



www.tockwith.gov.uk

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## tockwith with Wilstrop Parish Council North Yorkshire

Clerk to the Council: Mrs H Algar  
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### VOLUNTEER AGREEMENT

This agreement describes the arrangement between Tockwith with Wilstrop Parish Council and ..... *The organisation appreciates you volunteering with us and we aim to make this experience enjoyable and rewarding for you.*

#### *This Parish Council Agrees to*

- Make available to the volunteer the role of ..... within the parish on behalf of Tockwith with Wilstrop Parish Council.
- We commit to support you in this role and provide a healthy and safe working environment. You are covered under our Public Liability insurance with Zurich Insurance and our insurer has been informed that you perform this task on our behalf as a volunteer.
- We have provided to you a volunteer handbook outlining common health and safety good practices and PPE for the role if required. You have been instructed how to use this equipment.
- We have also provided you with a Risk Assessment to be carried out by the lead volunteer prior to the task and any findings leading to potential remedial action reported to the council and other volunteers. We take the health and safety of our volunteers very seriously.
- Expenses – Any out of pocket expenses should be submitted in the form of receipts to the Clerk of the Council on an expense form who will take to full council for approval of payment
- Any issues or problems that you may have will be dealt with under strict confidentiality and any data submitted to us is subject to data protection procedures.
- If any problems are found then the Council have a complaints procedure that ensures that all complaints are dealt with in a consistent and fair manner to ensure easy resolution.

#### *The volunteer agrees to*

- Undertake the role to the best of their ability to help the organisation deliver its services
- To follow the organisation's procedures and abide by relevant policies, e.g. Health & Safety Risk Assessments and Financial regulations.



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- To attend any necessary induction and training for the role
- To read the Health and Safety handbook for Volunteers.
- To have due regard for confidentiality of the organisation and its staff.
- To meet the mutually agreed time commitments.

This is an honourable agreement, rather than a legal one, and may be cancelled at any time by either party. This agreement is not regarded by either party as an employment relationship.

Signed on behalf of Tockwith with Wilstrop Parish Council

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Signed by Volunteer.

..... PRINT.....

DATED .....