

Kirton in Lindsey Town Council						
Recording of Training Form – Neil Taylor-Matson						
Training Date(s)	Length of Training Days/Hours	Training Course Title/Description	Training Location	Training Provider	CPD*	Cost
26/04/2017	½ day	Clerk Induction 2017	Ropewalk, Barton	ERNLLCA	2	FREE
20/06/2017	2 hours	iLCA – Core Roles	Online	SLCC	1	n/a
24/06/2017	3 hours	iLCA – Laws and Procedures	Online	SLCC	2	n/a
27/06/2017	2 hours	iLCA – Finance	Online	SLCC	1	n/a
15/07/2017	2 hours	iLCA – Management	Online	SLCC	1	n/a
22/07/2017	3 hours	iLCA - Community	Online	SLCC	2	n/a
16/08/2017	1 day	SLCC Regional Training Conference	Barnsley	SLCC	2.5	£34.40
17/11/2017	1 day	ERNLLCA Training Conference	Hull	ERNLLCA	2.5	
19/11/2017	n/a	iLCA Course completion	Online	SLCC	1	£118.80
05/12/2017	½ day	Standards Training Dec 2017	Civic Centre	NLC	1	FREE
11/12/2017	½ day	SLCC Branch AGM	South Cave	SLCC	1	FREE
12/12/2017	1 day	Data Protection and GDPR	Scunthorpe	VANL	3.5	£25
21/02/2018	½ day	GDPR training	Brigg	ERNLLCA	1	FREE
22/02/2018	2 days	12 th Practitioner's Conference	Kenilworth	SLCC	5	£140.40
21/03/2018	1 day	SLCC Branch Conference	Goole	SLCC	2.5	FREE
28/03/2018	3 hours	YLCA CiLCA Training input	York	YLCA	1.5	£16
24/04/2018	2 hours	ERNLLCA Financial Responsibilities	Brigg	ERNLLCA	1	£45
04/05/2018	3 hours	YLCA CiLCA Training input	Market Weighton	YLCA	1.5	£16
23/05/2018	2 hours	Clerk GDPR meeting	Broughton	local clerks	1	FREE
09/08/2018	1 day	SLCC Branch Meeting/Training	Beverley	SLCC	2.5	£20
10/10/2018	2 days	SLCC National Conference 2018	Forest Pines Brigg	SLCC	5	£117
16/11/2018	3 hours	YLCA CiLCA Training input	Riccall	YLCA	2	£16
23/11/2018	1 day	ERNLLCA Conference 2018	Hull	ERNLLCA	2.5	£108
04/12/2018	1 day	SLCC Branch AGM	South Cave	SLCC	2.5	£20
09/01/2019	Mar 2018-Jan 2019	CiLCA Course completion	Online	SLCC	20	£250

Kirton in Lindsey Town Council						
Recording of Training Form – Neil Taylor-Matson						
Training Date(s)	Length of Training Days/Hours	Training Course Title/Description	Training Location	Training Provider	CPD*	Cost
05/02/2019	1 day	Event Awareness for Event Organisers	Barton	Humber Local Resilience Forum	2.5	FREE
06/02/2019	1 day	ERNLLCA RFO Responsibilities	Barton	ERNLLCA	3	£60
20/02/2019	2 hours	NLC Elections input	Scunthorpe	NLC	1	FREE
27/02/2019	1 day	SLCC Branch training	Beverley	SLCC	2.5	£15
01/04/2019	2 hours	Local Clerks meeting	Bottesford	BTC	1	FREE
04/07/2019	1 day	ERNLLCA Understanding Planning	Hull	ERNLLCA	2.5	£24.90
15/07/2019	1 day	SLCC Branch training	Barton	SLCC	2.5	£15
09/10/2019	½ day	Effective Trustee	Scunthorpe	VANL	2	FREE
07/11/2019	1 day	SLCC Branch training	Woodmansey	SLCC	2.5	£15
15/11/2019	1 day	ERNLLCA Conference 2019	Hull	ERNLLCA	3	£108
05/12/2019	½ day	SLCC Branch Training /AGM	South Cave	SLCC	2.5	£15
10/12/2019	1.5 hours	Risk Assessment training	Scunthorpe	NLC	1	FREE
24/01/2020	1 hour	NLC Market Consent consultation	Scunthorpe	NLC	1	FREE
31/01/2020	1 day	Cyber Security	Scunthorpe	NLC	2.5	FREE
16/03/2020	1 day	SLCC Branch Training	South Cave	SLCC	2.5	£20
12-16/10/20	2 days	SLCC Virtual Conference	Virtual	SLCC	6	FREE
04/03/2021	2 hours	Standards Training	Virtual	NLC	2.5	FREE
29/03/2021	8 hours	Cybersecurity Beginners	Virtual modules	SLCC/Kaspersky	4	£58.80
11/05/2021	2 hours	Building an effective communications strategy	Virtual	ERNLLCA/Breakthrough Communications	1	£36
18/05/2021	2 hours	Social media skills	Virtual	ERNLLCA/Breakthrough Communications	1	£36
19/05/2021	2 hours	Building a two-way conversation with your community	Virtual	ERNLLCA/Breakthrough Communications	1	£36
24/05/2021	1 hour	Healthy work places, civility in public life	Virtual	CCLA	1	FREE

Kirton in Lindsey Town Council						
Recording of Training Form – Neil Taylor-Matson						
Training Date(s)	Length of Training Days/Hours	Training Course Title/Description	Training Location	Training Provider	CPD*	Cost
03/06/2021	2 hours	Managing a Disciplinary Procedure	Virtual	ERNLLCA	1	£40
22-23/06/21	2 ½ days	Cemetery Management	Virtual	ICCM via ERNLLCA	3	£90
07/09/2021	1 ½ hours	Budgeting for Clerks & Finance Staff	Virtual	Steve Parkinson via ERNLLCA	1	£36
15/09/2021	1 hour	Appraisal Techniques (Appraisee)	Virtual	SLCC	1	£36
29/09/2021	4 hours	ScribeFest	Virtual	Scribe/NALC	2	FREE
18/10/2021	1 hour	Cemetery – Memorial Safety & Administration	Virtual	SLCC	1	£36
03/11/2021	1 ½ hours	Allotments	Virtual	National Allotment Society	1	£20
10/11/2021	1 ½ hours	Allotments	Virtual	National Allotment Society	1	£20
17/11/2021	1 ½ hours	Allotments	Virtual	National Allotment Society	1	CANCELLED
17/11/2021	1 hour	Parish Online	Virtual	Parish Online	1	FREE
18/11/2021	2 hours	Managing Disciplinary/Grievances	Virtual	ERNLLCA	1	£36
24/11/2021	1 ½ hours	Allotments	Virtual	National Allotment Society	1	£20
19/01/2022	2 hours	How local councils can engage with young people	Virtual	Breakthrough Communications	1	£36
03/02/2022	1 hour	Appraisal Techniques (Appraiser)	Virtual	SLCC	1	£36
24/02/2022	1 hour	Project Management	Virtual	ERNLLCA	1	£36
09/06/2022	1 ½ hours	Contracts & Procurement	Virtual	ERNLLCA/Parkinson	1	£36
16/06/2022	7 hours	Clerk's Training Day	Barton	ERNLLCA	2.5	£12
02/09/2022	15 mins	High Impact Councils	Virtual	Scribe	1	FREE
02/09/2022	9 mins	Gain Framework	Virtual	Scribe	1	FREE
23/02/2023	1 ½ hours	AGAR and Year End	Virtual	ERNLLCA/Scribe	1	FREE

Kirton in Lindsey Town Council						
Recording of Training Form – Neil Taylor-Matson						
Training Date(s)	Length of Training Days/Hours	Training Course Title/Description	Training Location	Training Provider	CPD*	Cost
01/03/2023	1 hour	Elections May 2023	Scunthorpe	NLC	1	FREE
08/03/2023	1 hour	Recission Notices	Virtual	ERNLLCA	1	FREE
29/03/2023	1 hour 15 min	Emergency Planning	Virtual	NALC	1	£32.68
05/04/2023	1 hours	Councillor Basics	Virtual	ERNLLCA	1	FREE
18/04/2023	1 hour	Clerking in Action	Virtual	Scribe	1	FREE
27/04/2023	1½ hours	Voice Website Admin Group	Virtual	Voice Communities	1	FREE
02/05/2023	1 hour	Register of Interests	Virtual	ERNLLCA	1	FREE
19/05/2023	3 hours	Bid Writing	Barton	ERNLLCA	2	£42
25/05/2023	1 hour	Committees, Sub-committees and working groups	Virtual	SLCC	1	£9
04/07/2023	1 hour	Committees and working groups	Virtual	ERNLLCA	1	FREE
21/09/2023	3 hours	ScribeFest 2023	Virtual	Scribe	2	FREE
26/09/2023	1 hour	Graphic Design - Canva	Virtual	SLCC	1	£18
11/10/2023	1 hour	Report Writing	Virtual	ERNLLCA	1	£30
20/10/2023	3 hours	HR – Conflict & Conduct	Barton	ERNLLCA	2	£12
06/02/2024	1 hour	Template documents	Virtual	ERNLLCA	1	FREE
07/02/2024	2 hours	Essentials of Being A Good Employer	Virtual	ERNLLCA	1	£36
08/02/2024	1 hour	Training development/planning	Virtual	ERNLLCA	1	FREE
21/02/2024	1 day	Whole Council Training	In House	ERNLLCA	2.5	£400* (<i>cost for all Cllrs & Officers</i>)
18/06/2024	1½ hours	New model Financial Regulations	Virtual	ERNLLCA/SP	1	FREE
08/07/2024	4 hours	SLCC Branch training	Pocklington	SLCC	1	FREE
18/07/2024	1 day	Talking Tables Regional training day	Drax	YLCA/ERNLLCA	2.5	£70
24/09/2024	1 day	ERNLLCA Conference 2024	Hull	ERNLLCA	3	£80

Kirton in Lindsey Town Council						
Recording of Training Form – Neil Taylor-Matson						
Training Date(s)	Length of Training Days/Hours	Training Course Title/Description	Training Location	Training Provider	CPD*	Cost
01/10/2024	1½ hours	Budgeting	Virtual	Parkinson Partnership via ERNLLCA	1	£35
17/10/2024	1½ hours	Local Councils Award Scheme changes	Virtual	NALC	1	FREE
30/10/2024	1½ hours	Appraisal Skills	Virtual	ERNLLCA	1	£36
19/11/2024	1 hour	Veteran vs Newbie: Two Clerks One Passion	Virtual	Scribe	1	FREE
05/12/2024	4 hours	SLCC Branch AGM/ERNLLCA training	Cottingham	ERNLLCA/SLCC	1	£25
11/12/2024	2 hours	Burial Law Workshop	Scunthorpe	NLC	1	FREE
09/01/2025	1 hour	Public Participation	Virtual	ERNLLCA	1	FREE
21/01/2025	30 mins	Procurement Act 2023	Virtual	Scribe	1	FREE
11/03/2025	1 hour	Strategic Planning	Virtual	Scribe/ERNLLCA	1	FREE
11/03/2025	30 mins	Geospatial Information System Project	Virtual	Government Digital Service	1	FREE
21/03/2025	1 day	Talking Tables Regional training day	Drax	ERNLLCA/YLCA	2.5	£70
27/03/2025	3 hours	SLCC Branch meeting	Howden	SLCC	1	FREE
16/05/2025	2 hours	Standards and Code of Conduct	Scunthorpe	NLC	1	FREE
19/06/2025	45 mins	Engaging Communities without the Headache	Virtual	Breakthrough Comms	1	FREE
20/05/2025	1 hour	Disinformation Workshop	Virtual	LGA	1	FREE
23/06/2025	1 day	Management of Memorials Workshop	Skidby	ERNLLCA/ICCM	2.5	£125
13/08/2025	30 mins	The Clerk as an Employer & HR Advisor	Virtual	Scribe	1	FREE
09/09/2025	1 hour	Navigating Assertion 10: Digital & Data Compliance for Councils	Virtual	CloudyIT/Breakthrough Comms/Aubergine	1	FREE
15/09/2025	1 hour	Cadent Centre for Warmth partnership	Kirton in Lindsey	Community Vision	1	FREE
23/09/2025	1 hour	Conflict in Council Culture	Virtual	ERNLLCA/Becky Walsh	1	£30
25/09/2025	1 hour	HR 101 For Small Employers	Virtual	ERNLLCA/WorkNest	1	FREE
09/10/2025	3 hours	ScribeFest 2025 (<i>drop in/out</i>)	Virtual	Scribe	2	FREE
04/11/2025	1 hour	Protect yourself with planning	Virtual	Ecclesiastical Insurance	1	FREE

Kirton in Lindsey Town Council						
Recording of Training Form – Neil Taylor-Matson						
Training Date(s)	Length of Training Days/Hours	Training Course Title/Description	Training Location	Training Provider	CPD*	Cost
06/11/2025	1 hour	Connecting Communities & Sharing Resources	Virtual	Scribe	1	FREE
04/12/2025	4 hours	SLCC Branch AGM/ERNLLCA training	Cottingham	ERNLLCA/SLCC	1	SELF-FUNDED
12/12/2025	1 hour	Council Communication that builds Trust	Virtual	Breakthrough Communications	1	FREE
21/01/2026	1 hour	Asset Registers	Virtual	Scribe	1	FREE
16/03/2026	1 hour	Cemetery Workshop	Virtual	ERNLLCA	1	FREE
18/03/2026	1 hour	How Council Behaviour Shapes Culture and Community Trust	Virtual	Becky Walsh	1	FREE
19/03/2026	1 hour	Cyber Resilience	Virtual	Gallagher	1	FREE
24/03/2026	1 hour	Martyn's Law updates	Virtual	Clear Councils	1	FREE
06/05/2026	1 hour	Unlock the Power of the Big Yellow Book – Your Local Council Bible	Virtual	Scribe	1	FREE
13/05/2026	1½ hours	Making your Council documents accessible using MS Word	Virtual	ERNLLCA/Aubergine	1	FREE
19/05/2026	1 hour	10 HR Issues Councils Must Address Now	Virtual	ERNLLCA/WorkNest	1	FREE
13/07/2026	1 hour	Digital AGAR in Action, Proper Practices Update	Virtual	Scribe/SLCC	1	FREE

*CPD – Society of Local Council Clerks Continuous Professional Development points awarded