

**Admin Department**

<u>Team Member</u>	<u>Training Provider</u>	<u>Cost (Net)</u>	<u>Course Title</u>	<u>Start Date</u>	<u>Completion Date</u>	<u>Expiry Date (If Applicable)</u>	<u>Qualification Obtained (If Applicable)</u>
Town Clerk	SLCC	£60	People management - Two sessions	26/01/23	09/02/23		Attended
Town Clerk	Clip Training E Learning	£15	Clip training e learning platform 6 month access	04/01/24	N/A		Ongoing Training (SharePoint)
Town Clerk	Cornwall Council	FOC	Preparing for a new Local Plan for Cornwall	28/02/24			
Town Clerk	Scribe	FOC	Agenda Setting and Summons	15/02/24	15/02/24		Attended
Town Clerk	H2H	£11	Fire Awareness Training	N/A			
Town Clerk	CALC	£35	Managing Conflict and Conduct Issues	23/01/24	23/01/24		Attended
Town Clerk	Cornwall Council	£35	Dynamic Learning Environment	N/A			
Town Clerk	HRSC	£40	Appraisal Training	06/02/24	06/02/24		Attended
Assistant Town Clerk	CALC	£30	ENFORCEMENT & APPEALS	22/11/23	N/A		Attended
Assistant Town Clerk	Cornwall Council	£35	Cornwall Council online training access	14/11/23	N/A		
Assistant Town Clerk	Cornwall Council	£0	Preparing for a new Local Plan for Cornwall	28/02/24			Attended
Assistant Town Clerk	HRSC	£90	Employment Law Training for line managers	19/01/24	N/A		Attended
Assistant Town Clerk	Hygiene 2 Health	£50	Fire Marshall Training	12/06/24			
Assistant Town Clerk	HRSC	£40	Appraisal Training	06/02/24	N/A		Attended
Administration officer	Clip Training E Learning	£15	Clip training e learning platform 6 month access	04/01/24	N/A		Ongoing Training (SharePoint)
Administration officer	Hygiene 2 Health	£50	Fire Marshall Training	12/02/24			
Receptionist / Mayors Secretary	NALC	£43	Social media training for local councils	28/02/24			
Receptionist / Mayors Secretary	Hygiene 2 Health	£50	Fire Marshall Training	12/02/24			
Receptionist / Mayors Secretary	SLCC	£43	Operation London Bridge	22/01/24	N/A		Attended
Receptionist / Mayors Secretary	Clip Training E Learning	£15	Clip training e learning platform 6 month access	04/01/24	N/A		Ongoing Training (SharePoint)
Receptionist / Mayors Secretary	ICCM	£140	Cemetery Management and Compliance Course	05/03/23			
Planning and General Administrator	Clip Training E Learning	£15	Clip training e learning platform 6 month access	04/01/24	N/A		Ongoing Training (SharePoint)
Planning and General Administrator	Hygiene 2 Health	£11	Fire Awareness Training	14/02/24			
Planning and General Administrator	CALC	£30	Dealing with difficult people and conversations in our local councils	25/03/24			
Planning and General Administrator	CALC	£30	Emotional Intelligence and Resilience in Practice for Clerks, Officers and Councillors	27/03/24			
Senior Policy & Data Compliance Monitoring Officer	Hygiene 2 Health	£11	Fire Awareness Training	14/02/24			
Senior Policy & Data Compliance Monitoring Officer	Clip Training E Learning	£15	Clip training e learning platform 6 month access	04/01/24			Ongoing Training (SharePoint)
	<b>TOTAL</b>	<b>£910</b>					