



VOLUNTEERING POLICY STATEMENT

POLICY STATEMENT

1. Keynsham Town Council will seek to use volunteers to:

- a) Enhance the service that the Council provides to the local community
- b) provide new skills and perspectives
- c) increase our engagement with the local community we serve.

2. PRINCIPLES

The Council recognises and welcomes the important contribution made by volunteers working in any capacity for this organisation.

This Volunteering Policy is underpinned by the following principles:

- a) the Town Council will ensure that volunteers have a clear understanding of their role within the Council.
- b) the tasks they are being asked to perform, and the responsibility that goes with those tasks.
- c) the Town Council do not aim to introduce volunteers to replace paid staff.
- d) the Town Council expect that paid staff at all levels will work positively with volunteers and, where appropriate, will actively seek to involve them in their work.
- e) the Town Council recognise that volunteers require satisfying work and personal development. The Town Council will seek to help volunteers meet these needs, as well as providing the training for them to do their work effectively.
- (f) The Town Council are committed to ensuring that volunteers find their volunteering rewarding and enjoyable.

3. PRACTICE GUIDELINES

The following guidelines deal with the practical aspects of the involvement of volunteers. More detailed information, including copies of the various documents referred to are available from the Town Council office, on request.

RECRUITMENT

All prospective volunteers will be interviewed to find out what they would like to do, their skills, suitability and how best their potential might be realised.

EXPENSES

Volunteers will receive reasonable out-of-pocket expenses. The Council believes that volunteers should not in any respect suffer financially by volunteering. These must be claimed within three months and receipts must be produced for expenses made. Before accruing any expenses, the Volunteer should seek permission from the Town Clerk or in their absence, the Deputy Town Clerk.

INDUCTION AND TRAINING

All volunteers will receive an induction into the work of the Council and their own area of work. On-the-job training will be provided as appropriate.

Signed  Date 17th October 2023

Chair of Council

Signed  Date 17th October 2023

Town Clerk