

Parish Council Office, Banks Park, Banks Road, Haddenham, Buckinghamshire. HP17 8EE Phone: 01844 292411 Email: clerk@haddenham-bucks-pc.gov.uk

## **Haddenham Parish Council Training Record**

## **Councillor Training**

| Name                | Course Attended     | Date      |
|---------------------|---------------------|-----------|
| Jim Brown           | New Councillor      | 17/10/19  |
| Dave Hoare          | New Councillor      | 05/09/19  |
|                     | Cemetery Management | 6-7/10/20 |
| Heather-Joy Garrett | New Councillor      | -         |
| Nick Kidby          | New Councillor      | 08/06/21  |
| David O'Hanlon      | New Councillor      | 12/09/15  |
| Vanessa Poole       | -                   | -         |
| Stephen Sharp       | New Councillor      | 12/09/15  |
| Greg Smith          | New Councillor      | 08/06/21  |
| Alan Thawley        | New Councillor      | 11/03/21  |
| David Truesdale     | New Councillor      | 12/09/15  |
| John Wheeler        | New Councillor      | 12/09/15  |

## **Staff Training**

| Name        | Course Attended           | Date                |
|-------------|---------------------------|---------------------|
| Sue Gilbert | CiLCA (Principal)         | 15/06/17 (30/06/21) |
|             | Agendas & Minutes         | 03/10/12            |
|             | VAT                       | 27/11/14            |
|             | Cemetery Legal compliance | 11/05/17            |
|             | Procurement               | 10/05/18            |
|             | Requests for Information  | 28/02/19            |
|             | and Tricky Questions      |                     |

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|------------------|----------------------------|---------------------------------------|
|                  | Dementia Friendly          | 26/02/20                              |
|                  | Communities                |                                       |
|                  | Creating Constructive      | -                                     |
|                  | Community Engagement       |                                       |
|                  | Effective Communication in | 08/10/20                              |
|                  | a post-lockdown world      |                                       |
|                  | Finding New Parish         | 12/01/21                              |
|                  | Councillors                |                                       |
|                  | Practitioners Conference   | 23-25/02/21                           |
|                  | Common Land and Village    | 2-3/03/21                             |
|                  | Greens                     |                                       |
|                  | Year End Accounts and      | 15/03/21                              |
|                  | Audit Training             |                                       |
| Emma Marsden     | CiLCA (Principal)          | 16/08/2015                            |
|                  | Cemetery Compliance        | 18/02/2015                            |
|                  | Parish Councils delivering |                                       |
|                  | more                       |                                       |
|                  |                            | 25/02/2015                            |
|                  | Legal Training             |                                       |
|                  |                            | 16/03/2015                            |
|                  | Budget Training            | 13/09/2015                            |
|                  | Practitioners Conference   | 23-25/02/21                           |
| Kerrie Griffiths | ILCA                       | March 2020                            |
|                  | BMKALC Conference 2019 -   | 29/11/19                              |
|                  | Creating Constructive      |                                       |
|                  | Community Engagement For   |                                       |
|                  | Town & Parish Councils     |                                       |
|                  | Effective Comms and        | 8/10/20                               |
|                  | Engagement in a Post-      |                                       |
|                  | Lockdown World             |                                       |
|                  | Using Social Media to      | 20/10/20                              |
|                  | enhance your Council's     |                                       |
|                  | Communications             |                                       |
|                  | Creating Accessible Word & | 26/5/21                               |
|                  | PDF Documents: Getting the |                                       |
|                  | Basics Right               |                                       |
|                  | Managing Difficult People  | 10/6/21                               |
|                  | and Conversations          |                                       |
| Jane Allman      | Agendas and Minutes        | 2016                                  |
|                  | _                          |                                       |