

Melanie Wathen

From: Lesley Smitheman <Lesley.Smitheman@slcc.co.uk>
Sent: 27 September 2013 16:23
To: Bedfordshire - Carol Urwin; Berkshire - Janye Kirk; Buckinghamshire - Christine Jensen; Cambridgeshire - Robert Stone; Clwyd - Gareth Roberts; Co Durham & Cleveland - Dianne Rickaby; Cornwall - Chris Dawson; Cumbria - Kevin Price; Derbyshire - Stephanie Raybould; Devon - Gill Claydon; Dorset - Ann Jacobs; E.Yorks & N.Lincs - Dave Jackson; Essex - Paul Beckerson; Glamorgan - Wendy Thomas; Gloucestershire - Cate Davidson; Greater gwent - Adrian Edwards; Gwynedd - Katherine Owen; Hampshire - Melanie Wathen; Herefordshire - Mel Preedy; Herts - Emma Payne; Isle of Wight - Val Taylor; Kent - Julia Bensted; Kent membership sec: Julie Hoad; Lancashire - Bill Whittle; Leics & Rutland - Fiona Palmer; Lincolnshire - Christine Jackson; N.Yorkshire - Andrew Husband; Norfolk - Jane Hale; Northamptonshire - Linda Paice; Northumberland - Diane Carney; Nottinghamshire - Mike Elliott; Oxfordshire - Liz Folley; Powys - Tracey Price; S.Yorkshire (acting) - Alan Hodkin; Shropshire - Helen Ball; Somerset - Crispin Taylor; Staffordshire - Liz Harrington-Jones; Suffolk - Dave Crimmin; Surrey - Sue Frossard; Sussex- Irene Marshall; W.Yorkshire - Miggy Bailey; Warwickshire - Lesley Dury; Wilts Membership - Clare Churchill; Wiltshire - Catherine Purves; Worcestershire - Ruth Mullett
Cc: Howard Midworth; Helen Quick; Elisabeth Skinner; Hatfield Town Council (admin@hatfieldcouncil.co.uk); Helen Quick
Subject: Branch Secretaries Meeting - 13 November 2013 - Stratford Upon Avon
Attachments: 2013 Branch Secretaries Meeting - Agenda.docx

Dear Colleagues

Further to my recent e-mail regarding the above, I now attach an agenda for the meeting on 13th November 2013, at Stratford Upon Avon. Also a link to the venue for directions etc.

As previously mentioned SLCC will cover the travel expenses for this meeting and it is open to Branch Secretaries (or a substitute representative) only. Consideration may be given to providing accommodation the night before, for those who would otherwise have difficulty in getting to the venue, please contact me if you fall into this bracket. Please could you confirm whether or not you are able to attend for catering purposes, and also any dietary or access requirements you may have. We look forward to meeting you all at Stratford.

Kind Regards

Lesley

<http://www.qhotels.co.uk/our-locations/stratford-manor/directions/>

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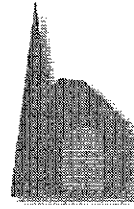
Website: www.slcc.co.uk

Advice Line: 0845 450 6156 (available from 8am until 6.30pm)

Society of Local Council Clerks

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Branch Secretaries' Event 2013

Wednesday 13 November 2013

Stratford Manor Hotel, Stratford upon Avon, CV37 0PY.

10.00 Registration and Coffee

10.30 Welcome and address from SLCC President, Duncan Wright.

10.40 Documentation and Templates (Memory Stick).

10.50 Open Forum Q&A with SLCC CEO, Howard Midworth.

11.10 Membership Recruitment Workshop

facilitated by Elisabeth Skinner, FILCM, SLCC Academic Leader.

12.10 Adding value to your Branch event,

Andy Cotter & Vicky Jacomb, Came & Company Ltd.

12.30 Lunch & Networking

13.30 Induction and Higher Education Developments

a) Community Governance Course

b) New 'Introduction to Local Council Administration'

Elisabeth Skinner FILCM, SLCC Academic Leader.

14.15 Running Successful Branch Meetings

group discussion facilitated by Bruce Poole, FILCM.

15.15 The Future – the importance of the local branch network.

15.30 Depart