|   | Kirton in Lindsey Town Council      |  |                      |                       |      |  |  |
|---|-------------------------------------|--|----------------------|-----------------------|------|--|--|
| Recording of Training Form – Cheri Morton |                                     |  |                      |                       |      |  |  |
| Training<br>Date(s)                       | Length of<br>Training<br>Days/Hours | Training Course Title/Description      | Training<br>Location | Training Provider     | CPD* | Cost                                   |  |
| 16/06/2022                                | 7 hours                             | Clerk's Training Day                   | Barton               | ERNLLCA               | 2.5  | £12                                    |  |
| 17/06/2022                                | 2 hours                             | Fundraising                            | Scunthorpe           | VANL                  | 1    | FREE                                   |  |
| 17/08/2022                                | 2 hours                             | Social media training                  | Online               | Breakthrough<br>Comms | 1    | FREE                                   |  |
| 06/12/2022                                | 3 hours                             | Clerk Induction                        | Online               | ERNLLCA               | 2    | FREE                                   |  |
| 11/01/2023                                | 1 hour                              | Annual Parish Meeting                  | Online               | ERNLLCA               | 1    | FREE                                   |  |
| 17/01/2023                                | 1 hour                              | Elections & Coronation                 | Online               | NALC                  | 1    | FREE                                   |  |
| 25/01/2023                                | 1.5 hours                           | Future of Local Councils               | Online               | SLCC                  | 1    | FREE                                   |  |
| 09/02/2023                                | 1 Year                              | iLCA                                   | Online               | SLCC                  | 8    | £120                                   |  |
| 09/02/2022                                | 1 hour                              | Web Accessibility                      | Online               | ERNLLCA               | 1    | £18                                    |  |
| 15/02/2023/<br>22/02/2023                 | 2 days                              | Charitable Trusts                      | Online               | SLCC                  | 5    | £72                                    |  |
| 21/03/2023                                | 1 hour                              | Organising Successful Community Events | Online               | Scribe                | 1    | FREE                                   |  |
| 05/04/2023                                | 1 hour                              | Risk Assessments                       | Online               | Scribe                | 1    | FREE                                   |  |
| 06/04/2023                                | 1 hour                              | Agendas & Minutes Pt1                  | Online               | SLCC                  | 1    | £72* - 2 <sup>nd</sup> part 13/04/2023 |  |
| 12/04/2023                                | 1 hour                              | Coronation Street Party Planning       | Online               | NLC                   | 1    | FREE                                   |  |
| 13/04/2023                                | 1 hour                              | Agendas & Minutes Pt2                  | Online               | SLCC                  | 1    | *as 06/04/2023                         |  |
| 11/05/2023                                | 1 hour                              | Wordpress Websites basics              | Online               | SLCC                  | 1    | £36 charged to KLASSIC                 |  |
| 19/05/2023                                | 3 hours                             | Bid Writing                            | Barton               | ERNLLCA               | 2    | £42                                    |  |
| 24/05/2023                                | 1 day                               | Community Building Management          | Online               | SLCC                  | 2.5  | £72 charged to KLASSIC                 |  |

<sup>\*</sup>CPD – Society of Local Council Clerks Continuous Professional Development points awarded

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| Training<br>Date(s)                       | Length of<br>Training<br>Days/Hours | Training Course Title/Description                                   | Training<br>Location | Training<br>Provider | CPD* | Cost   |  |
| 25/05/2023                                | 1 hour                              | Committees, Sub-committees and working groups                       | SLCC                 | Online               | 1    | £18  |  |
| 09/06/2023                                | 1 hour                              | Turn venues into revenue generating businesses                      | Online               | Scribe               | 1    | FREE   |  |
| 04/07/2023                                | 1 hour                              | Committees & Working Groups   | Online               | ERNLLCA              | 1    | FREE   |  |
| 05/09/2023                                | 1.5 hours                           | Charitable Trusts (Pt 1)  | Online               | SLCC                 | 1    | £72* - 2 <sup>nd</sup> part 12/09/2023 (KLASSIC) |  |
| 12/09/2023                                | 1.5 hours                           | Charitable Trusts (Pt 2)  | Online               | SLCC                 | 1    | *as 05/09/2023                                   |  |
| 26/09/2023                                | 1 hour                              | Graphic Design - Canva  | Virtual              | SLCC                 | 1    | £36  |  |
| 20/10/2023                                | 3 hour                              | HR - Conflict & Conduct   | Barton               | ERNLLCA              | 2    | £12  |  |
| 08/11/2023                                | 1 hour                              | Understanding Markets   | Online               | Scribe               | 1    | FREE   |  |
| 16/11/2023                                | 1.5 hours                           | Martyn's Law: Where Are We Now?                                     | Online               | NALC/SLCC            | 1    | FREE   |  |
| 22/11/2023                                | 1 hour                              | Hard To Reach Communities   | Online               | Scribe               | 1    | FREE   |  |
| 15/02/2024                                | 1 hour                              | Agenda, Summons & Minutes   | Online               | Scribe               | 1    | FREE   |  |
| 21/02/2024                                | 1 day                               | Whole Council Training  | In House             | ERNLLCA              | 2.5  | £400* (cost for all Cllrs & Officers)            |  |
| 29/05/2024                                | 1 hour                              | Unlocking Opportunities: Open 4 Community Funding Portal            | Online               | Community<br>Vision  | 1    | FREE   |  |
| 19/07/2024                                |                                     | Manual handling, working at height & confined space safety training | Online               | Skill Arts/Reed      | 1    | £12  |  |
| 10/10/2024                                | 1 hour                              | Employment Law  | Online               | WorkNest             | 1    | FREE   |  |
| 29/10/2024                                | 1 day                               | Health & Safety training  | Kirton in Lindsey    | WorkNest             | 2.5  | £70  |  |
| 30/10/2024                                | 1 hour                              | Contractor Management   | Online               | ERNLLCA              | 1    | FREE   |  |
| 12/11/2024                                | 1.5 hours                           | Budgeting   | Online               | ERNLLCA              | 1    | £35 (KLASSIC)                                    |  |
| 13/11/2024                                | 1 hour                              | Insurance & Indemnity   | Online               | ERNLLCA              | 1    | FREE   |  |
| 05/12/2024                                | 4 hours                             | SLCC Branch AGM/ERNLLCA Training                                    | Cottingham           | ERNLLCA/SLCC         | 1    | £25  |  |
| 09/01/2025                                | 1 hour                              | Public Participation  | Virtual              | ERNLLCA              | 1    | FREE   |  |
| 30/01/2025                                | 1 hour                              | The Big Lunch 2025 webinar  | Online               | Eden Project         | 1    | FREE   |  |
| 27/02/2025                                | 1 hour                              | LiveWell North Lincs  | Online               | ERNLLCA              | 1    | FREE   |  |

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| Training<br>Date(s)                       | Length of<br>Training<br>Days/Hours | Training Course Title/Description                                      | Training<br>Location | Training<br>Provider | CPD* | Cost |  |  |
| 19/03/2025                                | 4 hours                             | Accounting and Financial Management for the Voluntary Sector           | Scunthorpe           | Community<br>VISION  | 1    | FREE |  |  |
| 19/03/2025                                | 2 hours                             | Police & Crime Commissioner<br>Community Safety Fund Claim<br>Workshop | Wooton               | P&CC                 | 1    | FREE |  |  |
| 28/03/2025                                | 3 hours                             | Visual Storytelling Masterclass  | Online               | Council Hive         | 1    | FREE |  |  |
| 28/03/2025                                | 1 hour                              | AI Ethics & GDPR Compliance  | Online               | Council Hive         | 1    | FREE |  |  |

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