

Macclesfield Town Council

VOLUNTEER AGREEMENT - TOWN CRIER

The following information provides an agreement between the Town Crier (a voluntary post as part of Macclesfield Town Council) and Macclesfield Town Council. This agreement is not a contract of employment, 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 (attached).

1. Definitions and objectives:

- 1.1 It is in discussion that Macclesfield Town Council agreed to reinstate the role of Town Crier, bringing back a tradition of making public announcements.
- 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 Town Clerk 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 Macclesfield 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 Council.
 - Where possible be consulted on decisions that will affect the work they are doing
 - Ask for a reference

3. Expectations of Macclesfield Town Council:

- 3.1 The Town Crier represents the Macclesfield and its residents as is expected to maintain a high standard of appropriate behaviour and courtesy at all times.

3.2 Macclesfield 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
- Be honest
- Treat all people equally
- Attend training sessions as and when agreed
- Meet time and duty commitments
- Respect Confidentiality

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

4. Town Crier Role

4.1 Purpose of Role

To carry out the duties to promote the town of Macclesfield 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

Civic and Administration Officer on a day to day basis with overall responsibility held by the Town Clerk

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 Macclesfield 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 Macclesfield Town Council and the Town Clerk 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.
- Affable
- 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 own initiative;
- Positive "Can - do" attitude;
- Able to stay neutral and not take sides.

4.8 Skills

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

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 Macclesfield Town Council and must be returned at the end of the appointment. The livery should not be worn outside the Macclesfield 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 Macclesfield 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 Town Clerk 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 of a fee (if charged) for undertaking such engagements.

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Signed on behalf of Macclesfield Town Council

Signature:

Position:.....

Name '(print)':.....

Date:

:

Signed by Town Crier:

Name (print):.....

Date: