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Sue Davies,  
Clerk to the Council,  
St Dogmaels Community Council,  
Dworek,  
Sarnau,  
Llandysul SA44 6PX

24 August, 2018

Dear Sue,

### COMPLAINT CONCERNING TRAINING COURSE HELD ON 13 JUNE, 2018

I refer to your letter of 30 July, 2018 received in our office on 8 August, 2018. I apologise for the delay in responding which was due to the need for me to have access to the training evaluation forms completed by the attendees. These evaluation forms have now been received and an analysis is provided in the attached training record.

You will note that the majority of attendees commented very favourably in relation to all aspects of the training which is indicative of the ratings received on all courses run by Christine Lewis. Christine has a very good training method and approach and her past experience as a Senior Lecturer in Pembrokeshire College has placed her in good stead to provide high quality training services to our member councils.

I regret that Councillor Hutchings did not share the same view as others who attended the course and from the information available to me I am sure that you will appreciate that there are no clear grounds for me to investigate this matter any further.

Yours sincerely,

Lyn Cadwallader  
Chief Executive

Aspect	Clr	How did you rate it? (Score 1 low to 6 high)	Comments
<b>Venue</b> What did you think of the Venue Was the venue suitable and comfortable	Clr. A	6	Basic
	Clr. B	6	
	Clr. C	6	
	Clr. D	6	
	Clr. E	4	
<b>Content</b> Was the session easy to follow	Clr. A	6	All aspects were very interesting & Informative
	Clr. B	6	
	Clr. C	6	
	Clr. D	6	
	Clr. E	3	
Was the content of the session aimed at the level for you	Clr. A	6	Aimed more at Clerks
	Clr. B	6	
	Clr. C	6	
	Clr. D	6	
	Clr. E	2	
<b>Workshop Exercises</b> Did you find the practical exercises useful	Clr. A	6	
	Clr. B	N/A	
	Clr. C	6	
	Clr. D	6	
	Clr. E	N/A	
<b>Delivery</b> Please comment on any aspect of the delivery that you feel may assist the trainer for their future delivery of courses(good ,bad or otherwise)	Clr. A	6	Usual high standard of delivery by Mrs Lewis Nice & Friendly delivery
	Clr. B	6	
	Clr. C	6	
	Clr. D	6	
	Clr. E	4	
<b>Next step</b> Would you attend further training/If so What? PTO..	Clr. A	N/A	Not Yet  Finance
	Clr. B	6	
	Clr. C	6	
	Clr. D	6	
	Clr. E	NO	