



Cantley with Branton Parish Council

Report to the Parish Council on 5th March 2025

Training Attended (2024/2025)

Introduction: This report provides an overview of the training attended by both Staff and Councillors during the financial year 2024/2025. The purpose of this report is to ensure transparency and continuous professional development within the Parish Council.

Training Summary:

Name	Position	Training Course	Date Booked	Training Date	Cost	Attended
Bev Walton	Clerk/RFO	Introduction to Microsoft 365	04/06/2024	11/06/2024	Free	Yes
Bev Walton	Clerk/RFO	Talking Tables Event	07/06/2024	18/07/2024	£70	Yes
Bev Walton	Clerk/RFO	CILCA	16/02/2024	October 2024 start, up to a year to complete	£775	Yes
Bev Walton	Clerk/RFO	HMRC Webinar - Expenses & Benefits	02/09/2024	06/09/2024	Free	Yes
Bev Walton	Clerk/RFO	YLCA Webinar - Sickness Management	02/09/2024	11/09/2024	Free	Yes
Bev Walton	Clerk/RFO	Clerk's Discussion Forum	N/A	Various	Free	Yes
Steve Maskill	Handyman	ROSPA Operational Inspection Course	16/02/2024	4th & 5th December 2024	£820 + VAT	Yes
Steve Maskill	Handyman	GroundsFest	17/07/2024	11/09/2024	Free	Yes
Tony Gibbins	Councillor	Chair's Training	06/06/2024	12/06/2024	£70	Yes
Tony Gibbins	Councillor	Biodiversity Part 2: The Duty on Parish and Town Councils	04/07/24	09/07/24	Free	Yes
Jim Sprack	Councillor	Gov.uk webinar	03/10/2024	09/10/2024	Free	Yes

Conclusion: The above training sessions ensure that both staff and Councillors maintain the necessary skills and knowledge required for their roles. The Parish Council should continue to support professional development by allocating resources for relevant training courses.

Recommendations:

1. Encourage staff and Councillors to engage in further training opportunities where relevant.
2. Maintain regular updates of training logs for accuracy and completeness.

Bev Walton
Clerk/RFO
10th February 2025