

Welcome to
**Tormarton
 Parish Council**

Clerk and Councillor Training Log

This document sets out the training that the Parish Clerk and Parish Councillors have attended to ensure that they can deliver the best for the residents of Tormarton and West Littleton.

Parish Clerk and Responsible Finance Officer: Jack Turner

Councillors: Simon Stevens, Katy Pool, Janet Wells, Nick Davis and Paul Gabb.

Jack Turner	Clerk and RFO
Year of Training	Training Title
2018	Introduction to Local Council Administration (Level 2 Certificate) – Society of Local Council Clerks
2018	VAT for Local Councils (CPD Course) – Avon Local Council’s Association with DCK Accounting
2018	Local Council Administration 3 (CPD Course) – Avon Local Council’s Association
2019	Local Council Administration 1 (CPD Course) – Avon Local Council’s Association
2019	Local Council Administration 2 (CPD Course) – Avon Local Council’s Association
2019	Planning in Plain English – Avon Local Council’s Association
2019	Being a Good Councillor – Avon Local Council’s Association
2019	Payroll Legislation 2019/2020 (CPD Course) – Iris Payroll
2019	Certificate in Local Council Administration (Level 3 Certificate) – Society of Local Council Clerks
2019	An Introduction to Routine Playground Inspection (CPD Course) – PSS LTD
2019	Essential Skills for Line Managers (CPD Course) - ACAS
2020	Fire Safety for Fire Marshals (Level 2 Award) - RQF
2020	Level 3 Award (Distinction) in Accounting (CPD Course) – Oplex Careers
2020	Employment Law Update (CPD Course) – ACAS
2020	Level 4 Award (Merit) in Advanced Payroll Systems (CPD Course) – Oplex Careers
2020	Level 5 Award (Higher Distinction) in HR Management (CPD Course) – Oplex Careers
2020	Mental Health in the Workplace: Skills for Managers (CPD Course)- ACAS
2020	Internal Controls for Local Council’s - Parkinson Partnership LLP
2020	Budgeting for Local Council’s - Parkinson Partnership LLP
2020	Managing Risk and Insurance During COVID-19 - Avon Local Council’s Association
2021	The Role of Internal Audit – Parkinson Partnership LLP
2021	VAT for Local Councils – Parkinson Partnership LLP
2021	Payroll Legislation Update - Iris
2021	Year End Accounts and Audit – Parkinson Partnership LLP

Simon Stevens	Chairman
Year of Training	Training Title
2019	Being a Good Councillor – Avon Local Council’s Association
2019	Cyber Protect - ASC
2019	Skills for Chairmen – Avon Local Council’s Association
2019	Planning in Plain English – Avon Local Council’s Association
2021	Chairing Virtual Meeting Skills for Councillors – Breakthrough Communications

Katy Pool	Vice-Chairman
Year of Training	Training Title
2019	Being a Good Councillor – Avon Local Council’s Association
2020	Planning in Plain English – Avon Local Council’s Association

Janet Wells	Councillor
Year of Training	Training Title
2019	Being a Good Councillor – Avon Local Council’s Association
2020	Planning in Plain English – Avon Local Council’s Association

Nick Davis	Councillor
Year of Training	Training Title
2019	Being a Good Councillor – Avon Local Council’s Association

Paul Gabb	Councillor
Year of Training	Training Title
2021	Planning in Plain English – Avon Local Council’s Association.