

Milly Southworth

From: Julie Calleya <Julie.Calleya@cornwall.gov.uk>
Sent: 17 February 2026 19:41
To: CornwallALC Enquiries
Cc: Training Cornwall ALC; Mary Gosling
Subject: CALC TRAINING UPDATE: AI IN YOUR COMMUNITY - PRESENTED BY BREAKTHROUGH COMMUNICATIONS VIA ZOOM

Information Classification: CONTROLLED

Dear Clerks & Officers,

We are very pleased to announce a **new and exciting** online training opportunity from Breakthrough Communications:

AI In Your Community

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| Session 1: Getting Started with AI in Your Council
12.30pm - | Tuesday 21 April 2026 at 11am- |
| Session 2: AI for Community Engagement in 2026
12.30pm - | Tuesday 21 May 2026 at 11am- |
| Session 3: AI for Council Operations in 2026
12.30pm - | Wednesday 17 June 2016 at 11am- |

Session 1: Getting Started with AI in Your Council

A clear and practical introduction that combines the essentials of AI with the foundations of an effective AI strategy for councils.

This session explains what has changed for 2026, highlights safe and useful tools for everyday tasks, and shows how clerks, officers and councillors can plan for responsible adoption across their council.

Delegates leave with an informed starting point for both practical use and longer-term strategic thinking. We'll also cover the fundamentals of AI bias, transparency and data protection issues.

Session 2: AI for Community Engagement in 2026

A focused session on using AI to strengthen community engagement through improved and more efficient content creation, including social media, written materials and video content.

The training shows how AI can help councils reach wider audiences, improve accessibility and analyse community insight, together with an introduction to simple automated interactions that support engagement without replacing human customer service.

Session 3: AI for Council Operations in 2026

A practical look at how AI supports better internal organisation through improved meetings, action tracking and project management.

The session explores realistic applications that reduce administrative load, increase accuracy and support smoother workflows, together with the safeguards required for responsible use.

The cost of the training is **£35 plus vat** per delegate per session. Delegates are not required to complete all three sessions, as they can be booked independently.

The online platform Zoom is used by Breakthrough Communications, delegates will need to ensure they have access to this platform before the training session starts.

Bookings have to be made directly with CALC and please email us at training@cornwallalc.org.uk with **AI In Your Community** in the subject line.

For any bookings, please also include the following information:

In the Subject Line: **Course Name (Session 1,2 or 3)**

Date and Time of Preferred Session:

Name of Council:

Name of Clerk:

Clerk Email Address:

Delegate Name:

Delegate Email Address:

Invoice Email Address (if applicable):

A minimum of one week's notice is required for all cancellations, should you need to make amendments to a booking, please contact us ASAP to arrange this.

If you/the council representative is unable to attend the booked training session, you may be able to send a replacement for your council.

Non-attendance for training places will be charged automatically, unless we have cancelled the booking with prior agreement with the trainer.

Please confirm that delegates are willing for their contact details to be shared with CALC or outside training providers, solely for the purposes of this training.

Councils will be invoiced for all training by CALC.

If you have any questions, please get in touch by emailing training@cornwallalc.org.uk

Kind regards,

Julie Calleya
Administration Officer
Cornwall Association of Local Councils
Unit 2, 1 Riverside House
Heron Way
Newham
TRURO
Cornwall TR1 2XN

Tel : 01872 326969

Email : training@cornwallalc.org.uk or enquiries@cornwallalc.org.uk

URL: www.cornwallalc.org.uk

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Milly Southworth

From: Julie Calleya <Julie.Calleya@cornwall.gov.uk>
Sent: 17 February 2026 18:51
To: CornwallALC Enquiries
Cc: Training Cornwall ALC; Mary Gosling
Subject: CALC TRAINING UPDATE: ACCESSIBLE DOCUMENTS PRESENTED BY MARK TOMKINS FROM AUBERGINE

Information Classification: CONTROLLED

Dear Clerks & Officers,

Following on from the success of the **Assertion 10** webinar, we are very pleased to announce a **new and exciting** training opportunity:

Accessible Documents on Monday 2nd March at 11am to 12.30pm - presented by Mark Tomkins from Aubergine.

Accessible Documents - Make Your Council Documents Accessible using MS Word / Creating and Publishing Accessible Documents & Content

As a Parish or Town Council Clerk, you're responsible for producing key documents such as agendas, minutes, and reports, and ensuring they are accessible to all members of your community, including people with disabilities, is not just good practice, it's a legal requirement.

Whether you're preparing for a council meeting or publishing documents online, this webinar will equip you with the tools and confidence to make sure your documents are clear, inclusive, and accessible.

In this practical training session, you'll learn how to create and publish council documents that are both compliant and inclusive. You'll discover how to:

- *Format agendas, minutes, and reports in Microsoft Word for accessibility*
- *Convert documents into accessible PDFs for online publication*
- *Adding structure to documents = Using headings, alt text, text-formatting, tables, and colour effectively to support assistive technologies*
- *Run simple accessibility checks using built-in tools in Word and PDF editors*
- *Apply practical publishing techniques to meet WCAG2.2AA and Public Sector Bodies Accessibility Regulations standards*

Places for this webinar are limited and will be allocated on a first come first-served basis and we allow one space per council.

If you would like to be considered for additional spaces, please let me know and should there be any space on the day of the training I will contact you directly.

The cost of the training will be **£12.50 plus vat** per delegate and if you would like to book, please email us at training@cornwallalc.org.uk with **ACCESSIBLE DOCUMENTS** in the subject line.

For any bookings, please also include the following information:

In the Subject Line: **Course Name**
Date and Time of Preferred Session:
Name of Council:
Name of Clerk:

Clerk Email Address:
Delegate Name:
Delegate Email Address:
Invoice Email Address (if applicable):

A minimum of one week's notice is required for all cancellations, should you need to make amendments to a booking, please contact us ASAP to arrange this.

If you/the council representative is unable to attend booked training dates, you may be able to send a replacement for your council, or we may be able to offer this space to another delegate.

Non-attendance for training places will be charged automatically, unless we have cancelled the booking with prior agreement with the trainer.

Please confirm that delegates are willing for their contact details to be shared with CALC or outside training providers, solely for the purposes of this training.

Councils will be invoiced for all training by CALC.

If you have any questions, please get in touch by emailing training@cornwallalc.org.uk

Kind regards,

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