Liss Parish Council

Officer Training Record to October 2026

*Training booked but not undertaken at time of updating record
This is a live training record and is updated regularly.

Staff	Training Course	Date	Provider	CPD Points
Sarah Smith (Clerk and Responsible Finance Officer)	Unpacking Assertion 10: Digital & Data Compliance for 25/26	April 2026	Scribe Accounts	
Sarah Smith (Clerk and Responsible Finance Officer)	Cyber Security Workshop	April 2026	NALC	
	Mastering the Budget Module	26.11.2025	Rialtas	
	River Rother Communities & Parishes Event	07.10.2025	South Downs National Park Authority	
	Pensions Training	26.06.2025	Hampshire Pension Services	
	Pensions Training	18.06.2025	Hampshire Pension Services	
	Pensions Training	02.06.2025	Hampshire Pension Services	
	Rialtas Accountancy Software: All Modules	2025	Rialtas	
	Year End for Officers	07.03.24	HALC	1
	SLCC Hampshire Branch Meeting	14.12.23	SLCC	2
	ICAEW Trustee Training Modules 2024	05.12.23	ICAEW (Online)	2.5

	Planning training for Town and Parish Councils	16.12.23	EHDC Development Services Manager, Nick Upton (You Tube recording)	1
	Fire safety training	01.11.23	Cross Fire	1
	Clerks and Officer Update focus on planning)	12.09.23	HALC (& Steve Tilbury, Planning Consultant, Tilbury Consulting)	2
	Charitable Trusts Webinar	10.10.22 & 17.10.22	SLCC	
	Officer Update	08.06.22	HALC	
	GDPR Training Session	12.05.22	GDPR Registered Trainer	
	Budgeting for officers	03.10.21	HALC	
	Volunteering: Building Social Action and Busting Myths	23.06.21	Community First	
	RBS Financial Software Training	14.06.21 & 18.06.21	Rialtas Business Software	
	RBS Financial Software Training	09.09.20	Rialtas Business Software	
	Safely Back to Public Spaces (Risk Assessment)	29.07.20	Community First	
	Parish Precept Workshop	19.11.19	EHDC	
	GDPR Training Session	30.10.19	GDPR Registered Trainer	
	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	

Rebecca Lawrence (Assistant Clerk)	Unpacking Assertion 10: Digital & Data Compliance for 25/26	April 2026	Scribe Accounts	
	Cyber Security Workshop	April 2026	NALC	
	Planning Reform Unpacked: The planning shake-up and what it really means	03.05.26	NALC	
	Rialtas Accountancy Software: All modules	2025	Rialtas	
	Certificate in Local Council Administration (CiLCA)	01.04.25	SLCC	20
	Preparing for Your Internal Audit: A Town and Parish Clerk's Essential Checklist	03.03.25	Scribe	
	Introduction to CiLCA	06.02.25	HALC	
	New clerk's finance	30.11.23	The Parkinson Partnership LLP	
	Planning training for Town and Parish Councils	16.11.23	EHDC Development Services Manager, Nick Upton	
	Fire safety training	01.11.23	Cross Fire	1
	GDPR Training Session	26.10.23	GDPR Registered Trainer	
	Surviving the internal audit	19.10.23	Scribe	
	An Introduction to Planning for Local Councils	18.10.23	HALC	
	What You Need to Know	26.09.23	HALC	
	Planning Training	22.06.23	Anna Whitty, Chichester's Planning Advisor (Rowlands Castle PC)	
Katrina Burns (Project and Funding Officer)	Cyber Security Workshop	April 2026	NALC	
	South Basics Bootcamp	19.11.25	SLCC	
	The Launch of GovAssist: Trusted AI for Today's Councils	10.12.25	CloudyIT	
	Local Council Clerks – Basics Bootcamp	19.11.25	SLCC	

	Fire safety training	01.11.23	Cross Fire	1
	Grant Writing & Funding Opportunities for Town & Parish Councils	29.12.22	Scribe Academy	
	Climate Change Webinar	13.07.22	SDNPA	
	How to Turn Your Venues into Revenue Generating Businesses	28.06.22	Scribe	
	GDPR Training Session	12.05.22	GDPR Registered Trainer	
	Simple Tips to Cut Your Climate Impact	11.05.22	Scribe	
	What You Need to Know	27.04.22	HALC	
	Biodiversity Part 2 Webinar: The Duty on Parish and Town Councils	09.07.24	Scribe	
Hannah McIntyre (Admin Officer)	Cyber Security Workshop	April 2026	NALC	
	Introduction to Local Council Finance for Officers	24.02.26	HALC	
	What You Need to Know	27.01.26	HALC	
	GDPR Training Session	29.05.2025	GDPR Registered Trainer	
Jed Deane (Groundsman & Caretaker)	Fire safety training	01.11.23	Cross Fire	
Julie Ryan (Caretaker)	Fire safety training	01.11.23	Cross Fire	
Pete Ryan (Assistant Groundsman & Caretaker)	Fire safety training	01.11.23	Cross Fire	
Michael Jarman (Litter Picker)	/	/	/	