



Berkshire Association of Local Councils

MEMBER COUNCIL GENERATED TRAINING PROCEDURES

1. Berkshire Association of Local Councils will consider funding Member Council generated training where appropriate.
2. Member Councils who wish to be considered for funding of their training courses should complete the relevant application form and submit to Berkshire ALC at **balcexec@balc.org.uk**. The application form can be found on the Berkshire ALC website under training.
3. The application form must have a full breakdown of costs, including venue, trainer fee, expenses, refreshments, and documentation/handouts plus any other costs applicable to the course. Venue costs will only be reimbursed when the Member Council's own facilities are inadequate for the training.
4. Main criteria for Berkshire ALC funding:
 - i) Course not available already from Berkshire ALC or Hampshire ALC.
 - ii) Course content must be a core competency.
 - iii) Value for money, total cost must be no more than an equivalent course including VAT from Berkshire ALC or Hampshire ALC.
 - iv) Minimum number of attendees is fourteen of which a minimum of four must be from other Berkshire ALC member councils.
5. Member Councils are responsible for all administration connected with organising and running the training course.
6. Attendee cancellations will be subject to the same terms and conditions applicable to the main [Berkshire ALC training T&C's](#). Attendees giving less than fourteen days' notice of cancellation and all no-shows will be invoiced at the pro rata rate of the cost of the course to the organising council or the appropriate external member council.
7. Once the training course has been successfully run the organising Member Council should invoice the Berkshire ALC Treasurer together with all receipts to **frank.breedlove@btinternet.com** with a copy and they will arrange approval and payment. Only those costs pre-approved will be paid.
8. Berkshire ALC will arrange for the training course to be advertised on the Berkshire ALC website and via an email distribution to all other Berkshire ALC members.
9. The Member Council will provide feedback on the course, including details of attendees and their positions and sent to Berkshire ALC at **balcexec@balc.org.uk**.