



NORTH TAWTON TOWN COUNCIL

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This is a document that sets out North Tawton Town Councils approved and agreed practices. Any deviation must be by resolution of the full Council.

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Version	Point(s)	Description of Change	Date

THIS IS A CONTROLLED DOCUMENT

Whilst this document may be printed, the electronic version maintained on the North Tawton Town Council website is the controlled copy. Any printed copies of this document are not controlled.

INTRODUCTION

This policy has been prepared for the benefit of members of the public who may volunteer their time for North Tawton Town Council. This policy does not apply to the North Tawton Town Council's relationship with voluntary organisations where other arrangements could apply. This policy does not prevent other organisations performing their own voluntary work. North Tawton Town Council appreciates that volunteers contribute valuable assistance and experience that would otherwise not be available and in turn can themselves gain valuable working experience that can enhance their skills and enable self-fulfilment. It is, therefore, important that the Council encourages the participation of volunteers under supervision, whilst ensuring the safety and security of all parties.

DEFINITION OF VOLUNTEER

A volunteer is a person who freely undertakes to perform a service, task or function that is not normally or traditionally performed as a full job and who does so without financial reward. A clear distinction exists between volunteers and those who are given a financial reward.

Any member of the public is welcome to volunteer their time and services to the Council for the purposes of litter picking, weeding or cleaning items including signage. Other tasks may be allocated at the discretion of the Lengthsman or Clerk. Being a volunteer does not excuse poor behaviour. Any concerns will be dealt with in accordance with Council policies. Situations of misconduct need to be similarly managed. However, it must be remembered that volunteers are not bound by contractual obligations.

AGREEMENT

Volunteers will be required to complete a written agreement, consent form, provide contact details for themselves and those of another in case of emergency, and any relevant health information.

TRAINING

Volunteers will receive an induction which will include health and safety to ensure they understand the environment they are to volunteer in and to clarify how the volunteer is expected to carry out their tasks.

LIABILITY

For any council-led activity undertaken by a volunteer, North Tawton Town Council's public liability insurance will apply. Volunteers should be aware that this insurance does not cover them for loss of earnings should they sustain an injury. All volunteers must inform the Town Clerk (or Deputy Clerk or Chair of the Council if the Clerk is not available), of the time they are working and to confirm when they have finished. They must also see the Risk Assessment for each activity.

EQUALITY

North Tawton Town Council's commitment to diversity and equality applies to volunteers, and values the contribution made by everyone, especially that made by unpaid volunteers.

HEALTH AND SAFETY

The induction process will include health and safety practices and requirements. Volunteers are recommended to always carry a mobile phone in case of an emergency and not to work alone, where necessary to be equipped with PPE, and be familiar with the tasks to be undertaken.



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CONTACT DETAILS

Name:

Address

Telephone Number Email Address.....

VOLUNTEER AGREEMENT

Thank you for volunteering with North Tawton Town Council. For your information and safety, we ask you to read and sign this agreement before commencing duties.

Volunteering is undertaken freely and not in return for wages. We hope that your voluntary work will give you a sense of achievement, work experience, a chance to build your skills and learn new ones as well as a chance to strengthen your confidence.

As a volunteer you will not do the work of paid staff, but compliment the services offered by North Tawton Town Council.

You will be expected to follow the policies and procedures referred to in your induction programme including health and safety and diversity and equal opportunities.

North Tawton Town Council reserves the right to ask a volunteer to withdraw their services. Any disciplinary or grievance situation will be dealt with in accordance with the Council's policies.

I agree to abide with this agreement.

Signed **Date**

Signed **Date**

On behalf of North Tawton Town Council