

FOUNDED 1882 INCORPORATED 1927  
President: Duncan Baxter IRRV(Hons)  
Treasurer: Mike Shang FIRRV

**Introduction to Council Tax Seminar**

**Venue – Preston Town Hall, Lancaster Road, Preston PR1 2RL**

**Date – Tuesday 12th July 2016**

Dear Colleague

The Lancashire and Cheshire Association Executive continues to recognise that the delivery of high quality professional events is a key requirement for our members. I am therefore delighted to announce that an **Introduction to Council Tax** seminar will take place on **Tuesday 12th July 2016 at Preston Town Hall.**

In the current financial climate it is particularly important for local authorities to ensure that Council Tax bills are issued promptly and accurately, with effective action being taken to collect unpaid amounts. This seminar will be particularly useful for colleagues who are new to Council Tax or who deal with Council Tax issues regularly in a customer services environment. The seminar will also serve as a ‘refresher’ for more experienced Council Tax staff, and is also an excellent opportunity to catch up with colleagues and representatives from other authorities and organisations.

Our seminars have previously been very well subscribed with positive feedback from both delegates and employers. At **£100 per delegate** I believe that the event offers excellent value for money and will be delivered to the usual high standards of the Lancashire and Cheshire Association. In addition the Association is continuing to offer **members** of the Institute a generous **50% Discount** and **student members** may attend **free of charge.**

Full details of the seminar and a booking form are attached.

Yours faithfully

**Duncan Baxter IRRV(Hons)**

Association President

**Please visit our website:** [**http://www.irrvassociations.org.uk/index.php?AId=3**](http://www.irrvassociations.org.uk/index.php?AId=3)

**Lancashire & Cheshire IRRV Association**

**Introduction to Council Tax Seminar**

**Preston Town Hall, Lancaster Road, Preston PR1 2RL― Tuesday 12th July 2016**

**Chair – Duncan Baxter, Association President**

**Agenda**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Time** | **Topic** | | | **Speaker** |
| **9.30** | **Seminar Registration and Coffee** | | | |
| 9.45 | Welcome and Introduction | Duncan Baxter – President, Lancashire and Cheshire Association | | |
| 10.00 | The importance of Council Tax to local authorities and maintenance of the property base | Peter Haywood – Revenues Manager, South Ribble Borough Council | | |
| **10.45** | **Break** | | | |
| 11.00 | Liability for Council Tax | Julie Smethurst - Revenues Manager, Preston and Lancaster City Councils | | |
| 12.00 | Discounts, Disregards and Exemptions |  | | |
| **12.45** | **Lunch** | | | |
| 13.30 | Billing and Collection | | David Holmes – Court Officer, Blackpool Borough Council | |
| **14.30** | **Break** | | | |
| 14.45 | Options for post Liability Order Recovery | | Mike Harkins – Rundles Enforcement Agents | |
| **15.30** | **Seminar Close** | | | |

# Booking Form: Introduction to Council Tax

**Date:** Tuesday 12th July 2016

**Venue:** Preston Town Hall

**Times:** Start: 9.45 a.m.  
Finish: 3.30 p.m. (approximate)

**Cost:** £100.00 per delegate ― includes refreshments & lunch (will be invoiced to you).

£ 50.00 for Members of the IRRV, no charge for Student Members

To reserve your places fill in your details **including your Purchase Order number** and email them no later than Friday 1st July 2016to:

Mike Harkins IRRV, Assistant Treasurer

Email: [mharkins@rundles.org.uk](mailto:mharkins@rundles.org.uk)

|  |  |
| --- | --- |
| **Name of Authority** |  |
| **Address for correspondence** |  |
| **Contact name & Tel no** |  |
| **Email address** |  |
| **PO Number** |  |

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| --- | --- | --- | --- | --- | --- |
| **Name of Delegate** | **Contact**  **Telephone No.** | **Email address** | **Dietary requirements** | **IRRV Member**  **Y/N** | **Student Member**  **Y/N** |
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