



Parish Matters

Aim

This comprehensive and practical course will allow attendees to focus on specific legislation, rules and scenarios that apply to parish councils, also called town or community councils in some areas.

Objectives

1. Establish an overview of different parish areas and electoral arrangements.
2. Understand procedures and key stages involved in a community governance review.
3. Equip delegates with an understanding of key election processes such as candidate nominations, receiving thousands of nomination papers and reconciling multiple vacancy counts.
4. Create an awareness of how to deal with casual vacancies, co-options and inquorate parish councils.
5. Establish the rules around parish meetings and parish polls.

Who is this course for?

This course is for anyone dealing with parish council elections, vacancies, councillors' qualifications, and the briefing or advising of parish clerks.

Course overview

You will cover a wide range of 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.

Please note: Although many aspects of parish elections will be touched on, this course is not intended to cover the delivery of elections in detail.

The course will be delivered online using a mixture of presentation material and with reference to example documentation and official guidance. Discussions will take place during the day to enable you to exchange knowledge, experience and ideas.

All delegates will receive their own invaluable reference manual for future use.

Each course runs from 10:00 until 16:00 with suitable breaks, including for lunch.

Dates and venues

Tuesday 18 January 2022

Online – via Microsoft Teams

Cost

First delegate	AEA member – £356(plus vat) With member support fund discount £250 (plus vat)
Second delegate from the same authority	AEA member – £193 (plus vat) With member support fund discount £125 (plus vat)
Subsequent delegates from the same authority*	AEA member - £193 (plus vat) With member support fund discount £62.50 (plus vat)
Non-member	Non-member – £462 (plus vat)

Non-members who would like to join the Association can apply for membership online at www.aea-elections.co.uk/join

*If delegates from the same authority would like to attend this course on different dates/at different venues please clearly indicate this on the booking form.

Terms and conditions

Cancellation

If you cannot attend, a substitute may attend in your place. Otherwise the following charges will apply:

- Less than two weeks before the event 100%.
- Less than four weeks before the event 60%
- More than four weeks before the event £20.

If for any reason a course is cancelled a full refund will be made. No payment for delegate costs that may have been incurred would be reimbursed.

Non-Attendance

Non attendees are liable for full payment of the event. This includes face-to-face and online training.

If attendees have any concerns regarding connectivity they can email training@aea-elections.co.uk to arrange a pre course test.

[Find out more about our full range of training courses and professional qualifications on our website](#)