



Liss Parish Council

Officer Training Record to September 2021

*Training booked but not undertaken at time of updating record

Staff	Training Course	Date	Provider
Sarah Smith (Clerk)	RBS Financial Software Training	14.06.21 & 18.06.21	Rialtas Busines Software
	RBS Financial Software Training	09.09.20	Rialtas Busines Software
	Safely Back to Public Spaces (Risk Assessment)	29.07.20	Community First
	Parish Precept Workshop	19.11.19	EHDC
	GDPR Training Seminar	20.03.18	HALC
	An Introduction to VAT	28.02.18	HALC
	External Audit	18.01.18	PKF Littlejohn LLP
	Local Council Finance	23.11.17	HALC
	SLCC Regional Training Seminar	01.11.17	SLCC
	Sage Accountancy Software	03.10.17	Sage
	The Transparency Code - Making it Work for your Council	19.01.17	HALC
	Certificate in Local Council Administration PG 2013 awarded	14.10.16	SLCC
	Introduction to Appraisals	23.6.16	HALC
	The Planning Framework	21.4.15	HALC
	CiLCA Portfolio Preparation	14.10.17 & 25.11.17	HALC
	Minute Taking for Local Councils	10.09.14	HALC
	What You Need to Know	30.06.14	HALC

Lizzy Keeling (Assistant Clerk)	RBS Financial Software Training	14.06.21 & 18.06.21	Rialtas Busines Software
	Risk Assessment	30.09.20	HALC
	RBS Financial Software Training	09.09.20	Rialtas Busines Software
	What You Need to Know	25.02.20 & 03.03.20	HALC
Sandra Humphrey (Responsible Finance Officer)	RBS Financial Software Training	14.06.21 & 18.06.21	Rialtas Busines Software
	What You Need to Know for new Clerks/Officers	06.07.21 & 20.07.21	HALC
	Internal Controls*	28.09.21	HALC
	Budgeting*	06.10.21	HALC
Paul Knibbs (Groundsman)	/		
Julie Ryan (Caretaker)	/		
Jed Deane (Caretaker)	/		
Michael Jarman (Litter Picker)	/		