



# Frodsham TOWN COUNCIL Officer Training Record 2023

Jo O'Donoghue (Town Clerk)

03/01/2023	GDPR eLearning - NALC
19/01/2023	Budget training - DCK Accountants
25/01/2023	NALC - Community Engagement
16/02/2023	Internal Controls - ChALC
20/02/2023	Bid Writing - NFP Workshops
03/03/2023	Managing Your Cyber Security - SLCC
06/03/2023	Election briefing - Cheshire West and Chester Council
06/03/2023	A Guide to the Appraisal Process - SLCC
08/03/2023	International Women's Day - NALC
09/03/2023	Procurement - Parkinson Partnership - ChALC
11/05/2023	Internal Auditor Training - Norfolk ALC
07/06/2023	SLCC Branch Meeting
13/07/2023	Quotes, Tenders & Contract Management – SLCC
22/08/2023	Time Management – NALC
23/08/2023	Equality, Diversity & Inclusion – NALC
13/09/2023	Finance Summit – SLCC
19/09/2023	Code of Conduct – ChALC
20/09/2023	Larger Councils Forum – ChALC
28/09/2023	SLCC Cheshire Branch Conference

Lyndy Bosman (Administration Officer)

18/04/2023	Meetings & Procedures - ChALC
21/05/2023	Introduction to Local Council Administration - SLCC
6/06/2023	Writing Agendas - SLCC
13/06/2023	Writing Minutes - SLCC
28/06/2023	Allotment Management - SLCC
6/07/2023	Event Management – SLCC
13/07/2023	Social Media Training - SLCC