

TIPTREE PARISH COUNCIL TRAINING LOG

As at 20/05/2025

Course	Date	Instructor	Attendee	Staff/Cllr
Reg 14 and Beyond Training	20/11/2019	RCCE	S Allen-Shepherd	Cllr
Reg 14 and Beyond Training	20/11/2019	RCCE	J Greenwood	Cllr
Reg 14 and Beyond Training	20/11/2019	RCCE	D Webb	Cllr
Reg 14 and Beyond Training	20/11/2019	RCCE	L Mendham	Staff
Reg 14 and Beyond Training	20/11/2019	RCCE	J Webster	Staff
Reg 14 and Beyond Training	20/11/2019	RCCE	R Williams	Staff
Councillor Training 1	25/01/2020	EALC	R Smithson	Cllr
Planning Briefing Morning	01/02/2020	EALC	J Greenwood	Cllr
Planning Briefing Morning	01/02/2020	EALC	S Allen-Shepherd	Cllr
Planning Briefing Morning	01/02/2020	EALC	S Redgewell	Cllr
Planning Briefing Morning	01/02/2020	EALC	L Mendham	Staff
Planning Briefing Morning	01/02/2020	EALC	R Mannion	Cllr
Planning Briefing Afternoon	01/02/2020	EALC	J Bunney	Cllr
Unauthorised Encampment Briefing	05/02/2020	EALC	M Pennick	Cllr
Unauthorised Encampment Briefing	05/02/2020	EALC	C Bigg	Cllr
Reg 14 and Beyond Training	12/02/2020	RCCE	S Redgewell	Cllr
Pension Fund Year-end Data Return Workshop	25/02/2020	Essex CC	R Williams	Staff
Councillor Training 1	10/03/2020	EALC	B Wood	Cllr
Grants, Funding and Free Money	12/05/2020	EALC	S Redgewell	Cllr
Introduction Module to Health and Safety	Online	EALC	R Smithson	Cllr
Introduction Module to Health and Safety	Online	EALC	L Mendham	Staff
Data Protection Essentials (GDPR)	Online	EALC	R Williams	Staff
Risk Assessment webinar	23/06/2020	EALC	R Williams	Staff
Opening Playgrounds and Outdoor Gyms webinar	03/07/2020	EALC	R Williams	Staff
Opening Playgrounds and Outdoor Gyms webinar	03/07/2020	EALC	R Mannion	Cllr
Allotments - Tenancy Agreements and Policies	29/10/2020	EALC	L Mendham	Staff
Allotments - Site Facilities and Health & Safety	10/11/2020	EALC	L Mendham	Staff
Allotments - Self-Management by Association	19/11/2020	EALC	L Mendham	Staff
Allotments - Tenancy Agreements and Policies	29/10/2020	EALC	S Allen-Shepherd	Cllr
Allotments - Site Facilities and Health & Safety	10/11/2020	EALC	S Allen-Shepherd	Cllr
Allotments - Self-Management by Association	19/11/2020	EALC	S Allen-Shepherd	Cllr
Allotments - Tenancy Agreements and Policies	29/10/2020	EALC	D Webb	Cllr

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Allotments - Site Facilities and Health & Safety	10/11/2020	EALC	D Webb	Cllr
Allotments - Self-Management by Association	19/11/2020	EALC	D Webb	Cllr
Allotments - Site Facilities and Health & Safety	10/11/2020	EALC	R Smithson	Cllr
Allotments - Self-Management by Association	19/11/2020	EALC	R Smithson	Cllr
Planning Training	16/11/2020	CBC	S Allen-Shepherd	Cllr
Planning Training	16/11/2020	CBC	C Bigg	Cllr
Planning Training	16/11/2020	CBC	D Coe	Cllr
Planning Training	16/11/2020	CBC	J Greenwood	Cllr
Planning Training	16/11/2020	CBC	M Maund	Cllr
Planning Training	16/11/2020	CBC	S Redgewell	Cllr
Planning Training	16/11/2020	CBC	D Webb	Cllr
Planning Training	16/11/2020	CBC	B Wood	Cllr
Planning Training	16/11/2020	CBC	R Williams	Staff
Planning Training	16/11/2020	CBC	L Mendham	Staff
Councillor Training 1	10/11/2020	EALC	S Redgewell	Cllr
Councillor Training 2	18/11/2020	EALC	S Redgewell	Cllr
New Clerk's Course	24/11/2020	EALC	L Mendham	Staff
Councillor Training 2	14/01/2021	EALC	B Wood	Cllr
Councillor Training 2 (dna)	20/02/2021	EALC	R Smithson	Cllr
Planning Briefing	23/01/2021	EALC	D Webb	Cllr
Planning Briefing (?)	23/01/2021	EALC	R Smithson	Cllr
Wordpress-based website	04/02/2021	SLCC	R Williams	Staff
Minutes and Agendas	16/03/2021	EALC	L Mendham	Staff
Minutes and Agendas	16/03/2021	EALC	J Webster	Staff
Youth Engagement Conference	28/04/2021	EALC	D Webb	Cllr
Learning Disability Awareness Workshop	23/03/2021	EALC	D Webb	Cllr
Chairman's Training Day 1	08/06/2021	EALC	D Webb	Cllr
Chairman's Training Day 2	13/07/2021	EALC	D Webb	Cllr
Chairman's Training Day 3	29/07/2021	EALC	D Webb	Cllr
Instagram	21/04/2021	EALC	L Mendham	Staff
Essential Training for Clerks	21/04/2021	SLCC	R Williams	Staff
Brushcutter/Line Trimmer (Lantra Awards)	10 - 11-05-21	Writtle UC	M Debono	Staff

TIPTREE PARISH COUNCIL TRAINING LOG

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Course	Date	Instructor	Attendee	Staff/Cllr
Dementia Friends Session and Training	20/05/2021	EALC	B Wood	Cllr
Dementia Friends Session and Training	03/06/2021	EALC	D Webb	Cllr
First Aid at Work	24 - 26-05-21	Red Cross	J Bensusan	Staff
Councillor Training Day 1	08/07/2021	EALC	M Woodcraft	Cllr
Councillor Training Day 2	22/07/2021	EALC	M Woodcraft	Cllr
Mental Health First Aid half day online	18/08/2021	EALC	L Mendham	Staff
Mental Health First Aid half day online	18/08/2021	EALC	B Wood	Cllr
Mental Health First Aid half day online	18/08/2021	EALC	D Webb	Cllr
Routine Playground Inspection Course	28/09/2021	EALC	S Hales	Staff
Routine Playground Inspection Exam	28/09/2021	EALC	S Hales	Staff
Advanced Dementia Training online	28/09/2021	EALC	D Webb	Cllr
Forest Initiative Briefing	04/10/2021	EALC	S Allen-Shepherd	Cllr
Forest Initiative Briefing	04/10/2021	EALC	J Greenwood	Cllr
Forest Initiative Briefing	04/10/2021	EALC	A Peck	Cllr
Forest Initiative Briefing	04/10/2021	EALC	R Williams	Staff
Essex Highways Multi Topic Briefing online	07/10/2021	EALC	S Allen-Shepherd	Cllr
Essex Highways Multi Topic Briefing online	07/10/2021	EALC	B Wood	Cllr
Essex Highways Multi Topic Briefing online	07/10/2021	EALC	L Mendham	Staff
Essex Highways Safer Roads Training	28/10/2021	Highways	R Mannion	Cllr
Essex Highways Safer Roads Training	28/10/2021	Highways	R Smithson	Cllr
Parish/Town Council Guide to Elections	03/11/2021	CBC	R Williams	Staff
Parish/Town Council Guide to Elections	03/11/2021	CBC	L Mendham	Staff
Health Inequalities Conference	11/10/2021	NEEA	D Webb	Cllr
Essex Highways Winter Briefing online	03/11/2021	EALC	R Mannion	Cllr
Essex Highways Winter Briefing online	03/11/2021	EALC	S Gulleford	Cllr
First Aid at Work (3 days)	17/11/2021	Red Cross	H Pettet	Staff
First Aid at Work (3 days)	29/11/2021	Red Cross	C Debono	Staff
Budget and Precept Course	02/12/2021	EALC	L Mendham	Staff
Climate Crisis Conference	27/01/2022	EALC	D Webb	Cllr
Rialtas Suite Omega Without Ledgers Year End	28/02/2022	Rialtas	R Williams	Staff
Planning Briefing (zoom)	11/05/2022	EALC	D Webb	Cllr
Planning Briefing (zoom)	11/05/2022	EALC	S Phillips	Cllr

TIPTREE PARISH COUNCIL TRAINING LOG

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Course	Date	Instructor	Attendee	Staff/Cllr
Essex Climate Focus Area	27/05 and 06/06/22	*ECC	J Greenwood	Cllr
Essex Climate Focus Area	27/05 and 06/06/22	ECC	D Webb	Cllr
Essex Climate Focus Area	13/06 and 01/07/22	ECC	R Williams	Staff
Chairman Training Day 1	07/06/2022	EALC	S Allen-Shepherd	Cllr
Chairman Training Day 1	07/06/2022	EALC	J Greenwood	Cllr
Chairman Training Day 2	21/06/2022	EALC	S Allen-Shepherd	Cllr
Chairman Training Day 2	21/06/2022	EALC	J Greenwood	Cllr
Chairman Training Day 3	05/07/2022	EALC	S Allen-Shepherd	Cllr
Chairman Training Day 3	05/07/2022	EALC	J Greenwood	Cllr
Councillor Training Day 1	12/07/2022	EALC	A Peck	Cllr
Councillor Training Day 2	26/07/2022	EALC	A Peck	Cllr
Councillor Training Day 1	12/07/2022	EALC	E Birkin	Cllr
Councillor Training Day 2	26/07/2022	EALC	E Birkin	Cllr
Essex Branch AGM and Training Day	16/06/2022	SLCC	R Williams	Staff
Planning Training	04/08/2022	CBC	C Bigg	Cllr
Planning Training	04/08/2022	CBC	E Birkin	Cllr
Planning Training	04/08/2022	CBC	J Greenwood	Cllr
Planning Training	04/08/2022	CBC	S Allen-Shepherd	Cllr
Planning Training	04/08/2022	CBC	D Webb	Cllr
Planning Training	04/08/2022	CBC	B Wood	Cllr
Planning Training	04/08/2022	CBC	L Mendham	Staff
Planning Briefing	12/10/2022	EALC	E Birkin	Cllr
Finance Overview	18/10/2022	Clerk	S Allen-Shepherd	Cllr
Finance Overview	18/10/2022	Clerk	S Gulleford	Cllr
Finance Overview	18/10/2022	Clerk	A Peck	Cllr
Finance Overview	18/10/2022	Clerk	D Webb	Cllr
Finance Overview	18/10/2022	Clerk	B Wood	Cllr
Finance Overview	18/10/2022	Clerk	L Mendham	Staff
Finance Overview	18/10/2022	Clerk	D Philpott	Staff
Election Briefing	24/01/2023	EALC	S Redgewell	Cllr
Election Briefing	21/02/2023	EALC	R Williams	Staff
Omega Year End Training	15/02/2023	Rialtas	R Williams	Staff

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Election Briefing	21/02/2023	Clerk	D Webb	Cllr
Election Briefing	21/02/2023	Clerk	S Allen-Shepherd	Cllr
Election Briefing	21/02/2023	Clerk	S Gulleford	Cllr
Election Briefing	21/02/2023	Clerk	A Peck	Cllr
Election Briefing	21/02/2023	Clerk	A Girling	Cllr
Election Briefing	21/02/2023	Clerk	M Woodcraft	Cllr
Election Briefing	21/02/2023	Clerk	M Maund	Cllr
Election Briefing	21/02/2023	Clerk	M Hatton	Cllr
Election Briefing	21/02/2023	Clerk	S Redgewell	Cllr
Election Briefing	21/02/2023	Clerk	E Birkin	Cllr
Election Briefing	21/02/2023	Clerk	B Wood	Cllr
Roles and Responsibilities	22/02/2023	EALC	C Newton	Staff
Introduction to Planning	23/02/2023	EALC	C Newton	Staff
Financial Regulations	09/03/2023	EALC	C Newton	Staff
New Clerk's Course	28/03/2023	EALC	C Newton	Staff
Council Finance Course	30/03/2023	EALC	C Newton	Staff
Emergency First Aid at Work	18/04/2023	Vital Work Place training	D Philpott	Staff
Emergency First Aid at Work	18/04/2023	Vital Work Place training	S Hales	Staff
Emergency First Aid at Work	18/04/2023	Vital Work Place training	K Hales	Staff
Minutes and Agendas Course	25/04/2023	EALC	C Newton	Staff
Local Council Awards Briefing	26/04/2023	EALC	C Newton	Staff
Code of Conduct	15/05/2023	EALC	C Newton	Staff
Standing Orders	16/05/2023	EALC	C Newton	Staff
Law and Procedures	15/06/2023	EALC	C Newton	Staff
Councillor Training Day 1	17/06/2023	EALC	M Hatton	Cllr
Councillor Training Day 2	24/06/2023	EALC	M Hatton	Cllr
Councillor Training Day 1	09/09/2023	EALC	V Murrell	Cllr
Councillor Training Day 2	16/09/202	EALC	V Murrell	Cllr
CiLCA commncement	04/09/2023	EALC	C Newton	Cllr
Health & Safety in the Workplace-Level 2	27/11/2023	Vital Workplace Training	C Newton	Staff
Health & Safety in the Workplace-Level 2	27/11/2023	Vital Workplace Training	J Wester	Staff
Health & Safety in the Workplace-Level 2	27/11/2023	Vital Workplace Training	S Hales	Staff

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Health & Safety in the Workplace-Level 2	27/11/2023	Vital Workplace Training	K Hales	Staff
Health & Safety in the Workplace-Level 2	27/11/2023	Vital Workplace Training	D Philpott	Staff
Health & Safety in the Workplace-Level 2	27/11/2023	Vital Workplace Training	N Yelland	Staff
Lone Workers Skills	27/11/2023	Vital Workplace Training	C Newton	Staff
Lone Workers Skills	27/11/2023	Vital Workplace Training	J Webster	Staff
Lone Workers Skills	27/11/2023	Vital Workplace Training	S Hales	Staff
Lone Workers Skills	27/11/2023	Vital Workplace Training	K Hales	Staff
Lone Workers Skills	27/11/2023	Vital Workplace Training	D Philpott	Staff
Lone Workers Skills	27/11/2023	Vital Workplace Training	N Yelland	Staff
Manual Handling	27/11/2023	Vital Workplace Training	C Newton	Staff
Manual Handling	27/11/2023	Vital Workplace Training	J Webster	Staff
Manual Handling	27/11/2023	Vital Workplace Training	S Hales	Staff
Manual Handling	27/11/2023	Vital Workplace Training	K Hales	Staff
Manual Handling	27/11/2023	Vital Workplace Training	D Philpott	Staff
Manual Handling	27/11/2023	Vital Workplace Training	N Yelland	Staff
Legionella Awareness	19/02/2024	Wirehouse	J Williams	Staff
Accident Reporting and Investigating	19/02/2024	Wirehouse	J Williams	Staff
Lone Working	20/02/2024	Wirehouse	J Williams	Staff
Introduction to Planning	22/02/2024	EALC	J Williams	Staff
PROW and Roles of Local Council	28/02/2024	EALC	D Webb	Cllr
PROW and Roles of Local Council	28/02/2024	EALC	J Williams	Staff
Councillor Training Day 1	18/03/2024	EALC	A Dickey	Cllr
Internal Audit and External Audit	22/03/2024	EALC	C Newton	Staff
Councillor Training Day 2	25/03/2024	EALC	A Dickey	Cllr
Treasury Management and Investments	27/03/2024	EALC	C Newton	Staff
Community Transport Training	27/03/2024	NALC	S Allen-Shepherd	Cllr
Code of Conduct Course	18/04/2024	EALC	J Williams	Staff
Minutes and Agendas Course	23/04/2024	EALC	J Williams	Staff
Councillor Training Day 2	11/06/2024	EALC	A Girling	Cllr
Roles & Responsibilities	11/06/2024	EALC	J Williams	Staff
Health & Safety Level 2	30/07/2024	EALC	J Williams	Staff
New Clerk	31/07/2024	EALC	J Williams	Staff

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Course	Date	Instructor	Attendee	Staff/Cllr
Garden of Remembrance	06/08/2024	EALC	J Williams	Staff
Chair Trainig Day 1	14/09/2024	EALC	A Dickey	Cllr
Chair Training Day 2	21/09/2024	EALC	A Dickey	Cllr
Chair Training Day 3	28/09/2024	EALC	A Dickey	Cllr
Fire Safety Level 2	01/10/2024	EALC	N Yelland	Staff
Routine Playground Inspections	03/10/2024	EALC	S Hales	Staff
Introduction to Planning	08/10/2024	EALC	A Girling	Cllr
PROW and Roles of Local Council	13/11/2024	EALC	S Allen-Shepherd	Cllr
Roles & Responsibilites	25/02/2025	EALC	R Gurney	Staff
Understand Annual Meeting and Annual Report	05/03/2025	EALC	R Gurney	Satff
A Council Year	13/03/2025	EALC	R Gurney	Staff
New Clerks	18/03/2025	EALC	R Gurney	Staff
Allotment Day 1	20/03/2025	EALC	A Peck	Cllr
Allotment Day 1	20/03/2025	EALC	J Williams	Staff
Allotment Day 2	25/03/2025	EALC	A Peck	Cllr
Financial Regulations	26/03/2025	EALC	R Gurney	Staff
Minutes & Agendas	01/04/2025	EALC	R Gurney	Staff
Code of Conduct	03/04/2025	EALC	R Gurney	Staff
Finance for Larger Councils	09/04/2025	EALC	R Gurney	Staff
Risk Assessment	12/05/2025	EALC	R Gurney	Staff
Function of Committees and Delegated Power	14/05/2025	EALC	R Gurney	Staff
Standing Orders	20/05/2025	EALC	R Gurney	Staff
Councillor Modules 1 & 2	05/06/2025	EALC	W McNulty	Cllr
Law & Procedures	11/06/2025	EALC	R Gurney	Staff
Councillor Modules 3 & 4	12/06/2025	EALC	W McNulty	Cllr
Introduction to Planning	18/06/2025	EALC	R Gurney	Staff
Managing Appraisals	19/06/2025	EALC	R Gurney	Staff
Health & Safety	01/07/2025	EALC	R Gurney	Staff
Disciplinaries	09/07/2025	EALC	R Gurney	Staff
A Practical Course for Clerks & Councillors	16/07/2025	EALC	J Greenwood	Cllr
A Practical Course for Clerks & Councillors	16/07/2025	EALC	A Dickey	Cllr
Budget & Precept	10/09/2025	EALC	R Gurney	Staff

Course	Date	Instructor	Attendee	Staff/Cllr
Allotment Day 2	12/11/2025	EALC	J Williams	Staff
Commons, Greens & Open Spaces 1	26/11/2025	EALC	D Webb	Cllr
Commons, Greens & Open Spaces 2	27/11/2025	EALC	D Webb	Cllr