



MILLOM TOWN COUNCIL – VOLUNTEERING POLICY

Adopted: 25th June 2025

Review Date: June 2028

INTRODUCTION:

Millom Town Council recognises that volunteering can benefit the Council, the community and the volunteers themselves. This document sets out the principles for voluntary involvement in activities authorised by Millom Town Council.

This policy applies to volunteers working on behalf of Millom Town Council, not those employed by the Millom Town Council. The council may decide, with the consent of the volunteers, to set-up a volunteer database that records volunteers and some basic contact details.

Millom Town Council have a commitment to support and promote volunteering. All volunteers will be unpaid, and work undertaken by choice.

VOLUNTEER ROLE DESCRIPTION:

- Role Title – Community events volunteer
- Location – Millom and Haverigg Parish and various community venues
- Responsible to- Event Coordinator/Town Clerk
- Time Commitment – Flexible – typically 2-4 hours per week, with additional hours during events
- Expenses – Reasonable travel and out-of-pocket expenses reimbursed

PURPOSE OF THE ROLE:

To support the planning, promotion and delivery of community events organised by Millom Town Council, which in turn helps to foster community spirit and engagement.

KEY TASKS:

- Assisting with event set up and takedown (e.g: signage, tables, decorations etc)
- Welcoming and directing attendees
- Supporting activity stations or information booths
- Helping with publicity, (e.g: distributing flyers, social media support)
- Gathering feedback form attendees
- Ensuring health and safety guidelines are being followed

SKILLS AND QUALITIES NEEDED:

- Friendly and approachable manner
- Good communication skills
- Reliable and punctual

Reviewed: June 2025

Next Review before end June 2027

- Ability to work as part of a team
- Willingness to follow instructions and council policies

BENEFITS OF VOLUNTEERING:

- Make a positive impact in your community
- Meet new people and build connections
- Gain experience in event planning and public engagement
- Receive references for future opportunities

PURPOSE OF THE POLICY:

- Millom Town Council will ensure that all volunteers are treated fairly, supported and valued.
- Volunteers are not a replacement for paid staff
- Millom Town Council will ensure that all volunteers are treated fairly, supported and valued
- Volunteers should benefit from their experience (e.g skill development working with a team)

RECRUITMENT AND SELECTION:

- Recruitment will be open to all sections of the community
- Clear role descriptions and expectations will be given
- Informal interviews or application process may be used

INDUCTION AND TRAINING:

- Volunteers will receive an induction to the council and their role
- Training will be provided as needed for tasks and safety

All volunteers will be adequately trained to be able to carry out the role or activity they are undertaking. The exact nature of the training will depend on the role or activity and the findings from the required risk assessment. A lack of adequate skills should not preclude volunteers from taking part in an activity. Appropriate training can be provided in advance of the volunteer starting work on an activity. The minimum level of training should be sufficient to ensure maintenance of the Health and Safety of volunteers and any people who might be affected by the work, as far as reasonably practicable. Volunteers must be informed about the task and its purpose, health, safety and supervision arrangements. Responsibility for providing appropriate training rests with the individual to whom authority has been given by the Millom Town Council to undertake the work.

Volunteers only carry out tasks which are not considered to be hazardous, for example path clearing/maintenance, litter picking, minor maintenance and participating in working groups.

Volunteers will not be authorised to carry out work that Millom Town Council considers hazardous or would contravene the principles of the Health and Safety at

Work Act 1974. A copy of this policy will be provided to all volunteers. Volunteers will be asked to sign a Voluntary Agreement Form prior to carrying out a task.

INSURANCE:

Volunteers will be covered by Millom Town Council's public liability insurance provided that the work has been authorised by the Council and a risk assessment completed.

Millom Town Council must ensure that volunteers are competent and capable both physically and mentally for undertaking the tasks allocated. Any relevant training and personal safety equipment must be provided, and a risk assessment carried out.

Volunteers must notify Millom Town Council Clerk by email before commencing any work on behalf of Millom Town Council and a record of volunteer activity will be kept.

RISK ASSESSMENT:

Risk Assessment templates are available from the Town Clerk and should be completed by the person organising any volunteer activity. The Town Clerk is to receive a copy of the risk assessment ahead of work being undertaken. Visual inspections of the work area must be carried out and recorded prior to work commencing. The risk assessment should include as a minimum:

- The job or activity
- The existing competency of volunteers
- The circumstances of the work (e.g: the degree of supervision)
- The tools and/or equipment being used
- Training requirements

EXPENSES:

- Volunteers will be able to claim reasonable out-of-pocket expenses should materials for the work be needed with clear guidance on what can be claimed for and how.

CONFIDENTIALITY:

Volunteers must respect confidentiality and data protection policies.

PROBLEM SOLVING:

Clear procedures for addressing concerns or disputes involving volunteers must be followed.

VOLUNTEER CONDUCT:

Volunteers must give expected standards of behaviour, if the expected standard is not adhered to then there will be grounds for ending a volunteer arrangement.

REVIEW AND MONITORING:

This policy will be reviewed regularly to ensure it remains relevant and effective.

Signed: **Chair** **Dated:** 25th June 2025



MILLOM TOWN COUNCIL – VOLUNTEER AGREEMENT FORM

I (Print Name), volunteering for Millom Town Council, acknowledge that I have read, accept and will adhere to the Volunteer Policy.

My emergency contact is:.....

Telephone:

Signed: Dated: