



*“Empowering Collaboration, Embracing Innovation and
moving your Council forward – together”*

Training Programme
July 2026 – December 2026

42B High Street, Great Dunmow, Essex, CM6 1AH
Telephone: 01371 829148 www.councilwise.co.uk

		July 2026					
2 nd	Thursday	Motivation in your Council What motivates Employees & Councillors and how to harness this for peak performance	10.00am – Midday	James Corrigan Council HR & Governance Support	Zoom	£50.00	£60.00
6 th	Monday	Parish Online Mapping Introductory Course	10.00am-11.30am	Julie King Norfolk Parish Training & Support	Zoom	£50.00	£60.00
11 th	Saturday	Permitted Development Rights	9.30am – 12.30pm	Adriana Jones, CiLCA	Great Dunmow	£70.00	£84.00
15 th	Wednesday Evening	Parish Councils & Charities	6.00pm – 8.00pm	Community Action Norfolk	Zoom	£50.00	£60.00
16 th	Thursday Evening	Neighbourhood Planning & How it Fits	6.30pm – 9.00pm	Matt Cooke, CiLCA, MA, MDX, ARPS, FHEA	Zoom	£60.00	£75.00
21 st	Tuesday	HR Managing Staff Performance Management, Appraisals, Sickness, Absences & Employee Relations	10.00am – 1.00pm	James Corrigan Council HR & Governance Support	Zoom	£50.00	£60.00
28 th	Tuesday	HR Basics – A reminder of the basics including Employment Legislation & being prepared for up-and-coming Legislation	10.00am – 1.00pm	James Corrigan Council HR & Governance Support	Zoom	£50.00	£60.00
30 th	Thursday	First Aid Level 3 Certificated	9.15am – 4.30pm	Marie Kelly	Great Dunmow	£135.00	£162.00
		August 2026					
6 th	Thursday	Rescheduled Basic Tree Survey & Inspection Course	9.15am – 4.30pm	EasTec UK Ltd Dane Wood	Great Dunmow	£195.00	£234.00

6 th	Thursday	HR - Appraisals, Performance Management, and motivation of your Staff for Clerks *Special Council Officer Available*	10.00am - Midday	James Corrigan Council HR & Governance Support	Zoom	£50.00	£60.00
		September 2026					
9 th	Wednesday	Clerk Networking Coffee Morning	10.00am-12.30pm	Hosted by CouncilWise	Great Dunmow	FREE	FREE
10 th	Thursday	Permitted Development Rights	10.00am- 1.00pm	Adriana Jones, CiLCA	Great Dunmow	£60.00	£72.00
15 th	Tuesday	Clerk Networking Coffee Morning	10.00am-12.30pm	Hosted by CouncilWise	Great Dunmow	FREE	FREE
16 th	Wednesday	Council Roles & Responsibilities – Foundation of Good Governance	10.00am – 1.00pm	Amanda Hilton, CiLCA, PSLCC	Great Dunmow	£60.00	£72.00
17 th	Thursday	Navigating the Planning System	10.00am – 3.30pm	Adriana Jones, CiLCA	Great Dunmow	£90.00	£108.00
21 st	Monday	Working from Home as a Clerk	10.00am – 1.00pm	Marie Snell, CiLCA, BSc Hons, FiLCA, ILCA	Great Dunmow	£60.00	£72.00
22 nd	Tuesday	Chair & Councillor Networking Coffee Morning	10.00am-12.30pm	Hosted by CouncilWise	Great Dunmow	FREE	FREE
23 rd	Wednesday	The Six Characteristics of a High Performing Council	10.00am – Midday	James Corrigan Council HR & Governance Support	Zoom	£50.00	£60.00
24 th	Tuesday	Village Halls	10.00am – 3.30pm	Danielle Frost RCCE	Great Dunmow	£160.00	£192.00

28 th	Monday	Introduction to being a Councillor Session 1	10.00am–4.00pm	Judith Farr & Ann Wood, LL.B, Cert HE, DMS, PIALC	Great Dunmow	£90.00	£108.00
29 th	Tuesday	Sustainability & Climate Change	10.00am – Midday	Mike Deegan Consulting	Zoom	£50.00	£60.00
30 th	Wednesday	Budget & Precept for Clerks & RFO's	10.00am – Midday	Do the Numbers Eleanor Greene	Zoom	£45.00	£54.00
		October 2026					
1 st	Thursday	Allotment – Session 1 Covering Tenancy Agreements and Policies	10.30am–12.30am	National Allotment Society Tyler Harris	Zoom	£35.00 per session or both sessions £60.00	£42.00 per session or both sessions £72.00
1 st	Thursday Evening	Budget & Precept for Councillors	6.30pm – 8.30pm	Do the Numbers Eleanor Greene	Zoom	£50.00	£60.00
5 th	Monday	Introduction to being a Councillor Session 2	10.00am – 4.00pm	Judith Farr & Ann Wood, LL.B, Cert HE, DMS, PIALC	Great Dunmow	£90.00	£108.00
6 th	Tuesday	Routine Playground Inspection Course Certificated Course	9.15am – 4.00pm	PSS Ltd Louisa Hill	Great Dunmow	£200.00	£240.00
6 th	Tuesday	Routine Playground Inspection Exam	To follow on from course	PSS Ltd Louisa Hill	Great Dunmow	£200.00	£240.00
7 th	Wednesday	AI for Town & Parish Councils	10.00am – 1.00pm	AI Consultants Essex Dee Khabra	Great Dunmow	£60.00	£72.00
8 th	Thursday	Code of Conduct & Interests	10.00am – 1.00pm	Ann Wood, LL.B, Cert HE, DMS, PIALC	Great Dunmow	£60.00	£72.00

8 th	Thursday	Allotment – Session 2 Covering Site Facilities and Health & Safety	10.30am-12.30pm	National Allotment Society Tyler Harris	Zoom	£35.00 per session or both sessions £60.00	£42.00 per session or both sessions £72.00
9 th	Friday	Understanding your Councils Standing Orders	10.00am – 1.00pm	Matt Cooke, CiLCA, MA, MDX, ARPS, FHEA	Great Dunmow	£60.00	£72.00
12 th	Monday	Parish Online Mapping Introductory Course	10.00am – 11.30am	Julie King Norfolk Parish Training & Support	Zoom	£50.00	£60.00
13 th	Tuesday	Addressing the Biodiversity Crisis	10.00am – Midday	Mike Deegan Consulting	Zoom	£50.00	£60.00
14 th	Wednesday	Writing Effective Meeting Agendas & Minutes	10.00am – 1.00pm	Amanda Hilton, CiLCA, PSLCC	Great Dunmow	£60.00	£72.00
14 th	Wednesday Evening	HR - Appraisals, Performance Management, and motivation of your Clerk for Councillors *Special Council Officer Available*	6.30pm – 8.30pm	James Corrigan Council HR & Governance Support	Zoom	£50.00	£60.00
15 th	Thursday	Foundation Essentials for New Clerks	10.00am – 3.30pm	Sarah Gaeta, CiLCA, FdA Community Governance	Great Dunmow	£90.00	£108.00
19 th	Monday	Chairing with Confidence Session 1	10.00am – 4.00pm	Judith Farr & Ann Wood, LL.B, Cert HE, DMS, PIALC	Great Dunmow	£90.00	£108.00
20 th	Tuesday	Understanding your Councils Financial Regulations	10.00am – 1.00pm	Ann Wood, LL.B, Cert HE, DMS, PIALC	Great Dunmow	£60.00	£72.00
26 th	Monday	Chairing with Confidence Session 2	10.00am – 3.30pm	Judith Farr & Ann Wood, LL.B, Cert HE, DMS, PIALC	Great Dunmow	£90.00	£108.00

28 th	Wednesday	Handling Difficult Situations	10.00am-Midday	Mike Deegan Consulting	Zoom	£50.00	£60.00
		November 2026					
4 th	Wednesday	Council Governance	10.00am – 3.30pm	Sarah Gaeta, CiLCA, FdA Community Governance	Great Dunmow	£90.00	£108.00
5 th	Thursday	Procurement for Town & Parish Councils	10.00am – Midday	Mike Deegan Consulting	Zoom	£50.00	£60.00
12 th	Thursday	Garden of Remembrance	9.30am – Midday	ICCM	Zoom	£110.00	£132.00
17 th	Tuesday	Funding for Town & Parish Councils	10.00am – Midday	Mike Deegan Consulting	Zoom	£50.00	£60.00
18 th	Wednesday	Working from Home as a Clerk	10.00am – 1.00pm	Marie Snell, CiLCA, BSc Hons, FiLCA, ILCA	Zoom	£60.00	£72.00
20 th	Friday	Neighbourhood Planning & how it Fits	10.00am – 1.00pm	Matt Cooke, CiLCA, MA, MDX, ARPS, FHEA	Great Dunmow	£60.00	£72.00
21 st	Saturday	Navigating the Planning System	9.30am – 3.00pm	Adriana Jones, CiLCA	Great Dunmow	£105.00	£112.50
24 th	Tuesday	Development for Clerks Course	10.00am – 3.30pm	Sarah Gaeta, CiLCA, FdA Community Governance	Great Dunmow	£90.00	£108.00
25 th	Wednesday	Chair & Councillor Christmas Networking Coffee Morning	10.00am-12.30pm	Hosted by CouncilWise	Great Dunmow	FREE	FREE
26 th	Thursday	Health & Wellbeing for Town & Parish Councils	10.00am – Midday	Mike Deegan Consulting	Zoom	£50.00	£60.00

26 th	Thursday	Navigating the Planning System	10.00am – 3.30pm	Adriana Jones, CiLCA	Great Dunmow	£90.00	£108.00
		December 2026					
1 st	Tuesday	Chair & Councillor Christmas Networking Coffee Morning	10.00am-12.30pm	Hosted by CouncilWise	Great Dunmow	FREE	FREE
3 rd	Thursday	Clerks' Christmas Networking Coffee Morning	10.00am-12.30pm	CouncilWise	Great Dunmow	FREE	FREE
9 th	Wednesday	Clerks' Christmas Networking Coffee Morning	10.00am-12.30pm	CouncilWise	Great Dunmow	FREE	FREE