



## ILMINSTER TOWN COUNCIL VOLUNTEER AGREEMENT (NON-CONTRACTUAL)

This Volunteer Agreement describes the arrangement between **Ilminster Town Council (ITC)** and the volunteer named below.

It is *not* a contract of employment and does not create any legally binding obligations.

### 1. Volunteer Details

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

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

**Phone:** \_\_\_\_\_

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

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

**Phone:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

### 2. ITC Commitments to You

Ilminster Town Council will:

- Provide a safe, supportive and positive volunteering environment.
- Give you a clear **Volunteer Role Guide** outlining tasks and expectations.
- Provide appropriate induction, training, supervision and equipment.
- Reimburse agreed out-of-pocket expenses (where previously authorised).
- Treat volunteers fairly, respectfully, and without discrimination.
- Provide insurance cover for authorised volunteering activities.
- Offer recognition and appreciation for your contribution.

### 3. Your Commitments as a Volunteer

I agree to:

- Carry out my volunteering role responsibly and respectfully.
- Follow relevant ITC policies including:
  - Health & Safety
  - Data Protection
  - Safeguarding (where relevant)
  - Equality, Diversity & Inclusion
- Maintain confidentiality where required.
- Work safely and report any incidents or hazards promptly.
- Communicate any changes to my availability.
- Represent Ilminster Town Council positively.

### 4. Data Protection

I understand that Ilminster Town Council will hold my personal data securely and use it only for purposes related to my volunteering role, in accordance with the Data Protection Act and ITC's Data Protection & Privacy Policies.

### 5. End of Volunteering Arrangement

I understand that:

- I may end my volunteering at any time.
- ITC may end my volunteer placement if necessary.
- All Council property must be returned when I finish my role.

### 6. Agreement

I have read and understand the Ilminster Town Council Volunteer Policy.

**Volunteer Signature:** \_\_\_\_\_

**Name (print):** \_\_\_\_\_

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

**Signed on behalf of Ilminster Town Council:**

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

**Position:** \_\_\_\_\_

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