



Okehampton Town Council

# Okehampton Town Council

## DRAFT Volunteer Agreement

Thank you for volunteering with Okehampton Town Council. For your information and safety, we ask you to read and sign this agreement before commencing duties.

Volunteering is undertaken freely and not in return for wages. We hope that your voluntary work will give you a sense of achievement, work experience, a chance to build your skills and learn new ones as well as a chance to strengthen your confidence.

Your main point of contact is Mr James McGahey, the Park-Keeper, or a member of his team who can be contacted during normal working hours by the following methods:

Phone: 07511831912  
Email: [parks@okehampton.gov.uk](mailto:parks@okehampton.gov.uk)

Through the Council office in the Town Hall, Fore Street, Okehampton – 01837 53179

Working hours are normally:  
Monday to Thursday 8.30am to 4.30pm  
Friday 8.30am to 1pm

Your tasks will be allocated by Mr McGahey, the Park-Keeper, and you will be expected to follow the policies and procedures referred to in your induction, including health and safety, diversity and equal opportunities.

Okehampton Town Council reserves the right to ask you not to continue volunteering your time should any issues arise or the situation changes. Any disciplinary or grievance matter will be dealt with in accordance with the Town Council's policies.

**I agree to abide with this agreement.**

Signed ..... Date .....

Name: .....

The information that you provide will be held by Okehampton Town Council and used for the purpose of the administration of this activity. We will keep the information for the period of time as set out in the Council's Documentation Retention Policy. The information will be held securely and not be disclosed to anyone or used for any other purpose without your permission. On expiration of the retention period the information will be destroyed in a secure manner. Policies about how the Council will protect your privacy are available at [www.okehampton.gov.uk/documents](http://www.okehampton.gov.uk/documents) or by contacting the Council on 01837 53179.