



# BEXHILL-ON-SEA TOWN COUNCIL

## TOWN CRIER – VOLUNTEER AGREEMENT

The following information provides an agreement between the Town Crier (A voluntary post within Bexhill-on-Sea Town Council) and Bexhill-on-Sea 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 Job Description for the post (attached)

### 1. Definitions and Objectives

- 1.1. Bexhill-on-Sea town Council reinstated the role of Town Crier at a competition on 9<sup>th</sup> April 2022, bringing back a tradition of making public announcements.
- 1.2. The Town Crier role is a voluntary position undertaken by choice and is unpaid. The Town Crier is not invited to carry out work to replace paid staff.

### 2. Rights and responsibilities of volunteers:

2.1. The Town Clerks office 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(s) is mutually supportive

2.2. Bexhill-on-Sea 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
- Work in a safe and risk-free environment in line with Health and Safety requirements
- Comply with the councils Equality and Diversity policy
- Be covered under the Councils insurance policy whilst undertaking duties on behalf of the council
- Be consulted on decisions that will affect the work they are doing where practicable
- Ask for a reference

### 3. Expectations of Bexhill-on-Sea Town Council

3.1. The Town Crier represents Bexhill and its residents and is expected to:

- i. Always maintain a high standard of behaviour and courtesy.
- ii. Carry out their duties in a way that honours the traditions and heritage of the Town Crier role
- iii. Ensure that the cries carried out are in good taste and in the spirit of the role
- iv. Be reliable
- v. Be Honest
- vi. Treat all people equally regardless of race, creed, disability or political affiliation.
- vii. Attend training as and when agreed
- viii. Respect confidentiality

3.2. The Town Council has the right to cancel this agreement if the Town Crier fails to abide by the expectations outlined in 3.1 above or brings Bexhill-on-Sea into disrepute.

### 4. The Town Crier role

4.1. The purpose of the role is to carry out duties that promote the town of Bexhill-on-Sea and any activities carried out in their name.

4.2. The town crier is responsible to the Assistant Town Clerk on a day-to-day basis with overall responsibility held by the Town Clerk.

4.3. The Town Crier is expected to support the Mayoralty and civic events and perform cries at various events being held within the Town. The amount of time will be whatever is considered mutually appropriate.

4.4. Duties include:

- i. To Promote Bexhill-on-Sea locally and further afield if deemed appropriate and beneficial
- ii. To support local organisations and charities, where they wish you to do so, by your attendance at functions and activities
- iii. To open events and new businesses if requested to do so
- iv. To give talks if able to do so, on the role of the Town Crier.
- v. To support the Mayoralty, acting as escort when requested to do so and announce the Mayor as appropriate.
- vi. To undertake private work as Town Crier subject to the approval of Bexhill-on-Sea Town Council.
- vii. Other duties at the discretion of the Town Clerk.

4.5. Skills, attributes, and qualities:

There are no formal qualifications to taking on the role of Town Crier. Desirable qualities include diplomacy, courteousness, and an outgoing and warm personality able to communicate well at all levels and with all ages. The Town Crier will be expected to develop a good understanding of Bexhill, its history, culture and business and to promote them accordingly.

5. Livery (Costume)

- 5.1. The Town Crier will be required to wear the traditional costume of Town Crier when performing the relevant duties.
  - 5.2. The Town Crier will receive items of clothing and equipment in order to perform their duties. These will remain the property of Bexhill-on-Sea Town Council and must be returned at the end of the appointment.
  - 5.3. The livery must not be worn outside Bexhill-on-Sea unless on an official engagement directly representing the town.
6. The Town Crier is encouraged to join the Ancient and Honourable Guild of Town Criers or Loyal Company of Town Criers. These are national organisations that cover Town Criers.
7. Commercial activities: Invitations to perform commercial cries for local business are both encouraged and allowed subject to clause 4.4.vi. above.

Signed on behalf of Bexhill-on-Sea Town Council

Signed by Town Crier

Signed.....

Signed.....

Name (Print).....

Name (Print).....

Position.....

Date:

Date:

## **JOB DESCRIPTION: TOWN CRIER**

### **1. The Town Crier Duties**

- 1.1 To support the Mayoralty, acting as escort when requested to do so and announce the Mayor as appropriate.
- 1.2 To Promote Bexhill-on-Sea locally and further afield if deemed appropriate and beneficial
- 1.3 To support local organisations and charities, where they wish you to do so, by your attendance at functions and activities
- 1.4 To open events and new businesses if requested to do so
- 1.5 To give talks if able to do so, on the role of the Town Crier.
- 1.6 To undertake private work as Town Crier subject to the approval of Bexhill-on-Sea Town Council.
- 1.7 Other duties at the discretion of the Town Clerk.
  
- 1.8 The Town Crier may also be asked to: -
  - Call people to attention
  - Announce the Mayor or Deputy Mayor or other dignitaries as directed by the Town Clerk
  - Make a Town or Event Announcement or Declaration
  - Thank people for their attendance or support
  - Pose for photographs for press and media coverage

### **2. Remuneration**

- 2.1 The position is unpaid.
- 2.2 The Town Crier will be expected to sign an agreement to meet Council expectations in terms of conduct and behaviour and to comply with relevant Council Policies (in the same way that staff or other volunteers do). This will include a requirement to refrain from making any political or contentious comments whilst on duty and never to speak on behalf of the Town Council, Mayor or Deputy Mayor or to give the impression that this is the case.
- 2.3 A bespoke costume is to be procured for the successful candidate(s), costs to be agreed by the Community Committee to be taken from the Mayoral budget in the region of £400.
- 2.4 The council requires that the Town Crier will commit to undertake the role for a minimum of two years.
- 2.5 The Town Crier will be expected to make arrangements for the cleaning and maintenance of the costume..
- 2.6 The Town Crier may claim reasonable expenses (e.g. parking/travel) for attending events. This must be agreed by the Town Clerk's Office.
- 2.7 The maximum expenses that will be refunded in any one financial year is £300.

### **3. Essential Skills**

There are no formal qualifications to taking on the role of Town Crier.

### **4. Desirable Skills**

- 4.1 Loud, clear and easily understood voice
- 4.2 Ability and willingness to follow instructions
- 4.3 Friendly and confident
- 4.4 Ability to read announcements
- 4.5 Able to interact easily with all types, levels, and ages of people
- 4.6 The Town Crier will be expected to develop a good understanding of Bexhill, its history, culture and business and to promote them accordingly.
- 4.7 Flexibility to attend events at evenings and weekends