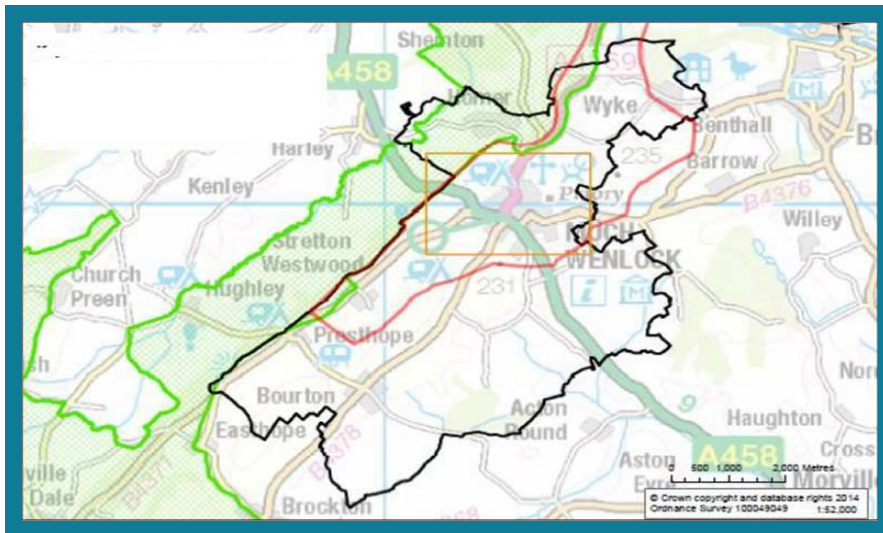




Parish Matters



Aim	This course provides attendees with the opportunity to focus on parish matters, covering a wide range of parish topics and providing a comprehensive, practical guide.
Objectives	<ol style="list-style-type: none"> 1. To establish the different parish areas, and electoral arrangements. 2. To understand the procedures and key stages involved in a community governance review. 3. To equip delegates with an understanding of key election processes such as candidate nominations, receiving thousands of nomination papers and reconciling multiple vacancy counts. 4. To create an awareness of how to deal with casual vacancies, co-options and inquorate parish councils. 5. To establish the rules around parish meetings and parish polls.
Audience	This course is for anyone dealing with parish council elections, vacancies, councillors' qualifications and the briefing or advising of parish clerks.

Course Overview	<p>This one-day course will be wide ranging, covering topics such as parish electoral arrangements, councillors qualifications, the differences between parish council and other elections, parish council casual vacancies, parish meetings and parish polls.</p> <p>Please note: Although many aspects of parish elections will be touched on, this course is not intended to cover the delivery of elections in great detail.</p> <p>The Course will be delivered using a mixture of presentational material, practical exercises and reference to example documentation and official guidance.</p> <p>Group discussion will also take place during the day to enable the exchange of knowledge, experience and ideas.</p> <p>All attendees will receive their own invaluable (updated) reference manual for future use.</p> <p>Each course runs from 10am until 4pm with breaks for lunch as well as tea and coffee.</p>	
Dates and Venues	23 October 2018	Camden – Crowndale Centre
	10 January 2019	Andover
	7 March 2019	Camden – Crowndale Centre
	1 July 2019	York
	11 July 2019	Camden – Crowndale Centre
Cost of Attendance	First delegate	<p>AEA member – £330 (plus vat)</p> <p>Non-member – £429 (plus vat)</p>
	Second and subsequent delegates from the same Authority*	<p>AEA member – £165 (plus vat)</p> <p>Non-member – £215 (plus vat)</p>
<p>Non-members wishing to join the Association may download a membership application at www.aea-elections.co.uk/join</p>		
<p>*If delegates from the same Authority wish to attend this course on different dates/at different venues please indicate clearly on the booking form.</p>		
<p>If you cannot attend a substitute from your Authority may attend in your place, otherwise the following cancellation charges apply:</p> <ul style="list-style-type: none"> • Less than two weeks before the event 100%. • Less than four weeks before the event 60% • More than four weeks before the event £20. <p>If for any reason within the control of the AEA, a course is cancelled a full refund or credit will be made.</p>		