



## VOLUNTEER AGREEMENT

### This Agreement

This Volunteer Agreement sets out the expectations between Carharrack Parish Council (“the Council”) and the volunteer named below.

This agreement:

- Is not a contract of employment
- Does not create a legally binding relationship
- Does not confer employment rights
- May be terminated at any time by either party

This document supports the Council’s governance framework and internal control requirements.

### Volunteer Details

**Full Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Postcode:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Emergency Contact Name:** \_\_\_\_\_

**Emergency Contact Telephone:** \_\_\_\_\_

### Volunteer Role Details

**Role Title:** \_\_\_\_\_

**Purpose of Role:**

**Key Duties and Responsibilities:**

---

---

---

**Location(s):** \_\_\_\_\_

**Anticipated Commitment (if applicable):**

**Named Supervising Officer/Councillor:**

**Council Responsibilities**

The Council agrees to:

- Provide a clear role description
- Provide appropriate induction and guidance
- Undertake risk assessments where required
- Provide relevant health & safety information
- Maintain appropriate insurance cover (public liability)
- Ensure safeguarding procedures are followed where applicable
- Reimburse approved expenses in accordance with the Council's Financial Regulations
- Maintain appropriate records for audit purposes

## **Volunteer Responsibilities**

The Volunteer agrees to:

- Carry out duties in accordance with agreed instructions
- Act in the best interests of the Council and parish community
- Comply with Council policies including:
  - Health & Safety
  - Safeguarding (if applicable)
  - Data Protection
  - Equality and Diversity
  - Code of Conduct (where relevant)
- Use Council equipment responsibly
- Report accidents, incidents, or hazards immediately
- Submit expense claims with receipts in accordance with Financial Regulations

## **Expenses and Financial Controls**

- Only pre-approved expenses will be reimbursed.
- Claims must be supported by original receipts.
- Claims must be submitted using the Council's approved expenses form.
- Payments will be authorised in accordance with the Council's Financial Regulations and recorded for audit inspection.

No payment, honorarium, or remuneration will be made for volunteering activities.

## **Safeguarding (If Applicable)**

Where volunteering involves contact with children or vulnerable adults:

- DBS Check Required
- DBS Check Not Required

The volunteer agrees to comply fully with the Council's Safeguarding Policy.

## **Insurance and Liability**

Volunteers are covered by the Council's public liability insurance while undertaking authorised activities on behalf of the Council.

Volunteers must:

- Act within the scope of their agreed role
- Follow risk assessment guidance
- Not undertake unauthorised activities

## **Data Protection and Confidentiality**

Personal data will be processed in accordance with UK data protection legislation.

Volunteer information will be:

- Held securely
- Used solely for administrative and governance purposes
- Retained only as long as necessary in accordance with the Council's data retention policy

Volunteers must maintain confidentiality regarding any sensitive or personal information obtained during their role.

### **Health and Safety**

The Council has a duty of care to volunteers.

Volunteers must:

- Take reasonable care of their own safety and that of others
- Follow risk assessments and safe working procedures
- Report any accidents or near misses immediately

Accident reports will be recorded and retained for audit and insurance purposes.

### **Equality and Inclusion**

The Council is committed to equality of opportunity and will ensure fair and consistent treatment of all volunteers.

### **Ending the Volunteering Arrangement**

Either party may end this volunteering arrangement at any time.

The Council may terminate the arrangement if:

- Policies are not followed
- Conduct is inappropriate
- Risk or liability concerns arise

Termination decisions will be documented for governance records.

## Declaration

I confirm that:

- I have read and understood this Volunteer Agreement
- I understand this is not a contract of employment
- I agree to comply with Council policies and procedures

## Volunteer

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## For and on behalf of the Council

Name (Print): \_\_\_\_\_

Position (Clerk/Chair): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

---

Item	Details
Policy Reference	CPC-VA-01
Adopted By	Full Council
Minute Reference	Pt 19
Adoption Date	16.02.2026
Review Date	16.02.2027
Responsible Officer	Parish Clerk