
  - the role of the Responsible Financial Officer
  - the difference between management and control
  - and to address questions from attendees

**Cost:** Member councils - £30 per person  
Non-member councils - £60 per person

Below is a table showing the dates, venues and times of the training sessions. Please insert the venue of each attendee’s choice on the Booking Form overleaf.

Date	Time	Venue
Monday 24 October 2011	7.00pm	Grimsby Town Hall, Town Hall Square, Grimsby, N E Lincs, DN31 1HU
Tuesday 25 October 2011	7.00pm	Swanland Village Hall, Main Street, Swanland, E Yorks, HU14 3QR
Wednesday 26 October 2011	7.00pm	Driffield Community Centre, Mill Street, Driffield, E Yorks, YO25 6TR
Thursday 27 October 2011	7.00pm	Broughton Village Hall, 59 Main Street, Broughton, N Lincs, DN20 0JX

***Bookings will only be accepted upon receipt of a Booking Form together with payment.***

East Riding and Northern Lincolnshire Local Councils Association  
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Website: ernllca.org.uk

# ERNLLCA TRAINING COURSE BOOKING FORM

<b>Name of Seminar</b>	<b>Looking After The Council's Finances – It's Your Responsibility</b>
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<b>Name of Council</b>	
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Name	Councillor/Clerk	Date & Venue Choice

*Please copy this form as required.*

Special requirements e.g. access:

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If you require confirmation of your bookings, please tick  and enter your email address if available \_\_\_\_\_

**Signed** \_\_\_\_\_

**I enclose a cheque for £ \_\_\_\_\_ as payment for \_\_\_\_\_ places for the seminar/s above. Cheques should be made payable to ERNLLCA and forwarded to the address shown overleaf. *In the event that a place has been booked but that person cannot attend, payment cannot be refunded. However a substitute from your council may attend in their place.***

*Please note that each training session can only go ahead if a minimum of eight places have been booked. In the event that a session is undersubscribed, councils will be offered a refund or a credit against a future training session.*

**For office use only**

Cheque received:       Booked:       Confirmation sent:

Cheque No: \_\_\_\_\_      Ref: \_\_\_\_\_      Date Banked: \_\_\_\_\_