

**TAVISTOCK TOWN COUNCIL  
NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP  
Volunteer Agreement**

**Name of volunteer** .....

**Signature**.....

**Date** .....

This volunteer agreement is a description of the arrangement between us, Tavistock Town Council and you in relation to your voluntary work. The intention of this agreement is to assure you that we appreciate and properly manage your volunteering with us and to indicate our commitment to do the best we can to make your volunteer experience with us a positive and rewarding one.

**As a volunteer with Tavistock Town Council you can expect:**

- A welcoming and stimulating environment in which to volunteer.
- An induction and support from the Project Manager.
- The chance to gain new skills and use existing ones.
- To be treated fairly and with respect.
- Reimbursement of reasonable necessary out of pocket expenses in accordance with the Volunteer Travel Allowance/Subsistence Expenses Scheme.
- Recognition for and appreciation of your contribution;
- For any council-led activity undertaken by a volunteer, TTC's public liability insurance will apply. Volunteers should be aware that this insurance does not cover them for loss of earnings should they sustain an injury.

**We hope you will:**

- Enjoy your time with Tavistock Town Council and carry out your role to the best of your ability.
- Support the Council's aims and vision.
- Be committed, doing your best, participate as arranged and give reasonable notice if you are unavailable.
- Be flexible.
- Keep us informed of any problems encountered during your time with us.
- Follow Tavistock Town Council's policies and procedures insofar as they relate to your chosen area of activity.

The lead person for supporting the Neighbourhood Development Plan Steering Group is the Project Manager on a day to day basis. We expect staff and volunteers to treat each other and the community fairly and with respect, regardless of gender, sexual orientation, age, parental or marital status, disability, religion, colour, race, ethnic or national origin or socio / economic background.

By signing this volunteer agreement you consent to sharing your contact details with the Steering Group and Town Council staff for the purposes of Town Council business in connection with the NDP only. Please note that we do not share any personal information of staff or volunteers outside of the organisation other than in compliance with legal obligations, and we ask that you respect the privacy of others by following this requirement.

By signing this agreement you further agree that as a volunteer:

- You will follow applicable Council policies and procedures;
- You understand you have no authority to bind the Council to any course of action or expense and accordingly you shall not seek to do so;
- You understand you will not acquire, or seek to acquire, any rights to intellectual property or rights of copyright or similar in connection with the work you undertake as a volunteer, nor use the information acquired for any other purpose without the express consent of the Council in writing;
- You will disclose any interests, including in land, persons, policy or organisations which a Member of the public, in possession of the facts, might consider could influence your judgement on any particular matter under consideration and withdraw from deliberations as appropriate;
- You have read, understood and will comply with the Tavistock Town Council Volunteer Policy.

**This agreement is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intend any employment relationship to be created now or at any time in the future**

**Tavistock Town Council, Council Offices, Drake Road, Tavistock, Devon  
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