

WITH ITEM 14

VOLUNTEER AGREEMENT – CONGLETON TOWN CRIER ROLE

The following information provides an agreement between the Town Crier (a voluntary post) and Congleton Town Council. This agreement is not a contract of employment, it is binding in honour only and may be cancelled at any time at the discretion of either party. That this agreement sits in parallel and is considered alongside the Terms of Reference for the post.

1. Definitions and objectives:

- 1.1** Congleton Town Council has had a Town Crier for many years and is looking to recruit its next Town Crier from the Congleton public.
- 1.2** The Town Crier role is a voluntary position undertaken by choice and is unpaid and the Town Crier is not invited to carry out work to replace paid staff.

2. Rights and responsibilities of volunteers:

- 2.1** The Deputy Chief Officer is responsible for ensuring that the Town Crier is clear about his/her rights and responsibilities and that the relationship between paid staff and the Town Crier is mutually supportive.
- 2.2** Congleton Town Council recognises that the Town Crier will have the right to:
 - Know what is expected of him/her
 - Understand and agree to the description of the role of Town Crier
 - Be shown appreciation for the work they do
 - Work in a safe and risk free environment in line with Health and Safety requirements
 - Be free from discrimination, in line with the council's Equality and Diversity Policy
 - Be covered under the Council's insurance policy whilst undertaking duties on behalf of the Town Council
 - Where possible be consulted on decisions that will affect the work they are doing
 - Ask for a reference

3. Rights and Responsibilities of Town Crier

- 3.1** The Town Crier represents Congleton and its residents and is expected to always maintain a high standard of appropriate behaviour and courtesy.

3.1 Congleton Town Council expects the Town Crier will:

- Carry out the duties in a way that honours the traditions and heritage of Town Crier role.
- Ensure that the cries carried out are in good taste and in the spirit of the role.
- Be reliable.
- ‘Adhere to the Nolan Principles of Public Life’ by being accountable, honest and transparent.
- Treat all people equally.
- Attend training sessions as and when agreed.
- Meet time and duty commitments.
- Respect Confidentiality.

3.2 The Council has the right to cancel this agreement if the Town Crier fails to live up to the expectations outlined in 3.1 above or brings Congleton Town Council into disrepute.

4. Town Crier Role

4.1 Purpose of Role

To carry out the duties to promote the town of Congleton and all manner of positive activities carried out in their name and to bring credit to the Town in all that the Town Crier does.

4.2 Responsible to

Communities Team on a day-to-day basis with overall responsibility held by the Chief Officer.

4.3 Level of Commitment

Throughout the year, the Town Crier is expected to support civic events, support the Mayoralty at various events and perform cries throughout the year promoting various events being held within the Borough. The amount of time to be devoted will be whatever is considered mutually appropriate to create a credible role as Town Crier.

4.4 Duties Involved

- To promote Congleton locally and further afield if deemed appropriate and beneficial to the Town
- To support local organisations, charities and groups where they wish you to do so by your attendance at functions and activities
- To open events and new businesses if requested to do so
- To give talks if able to do so on the role of the Town Crier
- To regularly perambulate the town to welcome residents and visitors alike spreading warmth and joy amongst all people
- To give regular shouts at a central point in the town to tell people of forthcoming events and occasions in the towns
- To support the Mayoralty, acting as escort when requested to do so and announcing the Mayor when this is appropriate to do so
- To become a member of the Ancient and Honourable Guild of Town Criers
- All engagements, including any private work to be undertaken as Town Crier, to be subject to the approval of Congleton Town Council and the Chief Officer to help ensure these are appropriate to uphold the dignity of the post.

4.5 Personal qualities required

Strong sense of duty, together with diplomacy, courtesy and an outgoing and warm personality, which most people will readily relate to.

4.6 Relevant Qualities / Experience

Essential

- A clear rich voice with good volume even without amplification.
- Able to meet and interact well with people individually and in groups.
- Good oral skills
- Good at organising self, reliable and punctual.

Desirable

- Can show that has worked with people of all kinds without discrimination and able to communicate well at all levels.
- Master of Ceremonies - Able to take on that role with some style if asked.
- Experience with working with volunteers.

4.7 Attributes

- A team player but able to work on their own initiative.
- Positive "Can-do" attitude.
- Neutral, non-political and non-partisan.

4.8 Skills

The Town Crier will be expected to have, and develop, a good local knowledge with an understanding of Congleton its history, culture and businesses and to promote them accordingly.

4.9 Diversity and Inclusion

Congleton Town Council strongly encourages people of all different backgrounds, ethnicities, abilities and identities to apply to be Congleton's Town Crier. CTC commits to making all reasonable adjustments to allow its Town Crier to flourish in the role.

5. Costume (Livery)

The Town Crier will be required to wear the traditional costume of Town Crier when performing relevant duties. The Town Crier will receive items of clothing and equipment in order to perform those duties. These will remain the property of Congleton Town Council and must be returned at the end of the appointment. The livery should not be worn outside Congleton unless on official engagements directly representing the town.

6. Guild of Town Criers

The Town Crier is encouraged to join the nationwide Ancient and Honourable Guild of Town Criers or Loyal Company of Town Criers and the annual membership fee will be reimbursed by the Council. Attendance at competitions, unless at their own expense, must be agreed in advance by the Council through the Town Clerk.

Public Liability Insurance is also available through membership of the Ancient and Honourable Guild of Town Criers & Loyal Company of Town Criers

The Official Appointment of a Town Crier has to be brought before a full meeting of Congleton Town Council to vote in favour and noted in the Council Minutes

A provisional 12 month probationary period to be served by the Town Crier before appointment to the Permanent Post of Town Crier

7. Commercial Activities

Invitations to perform Commercial cries for local businesses in the area, such as the opening of stores etc, are both encouraged and allowed subject to prior approval from the Chief Officer to ensure they are appropriate to uphold the dignity of the post. The Council has no preconceived view on the number or frequency of commercial cries that should be undertaken. The Town Crier will have full responsibility for arranging any commercial cries and for negotiating a fee (if charged) for undertaking such engagements.

:

Signed on behalf of Congleton Town Council

Signature:

Position:.....

Name (print):.....

Date:

:

Signed by Town Crier:

Name (print):.....

Date:.....