

<b>Committee</b>	<b>COUNCIL MEETING</b>
<b>Date</b>	<b>15<sup>th</sup> October 2018</b>
<b>Agenda Item</b>	<b>7e</b>

### Training Budget Review 2018/19

The council approved a training budget for 2018/19 of £1,000.

We are now half way through the year and this report makes a progress report of the expenditure to date,

Training budget	£1,000		
Expenditure to date,			
Town Clerk	£85	Election course	Booked for Nov 2018
Cllr. Radley	£90	Chairman's training (short)	Booked for Nov 2018
Finance Officer	£329	SAGE finance training	Proposed end Oct 2018
Balance outstanding	£496		

The SAGE training is a distance-learning course lasting 25 to 30 hours. This course is necessary to strengthen skills and keep up to date with SAGE software developments. It will qualify to be included in our application for the Foundation award.

**Recommendation** : that HTC notes the report and agrees to the proposed SAGE training for the finance Officer.

*Sarah Greatorex*

Sarah Greatorex Town Clerk