



# Town Crier Appointment, Conduct & Review Policy

New Policy – recommendation from P&R Committee

Date of adoption	Full Council 18 <sup>th</sup> March 2026, Minute Number 26/03( )
Reviewed	
Next Review Date	As required
Reviewed By	Policy & Resources Committee 11 <sup>th</sup> February 2026

# Town Crier Appointment, Conduct & Review Policy

---

## INTRODUCTION

The role of Town Crier has a long and respected history in Newton Abbot, reflecting the town's rich civic and ceremonial heritage. Traditionally, Town Criers were responsible for making public announcements and representing the Council and identity of the town at key events and gatherings. This historic role continues today as an important symbol of community pride and tradition.

A Town Crier will be appointed by the Town Council as and when needed to carry out duties to promote the town both within the boundaries of Newton Abbot and further afield at competitions. An unpaid voluntary role where expenses will be paid.

### 1. Purpose

This policy sets out the arrangements for the appointment, conduct, responsibilities, review, and removal of the **Town Crier** appointed by Newton Abbot Town Council.

The policy exists to ensure that the role is carried out with dignity, propriety, and in a manner that protects the reputation of Newton Abbot Town Council and the civic traditions of the town of Newton Abbot.

### 2. Status of the Role

2.1 The position of Town Crier is ceremonial and voluntary.

2.2 The role does not constitute employment, and no employment rights, remuneration, or contractual entitlement arise from the appointment.

2.3 The appointment may be withdrawn at any time in accordance with this policy.

### 3. Appointment and Oversight

3.1 Appointments shall be made by resolution of the Town Council.

3.2 The Town Crier shall act under the supervision of the Events Co-ordinator.

### 4. Term of Appointment and Review

4.1 The initial appointment shall be for a one-year term, subject to review.

4.2 Subject to satisfactory performance and conduct, the appointment may be renewed annually for a maximum of two consecutive years.

4.3 Following completion of two years' service, any further continuation in the role shall be subject to a five-year review cycle (including Occupational Health), at the discretion of Newton Abbot Town Council.

4.4 Reviews shall consider conduct, suitability, adherence to Council policies, and the continued needs of the Council.

4.5 The Council reserves the right to end the appointment at any time where it considers this to be necessary or appropriate.

## **5. Representation and Conduct**

5.1 When acting in an official capacity, the Town Crier represents the Town Council and the community it serves.

5.2 The Town Crier is expected to maintain high standards of behaviour, courtesy, and professionalism at all times whilst undertaking official duties.

5.3 While on duty, the Town Crier must be clean, smart, sober, polite, and approachable, and act in a manner that upholds the dignity and reputation of the Town Council.

## **6. Compliance with Council Policies**

6.1 Although not an employee, the Town Crier is required to have due regard to and comply with relevant Council policies where applicable to the role.

6.2 This includes, but is not limited to:

- Codes of conduct and expected standards of behaviour
- Equality and diversity
- Safeguarding responsibilities
- Health and safety manual
- Communications and use of social media
- Newton Abbot Town Council staff handbook
- Lone working and Risk Assessment
- The Council operates a non-smoking policy in relation to all its premises and vehicles and whilst representing the Council in an official capacity.

6.3 Failure to comply with applicable Council policies, or behaviour that brings the role or the Council into disrepute, may result in review, suspension, or removal from the role.

## **7. External Escalation and Titles**

7.1 Where the Council considers that serious misconduct has occurred, it reserves the right to notify the Ancient and Honourable Guild of Town Criers and/or any relevant representative or governing body.

7.2 Such notification may result in the withdrawal or revocation of the Town Crier title by the relevant external body.

## **8. Costume and Appearance**

8.1 Any costume provided by the Town Council will remain the property of the Town Council and will need to be returned in good, clean condition at the end of the appointment.

8.2 All attire worn while acting in an official capacity must be appropriate, dignified, and suitable for civic occasions.

8.3 Newton Abbot Town Council will reimburse dry cleaning costs for the uniform for up to but not exceeding three times per financial year.

8.4 As part of the costume the Town Crier must carry a bell.

## **9. Cries and Proclamations**

9.1 All cries must commence with “Oyez, Oyez, Oyez.” And following other criteria set out by the Honourable Guild of Town Criers.

9.2 All proclamations must be approved in advance by the Events Co-ordinator and the Town Clerk.

9.3 All cries must be non-political, non-religious, in good taste, and consistent with the spirit of the role.

9.4 The Town Council reserves the right to refuse permission for any activity which they may consider inappropriate or contrary to the policies of the Town Council.

## **10. Expenses**

All travel expenses will be reimbursed by Newton Abbot Town Council.

## **11. Insurance**

The Town Council shall include the position of Town Crier within its Public Liability Insurance when acting in an official capacity on behalf of the Town Council.

## **12. Guild Membership**

12.1 The Town Crier is encouraged to join the Ancient and Honourable Guild of Town Criers.

12.2 The annual membership fee shall be reimbursed by the Town Council.

12.3 Attendance at competitions or events in the role must be approved in advance by the Council.

## **13. Removal from Role**

13.1 Any person found by the Town Council to be in serious breach of this policy, or whose actions are considered to have brought the role or the Council into disrepute, may be removed from the role with immediate effect.

13.2 Any person who has been dismissed by the Town Council from the post of Newton Abbot Town Crier for bringing the position into disrepute will not be eligible to hold the post at any other time in the future.