

## **MACCLESFIELD TOWN COUNCIL**

### **TERMS OF REFERENCE FOR THE TOWN CRIER**

**Dated: 14<sup>TH</sup> November 2016**

#### **Introduction**

The Town Crier's terms of reference listed herewith set out the particulars of his/her role as a representative of Macclesfield Town Council and the Town of Macclesfield. The Town Crier is not an employee of the Council but it is recognised that the Crier is in receipt of an annual honorarium in return for attendance and participation at certain civic and other functions.

#### **Purpose**

To represent and promote Macclesfield Town as a centre for visitors and tourists, and as a viable business community and to uphold the traditions of this honourable role in accordance with membership of the Ancient and Honourable Guild of Town Criers.

#### **Reporting to**

1. The Town Crier reports to the Civic Administration Officer as the first point of contact with the Town Council and may also liaise with the other officers regarding routine engagements for which the presence of the Town Crier is required. The Town Clerk is responsible for the management and conduct of the position.

#### **Civic and Other Functions**

2. The Crier will perform the following Civic functions during the Mayoral year, commencing in May of any year:
  - **Mayor-Making** (Annual Town Council) meeting:
  - **Civic Service** (including civic parade to/from the Church):
  - **Mayor's Ball**
  - **Mayor's Thanks Giving Service**

In addition, the Crier is welcome to attend any Full Council meetings and Mayoral events he/she wishes to attend or, subject to his/her availability, at the request of the Mayor.

The Town Crier is free to undertake commercial work in other areas outside Macclesfield which have no Town Crier as long as it does

not conflict with the Macclesfield business community and the nearest Town Crier has no objection.

3. Activities for other organisations are to be restricted to non-religious, non-political and non-contentious activities – any doubts are to be referred immediately to the Town Clerk.
4. If possible, the Town Crier is also to cry at the monthly Macclesfield Treacle Market, subject to his/her personal schedule.
5. The Town Crier is to cry at the Christmas Lights Switch on event each year as well as all council-led events as the Town Crier's personal schedule allows.
6. The Crier may on occasion be requested to participate in other events that may be thought appropriate at the discretion of the Town Clerk/Mayor e.g. a visit of school children to the Town Hall/Town Museum or visit of an MP/VIP etc, on a very occasional basis.

### **Competitions**

7. The Town Crier will assist in the organisation of an annual Macclesfield Town Criers Competition in July of each year on a Saturday, under the rules of the Ancient and Honourable Guild of Town Criers.
8. The Crier is not to compete in this competition but will host visiting Criers on the day and assist in its administration as appropriate and in conjunction with the officers of the Town Council.
9. The Crier will perform a Macclesfield Town Cry, announce the competition to the public and help to ensure the smooth running of the Competition along with officers of the Council, Judges and any other officials.
10. The Crier may participate in other competitions outside Macclesfield Town's boundaries at his/her discretion.
11. Up to a 50 mile radius of Macclesfield, any travelling expenses are included as part of the annual honorarium - which is intended for upkeep of uniform, travelling and any minor subsistence or incidental expenses.
12. Outside a 50 miles radius, travelling expenses are to be requested by the Crier through the Town Clerk for consideration by the Town Council.

### **Uniform**

13. The annual honorarium is intended to cover general wear and tear of the Crier's uniform and equipment. Any major anticipated

expenditure with regard to upkeep of uniform is to be referred to the Town Clerk for consideration by the Town Council in any Financial Year.

**Health and Safety**

The Crier is reminded that he/she has a statutory duty to observe all Health and Safety regulations whilst engaged in activities for the Town Council and is to take all reasonable care to promote the health and safety of him/herself, officers of the Council and councillors.

**Review Date:** when considered appropriate by Macclesfield Town Council or on advice of the Town Clerk.

I have read and understood these Terms of Reference for the Macclesfield Town Crier and confirm my agreement to them.

Signed..... Date.....

Name .....

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