

CALC: TRAINING UPDATE FOR MAY TO OCTOBER 2026

Information Classification: CONTROLLED

Dear Clerk, Officers & Members,

We are delighted to share the following CALC Training Sessions for May to October 2026 - dates are also on the CALC website with a list of training dates and booking instructions.

An update for other partner training sessions will be released in due course.

Monday 18 May 2026 11am-12.30pm	<b>Accessible Documents</b> With Mark Tomkins, Aubergine	<u>PLACES AVAILABLE</u>	Online via Teams	Cost £12.50 member £25 non-member
Tuesday 19 May 2026 6.30pm-8.30pm	<b>Code Conduct for Councillors</b> With Lee Dunkley	<u>PLACES AVAILABLE</u>	Online via Teams	Cost £25 member/non- member
Thursday 21 May 2026 11am-12.30pm	<b>AI For Community Engagement Session 2</b> With Breakthrough Communications	<u>PLACES AVAILABLE</u>	Online via Zoom	Cost £35 member £70 non-member
Tuesday 2 June 2026 7pm-9pm	<b>Councillor Skills</b> With Lee Dunkley	<u>PLACES AVAILABLE</u>	In-person Treloweth Community Centre, Carn Brea	Cost £37.50 member £75 non-member

Agenda 25b)

Annual Meeting  
21/05/26

Wednesday 10 June 2026 6.30pm-8.30pm	<b>Charing Skills</b> With Lee Dunkley	<u>PLACES AVAILABLE</u>	In-person Probus Village Hall	Cost £37.50 member £75 non-member
Thursday 11 June 2026 6.30pm-8.30pm	<b>Clerking Essentials</b> With Lee Dunkley	* <u>NEW COURSE</u> *	In-person Hosted by Trevelbyn Parish Council	Cost £65 member £140 non-member
Tuesday 16 June 2026 6.30pm-8.30pm	<b>Councillor Skills</b> With Lee Dunkley	<u>PLACES AVAILABLE</u>	In-person Hosted by St Minver Highlands Parish Council	Cost £37.50 member £75 non-member
Wednesday 17 June 2026 11am-12.30pm	<b>AI For Council Operations</b> Session 3 With Breakthrough Communications	<u>PLACES AVAILABLE</u>	Online via Zoom	Cost £35 member £70 non-member
Monday 22 June 2026 6.30pm-8.30pm	<b>Code Conduct for Councillors</b> With Lee Dunkley	* <u>NEW DATE SCHEDULED</u> *	Online via Teams	Cost £25 member/non- member
Wednesday 9 September 2026 11am-12.30pm	<b>AI For Council Operations</b> Session 3 (repeat) With Breakthrough Communications	<u>PLACES AVAILABLE</u>	Online via Zoom	Cost £35 member £70 non-member
Tuesday 15 September 2026 11.30am-12.30am	<b>Digitisation of AGAR</b> With Lance Allan (SAAA)	* <u>NEW DATE SCHEDULED</u> *	Online via Teams	FREE
Tuesday 6 October 2026 <b>ALL DAY EVENT</b>	<b>CORNWALL LOCAL COUNCIL CONFERENCE</b>	* <u>SAVE THE DATE</u> * <b>BOOKINGS TO BE RELEASED IN JUNE</b>	In-person event	Cost £35 member

### Accessible Documents

Join Mark Tomkins, a leading expert in council website compliance and the Founding Director of Aubergine as he explains **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.

### **Code of Conduct**

All councillors (returning and newly elected) are required to attend training within 6 months of taking office. The training will cover application of the code, general obligations, registering and declaring interests, dispensations, sanctions, bias and pre-determination. The face-to-face training allows for an open and discursive session where group participation is encouraged, and real-life examples will be provided to illustrate how the Code applies to each and every councillor.

### **AI For Community Engagement in 2026 – Session 2**

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.

### **Councillor Skills**

Suitable, and recommended, for all councillors whether new to the role or for those looking for a refresher. This session will focus on the role and how to be a successful/good councillor. The session will cover roles and responsibilities across the council and within the community, the legal framework and house rules, meetings, engagement, and the council's place as a local advocate and community leader.

### **Chairing Skills**

For those who wish to learn more about, and improve their skills with, the successful leadership of the council and effective meetings. The training is particularly useful for chairs and vice chairs of committees and full council; although it is also suitable for all councillors as it gives a guide to roles, responsibilities and effective meetings. The session will consider the leadership of the chair, preparing to chair a meeting, legal powers and duties, use of standing orders, managing council meetings, public participation, decision making and managing conflict in meetings. The session is interactive, and active participation is very much encouraged.

### **Clerking Essentials**

Whether you're brand new to the clerk's chair or have been doing the job for years, this in-person half-day CALC session (9:30am–1:00pm) is a relaxed, practical way to build confidence, refresh your knowledge, and pick up tips you can use straight away. We'll cover the essentials of agendas and minutes, the legal framework you work within, finance basics, planning, everyday tools and templates, and some of the real-world scenarios clerks and council staff face in Cornwall. There will be a half-hour refreshment break in the middle, and plenty of opportunities to ask questions and share experiences. The session is suitable for new and established clerks, as well as other office or administrative staff working in local councils.

### **AI for Council Operations in 2026 – Session 3**

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.

### **Digitisation of AGAR**

This session will give you an opportunity to find out about accessing the new system in advance of your 2026/2027 submission and will tell you what you will need to do in 2027 to submit your council's AGAR using the new system.

**Cornwall Local Council Conference -  
CALC will be holding the Cornwall Local Council Conference (combined with the CALC AGM) on Tuesday 6<sup>th</sup> October 2026 at the Royal Cornwall Showground, Pavillion Centre, Wadebridge.  
For councillors and officers, a full day of practical learning, valuable networking and inspiring workshops to explore current challenges and share good practice. Bookings to be released in June.**

If you would like to place a booking for any of the above sessions, please email us at [training@cornwallalc.org.uk](mailto:training@cornwallalc.org.uk)

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):

Places for each training opportunity are limited and will be allocated on a first come first-served basis.

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.

Non-attendance for training places will automatically be charged, 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 about training or would like to discuss future opportunities for one-off training events, please do get in touch at [training@cornwallalc.org.uk](mailto:training@cornwallalc.org.uk)

Please note, all details are correct at the time of publishing and may be subject to change.

I will be on annual leave from Tuesday 5 May and returning on Monday 11 May and will process all bookings on my return.

Kind regards,

Julie Calleya

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