Cllr Training Record

Name	Date	Details
Cllr Atkinson	10 October 2024 17 February 2025	Cllr Training, LALC Ethics and Standards in Public Life, NK
Cllr Cocks	February 2026 November 2026	GDPR Training, Breakthrough Communications (online course) New Councillor Induction & Refresher
Cllr Davison	10 October 2024 February 2026 12 March 2025 17 February 2025	Cllr Training, LALC GDPR Training, Breakthrough Communications (online course) End of Year and Audit Processes Ethics and Standards in Public Life, NK
Cllr Spencer	12 September 2023 10 October 2024 17 February 2025 February 2026	Traffic Management for Community Events (Lantra Awards) Cllr Training, LALC Ethics and Standards in Public Life, NK GDPR Training, Breakthrough Communications (online course)
Cllr Wright	10 October 2024 17 February 2025 24 February 2026 10 November 2026	Cllr Training, LALC Ethics and Standards in Public Life, NK Year End, AGAR and Audit New Councillor Induction & Refresher
Cllr Tucker	February 2026 12 March 2025 29 October 2026	GDPR Training, Breakthrough Communications (online course) End of Year and Audit Processes Ethics and Standards in Public Life, NK Finance for Councillors
Cllr Sexton	10 November 2026	New Councillor Induction & Refresher
Cllr Gower	November 2026	Being a Good Employer
Cllr Dann	10 November 2026	New Councillor Induction & Refresher

Clerk Training Record

Name of Course	Date Attended	Certification
Clerk Training Day, LALC	28 September 2024	None
Risk Assessment and Health and Safety delivered by Worknest	29 October 2024	None
Cemetery Management and Compliance, ICCM	3 December 2024 and 4 December 2024	None
PA1- Boston Training UK	20 January 2025	Passed, City & Guilds
The Parkinson Trust, Parish Council Finances	23 January 2025	None
Allotments Management	5 March 2025	None
ICCM Memorial Management	7 May 2025	None
Granting and Transferring Exclusive Right of Burial ICCM	10-11 June 2025	None
First Aid at Work	23 June 2025	Passed, Registered 3-years

RoSPA, Playground Inspectors Course	July 2025	Passed, RPII Certified for Operational Playground Inspections
Fire Awareness/Warden Training	15 September 2025	No
Data Protection and GDPR, Breakthrough Communications	December 2025 * on-going	No
Food Safety Level I (Worknest) Food Safety Level II Driving at Work Working at Height Introduction to Premises Management Manual Handling Safety Health and Safety for Office Workers Hazardous Substances COSHH Health and Safety for Office Workers Asbestos Awareness Legionella Stress Management at Work Working at Height Slips and Trips	December 2025 - March 2026	No
Dealing with Difficult People and Difficult Conversations, Breakthrough Communications	4 February 2026	No
Procurement, Parkinson Partnership	24 February 2026	
Year End, AGAR and Audit	24 February 2026	No
Safeguarding Essentials	10 March 2026	No
Introduction to Line Management ACAS	21 April 2026	No
Intermediate Line Management ACAS	19 May 2026	No

Caretaker Training Record

Name of Course	Date Attended	Certification
First Aid at Work	23 June 2025	Passed, Registered 3-years
Play Areas – Routine Inspectors Course	24 June 2025	Certificated
360 Tracked Excavator	2 April 2026	Certificated until April 2-2029
Excavation and Shoring of Graves	30 July 2026	Certificated until July 2029
Routine Inspections of Children's Playgrounds	3 July 2026	Certificated until June 2029
Identifying and reducing risks PUWER First Aid Essentials Conflicts of Interest in the Workplace PPE Working at Height	March – September 2026	No

Explosions RIDDOR Risk Assessments Legionella Asbestos Awareness LOLER Bomb Threats Hazardous Substances Abrasive Wheels Customer Service Checking Vehicles Before Driving at Work Hand Arm Vibration Manual Handling		