



Yarm Town Council
Yarm Town Hall
High Street
Yarm
TS15 9AH

Yarm Town Council Volunteer Agreement

This Volunteer Agreement describes the arrangement between **Yarm Town Council** (“the Council”) and you (“the volunteer”) in relation to your voluntary work within the Yarm Town Hall and Heritage Centre building.

The intention of this agreement is to assure you that we appreciate your willingness to volunteer with us and to indicate our commitment to making your volunteer experience a positive and rewarding one.

Part 1 – Yarm Town Council

We, Yarm Town Council, are pleased to accept the voluntary service of **[Volunteer Name]**, beginning on **[Start Date]**.

Your role as a volunteer is to **host visitors to the Yarm Town Hall and Heritage Centre, High Street, Yarm**. This role is designed to ensure that visitors are supported, and that safety documentation and fire regulations are maintained.

The Council commits to the following:

- To assist you in understanding and performing your volunteering role to the best of your ability.
- To plan and maintain a rota of volunteers to ensure appropriate cover.
- To provide regular cleaning services for the building.
- To endeavour to resolve fairly any problems, grievances, or difficulties you may encounter while volunteering.
- If a problem cannot be resolved informally, to offer the opportunity to discuss the issue with the Chairman or Vice Chairman of Yarm Town Council.
- To provide guidance on health and safety, confidentiality, and data protection policies.
- To ensure you are aware of the Council’s insurance and volunteer protection arrangements.



Part 2 – The Volunteer

I, **[Volunteer Name]**, agree to volunteer with Yarm Town Council and to the following:

1. To perform my volunteering role to the best of my ability, while understanding that my participation is entirely voluntary.
2. To assist visitors of the Yarm Town Hall and Heritage Centre by explaining exhibits and helping visitors understand the history and significance of the items on display.
3. To follow the organisation's rules, procedures, and standards, including health and safety procedures and its equal opportunities policy in relation to staff, Council members, volunteers, and visitors.
4. To respect confidentiality and follow the Council's data protection and GDPR policies as explained during induction.
5. To offer my help in line with the time commitments I am able to provide, understanding that volunteering is flexible.
6. To participate in a volunteer rota where possible and to provide reasonable notice if I am unable to attend, so that alternative arrangements can be made.
7. To volunteer freely and understand that I may stop volunteering at any time without giving notice.
8. To follow reasonable guidance and instructions provided by Yarm Town Council staff or appointed representatives while volunteering.
9. To report any health and safety concerns, accidents, or incidents to the appropriate Council representative.
10. To understand that I will not be financially liable for actions carried out in good faith while volunteering and that Yarm Town Council's insurance applies where appropriate.

Agreement Terms

- This agreement is **binding in honour only**, is **not a legally binding contract**, and may be ended at any time at the discretion of either party.
- Neither party intends any paid employment relationship to be created now or in the future.
- The volunteer role is informal and may be brought to an end at any time by either the volunteer or the Council.

I agree to abide by the above throughout my period of volunteering with Yarm Town Council within the Heritage Centre.

Signature of Volunteer: _____

Signature on behalf of Yarm Town Council: _____

Date: _____

END OF DOCUMENT