

CLIVE PARISH COUNCIL

CONTINUOUS PROFESSIONAL DEVELOPMENT STRATEGY – Training Record – 2019 - 2020

This training record is to be used in conjunction with the Council's revised Training Policy. The Training policy sets out our commitment to maintain the standards expected from a Parish Council and aims to develop the knowledge and skills of staff and elected Members to enable them to work more effectively in serving the needs of the local community. The table below identifies key areas of training for staff and Members and outlines what training has been undertaken.

TOPIC	WHO WILL BENEFIT		MEMBERS ATTENDED	STAFF ATTENDED	DATE COMPLETED
	STAFF	MEMBERS			
Writing Successful Funding Bids	√	√	Cllr Peter Walters	Clerk	10-May-19
Planning training	√			Clerk	07-Jun-19
Neighbourhood Plan training		√	Cllr Kate Bentham		26-Jun-19
Contracts, quotes, tenders	√			Clerk	17-Sep-19
Website accessibility	√			Clerk	30-Oct-19
VAT training	√			Clerk	20-Feb-20
COVID-19: Helping the community webinar	√			Clerk	08-Apr-20
Creating Accessible Documents webinar	√			Clerk	26-May-20
Public Engagement and Community Event	√			Clerk	14-Jul-20