



BEXHILL-ON-SEA TOWN COUNCIL

TOWN MACE BEARER

VOLUNTEER AGREEMENT

The following information provides an agreement between the Town Mace Bearer (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 Mace Bearer at 19th May 2021, continuing the tradition of bearing the Town Mace from the Charter Trustees, and the Borough of Bexhill previously.
- 1.2. The Town Mace Bearer role is a voluntary position undertaken by choice and paid an allowance to compensate for costs incurred. The Town Mace Bearer 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 Mace Bearer is clear about his/her rights and responsibilities and that the relationship between paid staff and the Town Mace Bearer(s) is mutually supportive

2.2. Bexhill-on-Sea Town Council recognises that the Town Mace Bearer will have the right to:

- Know what is expected of him/her
- Understand and agree to the description of the role of Town Mace Bearer
- 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 Mace Bearer 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 Mace Bearer role
- iii. Ensure that they behave professionally at all times
- 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 Mace Bearer fails to abide by the expectations outlined in 3.1 above or brings Bexhill-on-Sea into disrepute.

4. The Town Mace Bearer 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 Mace Bearer is responsible to the Town Clerk on a day-to-day basis.

4.3. The Town Mace Bearer is expected to support the Mayoralty and civic events and carry the mace 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 Mace Bearer.
- v. To support the Mayoralty, acting as escort when requested to do so and announce the Mayor as appropriate, in the absence of a Town Crier.
- vi. 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 Mace Bearer. Desirable qualities include diplomacy, courteousness, and an outgoing and warm personality able to communicate well at all levels and with all ages. The Town Mace Bearer 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 Mace Bearer will be required to wear the traditional costume of Town Mace Bearer when performing the relevant duties.
- 5.2. The Town Mace Bearer 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 Mace Bearer is encouraged to join the Guild of Mace Bearers. This is a national organisation that covers Town Mace Bearers.

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 Mace Bearer

Signed.....

Signed.....

Name (Print).....

Name (Print).....

Position.....

Date:

Date:

JOB DESCRIPTION: TOWN MACE BEARER

1. The Town Mace Bearer Duties

- 1.1 To support the Mayoralty, acting as escort when requested to do so and announce the Mayor as appropriate in the absence of the Town Crier.
- 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 Mace Bearer.
- 1.6 Other duties at the discretion of the Town Clerk.
- 1.7 The Town Mace Bearer may also be asked to pose for photographs for press and media coverage

2. Remuneration

- 2.1 The position is paid an allowance of £750 per annum to cover all costs and functions attended.
- 2.2 The Town Mace Bearer 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 provided to the successful candidate(s).
- 2.4 The council requires that the Town Mace Bearer will commit to undertake the role for a minimum of two years.
- 2.5 The Town Mace Bearer will be expected to make arrangements for the cleaning and maintenance of the costume.

3. Essential Skills

There are no formal qualifications to taking on the role of Town Mace Bearer however membership of the Guild of Mace Bearers is recommended.

4. Desirable Skills

- 4.1 Professional demeanour.
- 4.2 Ability and willingness to follow instructions.
- 4.3 Friendly and confident.
- 4.4 Politically sensitive to the needs of the council.
- 4.5 Able to interact easily with all types, levels, and ages of people
- 4.6 The Town Mace Bearer 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