

	Full Council
Date	16 June 2025
Agenda Item	7h

To consider attendance by Cllr Bond and the Clerk at Management training offered by EALC

Managing Projects - A Practical Course for Clerks & Councillors

16th July 2025 -10-3.30pm Cost £125 per person

42B High Street Dunmow, CM6 1AH

Why Take This Course?

Every successful project begins with a solid business case. Whether you're installing playground equipment, redeveloping a car park, or planning a new village hall, understanding how to scope, plan, and justify your project is *essential*.

During the morning we will look at:

 Business Case Development,  Financial Considerations,  Risk,  Project Timeline & Scheduling,  Resource Planning,  Communication & Engagement and  Project Close & Handover

 **During the afternoon there will be group work to create a project plan.**

Tutor: Michelle Harper

Michelle Harper is a CILCA-qualified clerk with a BA (Hons) in Community Governance and over seven years of experience supporting local councils. She has successfully managed a range of council projects, including the installation of new play equipment, the launch of a council website, and the oversight of a leisure centre. Michelle brings practical insight and hands-on experience to project management in the parish and town councils.

Recommendation: that HTC approves the attendance of Cllr Bond and the Clerk at the Management training offered by EALC.

Sarah Greateorex

S Greateorex Town Clerk