

Training Update
July 2026

NEW CLERKS' TRAINING

This full-day course is aimed at new or less experienced clerks who have worked for less than 12 months in a town or parish council.

Find out more on page 2

LEARN SOMETHING NEW THIS SUMMER

Spring is a great time to refresh knowledge, pick up new skills, and share what you know. Here's what's coming up—plus a few highlighted courses we think you'll love.

OPERATIONAL PLAYGROUND INSPECTIONS

A practical course to enable your council to perform operational (quarterly) inspections in-house.

Find out more on page 4

FINANCE FOR COUNCILLORS

A short online course to give councillors a greater understanding of their duties regarding the council's finance.

Find out more on page 6



A woman with dark hair is smiling and looking towards the right. In the background, there is a whiteboard with handwritten design specifications: 'LOGO -200px', 'BANNER <-500px>', 'NAVIGATION <-800px>', 'CONTENT 1 <-500px>', 'CONTENT 2 <-250px>', 'FOOTER <-800px>', and 'SOCIAL'. To the right of the woman are two computer monitors on a desk.

NEW CLERKS'

Training

New Clerks' Training - 29 September 2026 - 10:00 – 16:00

This full day course is aimed at new or less experienced clerks who have worked for less than 12 months in a town or parish council.

New Deputy Clerks, Assistant Clerks, Responsible Financial Officers, Administration Officers etc. are all very welcome to attend as well.

This interactive workshop will cover:

- roles and responsibilities of a parish / town council
- what parish / town councils do
- legislation
- council meetings; agendas and minutes
- committees, sub-committees and working groups
- engaging with the community; data protection
- the clerk's year
- where to go for further advice

This is an opportunity to meet other new clerks in Oxfordshire and to find out more about the role of a clerk and the council. There is plenty of time to ask questions throughout the sessions, which will run from **10:00am to 4:00pm**.

Lunch and refreshments will be provided, so please let us know of any dietary requirements when booking.

OALC is committed to ensuring that all new clerks receive adequate training - if your council would struggle to pay for the course, please [get in touch](#) to discuss.

Cost: £125.00 + VAT

Upcoming Courses

OALC

RPII Operational Play Area Inspections	14 & 15 September	9:30 – 16:00	Benson	£360.00	Book Here
New Clerks’ Training	2 March	10:00 – 16:00	Benson	£125.00	Book Here
Councillor Fundamentals	1 October	18:30 – 21:00	online	£70.00	Book Here
Finance Day	13 October	10:00 – 16:00	Benson	COMING SOON	
Planning: How to respond effectively to planning applications	November – date TBC	Further details coming soon			
NALC Legal Update	November – date TBC	10:00 – 11:00	online	FREE	Coming soon
Confident Clerks: Core Skills for Effective Clerks	19 November	9:00 – 16:00	Benson	£125.00	Book Here
Roles and Responsibilities	3 December	10:00 – 16:00	Benson	£125.00	Book Here
Parish Pros	December – date TBC	Further details coming soon			
Get Your AGAR Approved First Time!	January – date TBC	Further details coming soon			
Leading Your Council	January – date TBC	Further details coming soon			
Councillor Fundamentals	3 February	18:30 – 21:00	online	£70.00	Book Here
Beyond the Basics: Risk, Funding & Annual Meetings	25 February	10:00 – 16:00	Benson	£125.00	Book Here
New Clerks’ Training	2 March	10:00 – 16:00	Benson	£125.00	Book Here

Please remember to let us know of any dietary requirements when booking for in-person courses.

Operational Playground Inspections – 2 days

This two-day course will cover the relevant aspects of BS EN 1176 Parts 1-7, looking at how it impacts our work in playgrounds and playground safety. With this particular session we are trying to provide guidance and understanding of how to apply the standard.

- Introduction to Safety
- The importance of play to children and child development
- Playground accidents, types, severity and reasons
- The legal framework for playgrounds and inspectors; negligence etc.; applicable Statute Law
- Types and hierarchy of inspections
- Risk Assessment; Reporting and Paperwork
- Inspection of specific play items and surfacing
- Checking of maintenance and other playground actions taken
- Common faults with standard play items
- How to inspect, including approaches and ancillary items

Please note:

Attendees will be expected to be able to climb and thoroughly inspect play equipment on-site. Due to the practical aspects of this course and possible inclement weather, please wear appropriate clothing.

This course will take place on 14th and 15th September 2026 from 9.30am - 4.00pm. The second day will end earlier for those who are not taking the exam.

Cost: £360 + VAT; Optional Exam: £300 (no VAT)

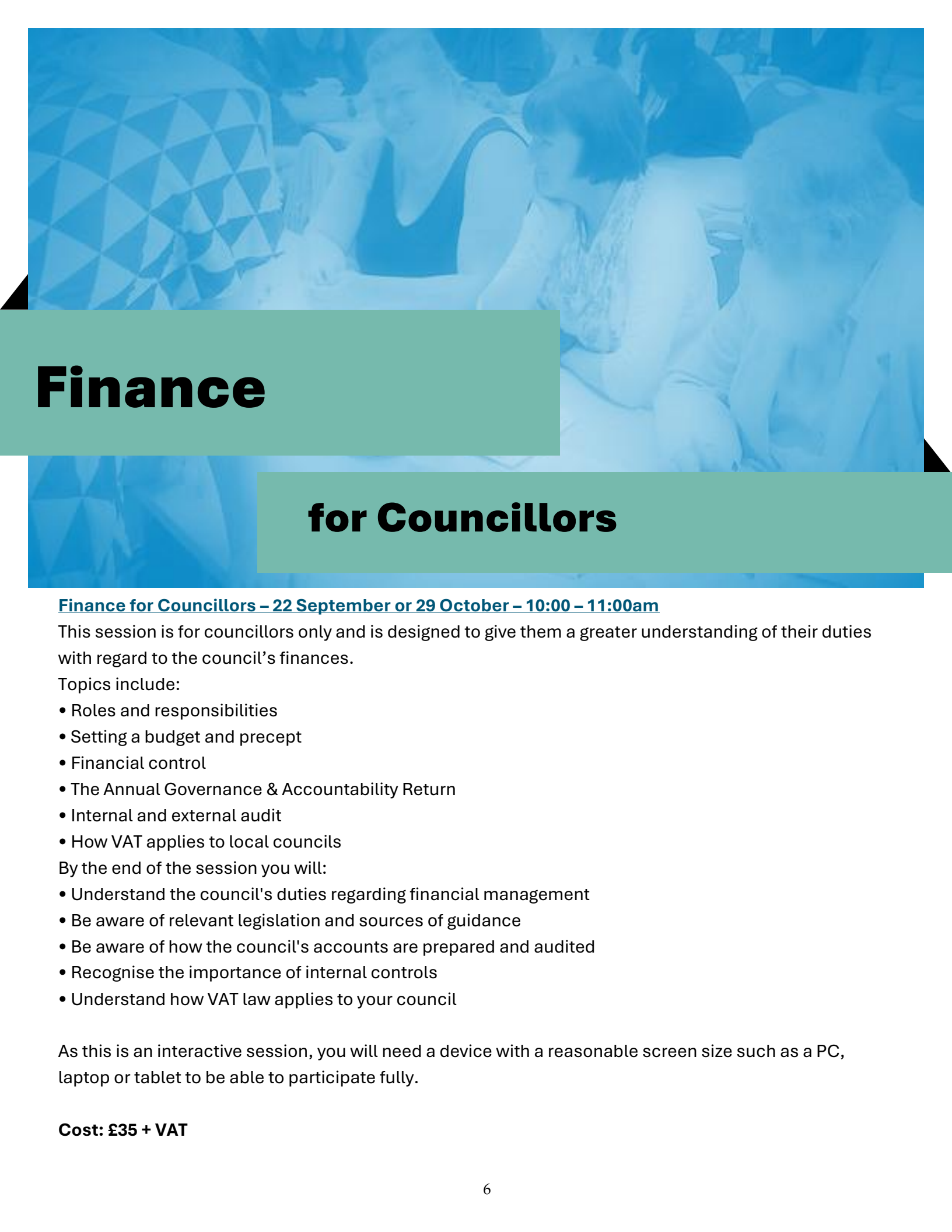


Upcoming Finance Courses

Parkinson Partnership LLP

Procurement	17 September	10:00 – 11:30	online	£35.00	Book Here
Finance for Councillors	22 September	18:30 – 20:00	online	£35.00	Book Here
VAT Partial Exemption	29 September	10:00 – 11:30	online	£35.00	Book Here
Internal Controls	30 September	10:00 – 11:30	online	£35.00	Book Here
The Role of Internal Audit	14 October	10:00 – 11:30	online	£35.00	Book Here
Procurement	20 October	10:00 – 11:30	online	£35.00	Book Here
Finance for Councillors	29 October	18:30 – 20:00	online	£35.00	Book Here
Internal Controls	18 November	10:00 – 11:30	online	£35.00	Book Here
Procurement	26 November	10:00 – 11:30	online	£35.00	Book Here
Procurement	26 January	10:00 – 11:30	online	£35.00	Book Here
Procurement	4 March	10:00 – 11:30	online	£35.00	Book Here
Procurement	27 April	10:00 – 11:30	online	£35.00	Book Here

All sessions are interactive, so a device with a reasonable size screen, such as PC, laptop or tablet, is required to participate fully.



Finance

for Councillors

Finance for Councillors – 22 September or 29 October – 10:00 – 11:00am

This session is for councillors only and is designed to give them a greater understanding of their duties with regard to the council's finances.

Topics include:

- Roles and responsibilities
- Setting a budget and precept
- Financial control
- The Annual Governance & Accountability Return
- Internal and external audit
- How VAT applies to local councils

By the end of the session you will:

- Understand the council's duties regarding financial management
- Be aware of relevant legislation and sources of guidance
- Be aware of how the council's accounts are prepared and audited
- Recognise the importance of internal controls
- Understand how VAT law applies to your council

As this is an interactive session, you will need a device with a reasonable screen size such as a PC, laptop or tablet to be able to participate fully.

Cost: £35 + VAT

Upcoming Courses

Breakthrough Communications

Data Protection: Part 1	3 August or 3 September	10:30 – 12:30 18:30 – 20:30	online	£35.00	Book Here
Data Protection: Part 2	10 August or 9 September	12:30 – 14:30 18:30 – 20:30	online	£35.00	Book Here
Communicating with Your Community 1	4 August or 10 September	10:30 – 12:30 10:00 – 12:00	online	£35.00	Book Here
Communicating with your Community 2	18 August or 5 October	10:00 - 12:00 13:00 – 15:00	online	£35.00	Book Here
Social Media: Getting Started	8 September	10:00 – 12:00	online	£35.00	Book Here
Social Media for Councillors	15 September	18:30 – 20:30	online	£35.00	Book Here
Boosting Your Council's Identity	17 September	10:00 – 12:00	online	£35.00	Book Here
Engaging Effectively with Young People	2 September	10:00 – 12:00	online	£35.00	Book Here
Dealing with Local and Regional Media	16 September	13:00 – 15:00	online	£35.00	Book Here
Data Protection for Councillors	28 September	18:30 – 20:30	online	£35.00	Book Here
Dealing with Difficult People	21 October	10:00 – 12:00	online	£35.00	Book Here
Canva: Getting Started	8 October	13:00 - 15:00	online	£35.00	Book Here
Emotional Intelligence and Resilience	7 October	10:00 – 12:00	online	£35.00	Book Here
Recruiting Councillors	13 October	10:00 – 12:00	online	£35.00	Book Here

More online courses on communications, community engagement, social media and data protection are available on the [Breakthrough Communications website](#).

Nimble e-learning

Standards in Public Life - £16

This module is designed to support those elected or co-opted and/or working in local councils, to understand the principles of conduct expected of all councillors.

Learning Objectives:

- Understand councillor obligations under the Code Understand when and where the Code applies
- Understand the minimum standards of conduct required in public office
- Understand the importance of training and maintaining competence
- Understand the different types of interest and when to declare
- Understand the importance of the Register of Interests and its ongoing maintenance

Equality, Diversity and Inclusion Essentials - £16

This course addresses threats to equality such as discrimination, harassment and victimisation, and looks at how you can promote fairness, diversity and inclusion at work.

Personal Safety Essentials - £16

This course seeks to improve personal safety awareness and provides tips and advice on how to keep yourself safe at work, at home, in public places and while travelling.



Available Courses

Nimble e-learning

Civility and Respect Courses

Standards in Public Life
Respectful and positive social media for councils and councillors
Leadership in challenging situations for councils and councillors
An introduction to emotional intelligence and personal resilience
Mental health awareness
Introduction to behavioural agility
Introduction to changing behaviours
Introduction to resilience
Equality, diversity and inclusion essentials
Modern slavery essentials
Personal safety essentials
Stress management essentials

IT and online skills courses

Cyber security awareness training – basic
Cyber security awareness – password management
Cyber security awareness – phishing
Cyber security awareness – video conferencing

Parish and town council courses

Introduction to local councils
Introduction to planning for local councils
Understanding precepts

Essential Skills Courses

Anti-bribery essentials
Anti-money laundering essentials
Bullying and harassment essentials
COSHH essentials
Customer service essentials
Data protection essentials
DSE workstation assessment essentials
Environmental awareness essentials
Fire safety essentials
First Aid essentials
Freedom of Information essentials
Health and Safety essentials
Home working essentials
Human factors essentials
Infection control essentials
Information security awareness essentials
Manual handling essentials
Menopause essentials
Mental health essentials
Modern slavery essentials
Neurodiversity at work essentials
Sexual harassment awareness essentials
Team leadership essentials
Time management essentials
Unconscious bias essentials
Working at height essentials
Working with volunteers essentials

All Nimble e-learning short courses cost £16 and take around 60 – 90 minutes to complete. They can be [booked online](#) but require immediate payment – unfortunately, these courses cannot be paid by invoice. You will need to create an account before booking a course.



CILCA Training

The poster is titled 'CILCA TRAINING WHAT IS INCLUDED?' and features the OALC logo (Oxfordshire Association of Local Councils) and the CILCA logo (Certificate in Local Council Administration). It lists four training sessions and an introductory video, reviewing work before submission, online catch-up sessions to check progress and ask questions, and informal support from other Oxfordshire candidates. The cost is £350 for OALC member councils. The poster also includes a large red '6' on the left and a red '3' at the bottom right.

OALC
Oxfordshire Association of Local Councils

CILCA
Certificate in Local Council Administration

CILCA TRAINING
WHAT IS INCLUDED?

- 4 training sessions and an introductory video
- Reviewing some of your work before it is submitted
- Online catch-up sessions to check progress and ask questions
- Informal support from other Oxfordshire candidates

Only £350 for OALC member councils
See our website for more details

The training assists and supports your own learning, giving direction on what the modules are looking for and how to approach answering them (but it doesn't give you the answers!)

Candidates are welcome to join the course at an appropriate time and can complete the units in any order.

Please only book the first session that you would like to attend – it does not need to be session 1.

Cost: £350.00 + VAT for all four sessions including refreshments and course materials.

[Book Here](#)

If you have not yet worked in the local council sector for **at least 12 months**, please contact us to discuss before booking.