

To receive a report on the role of the Town Crier and consider any actions and associated expenditure

Report to: Personnel Committee

Date of Report: 17 April 2025

Officer Writing the Report: Mayor's Secretary/Receptionist

Pursuant to: Personnel Committee held on 20 June 2024

26/24/25 - To review the appointment of a Town Crier and consider any actions and associated expenditure. (Pursuant to Personnel held on 29.02.24 minute nr 91/23/24)

It was proposed by Councillor Martin, seconded by Councillor Stoyel and resolved to **RECOMMEND** to Full Council to appoint Councillor Foster to represent the Town Council as the Town Crier as required with no remuneration.

Officers Recommendations

Members are asked to

- To recommend to Full Council to approve the attached job description (Appendix A) for the Saltash Town Crier subject to HR Support Consultancy final sign off;
- Delegate to the Development and Engagement Manager working with the Mayor's Secretary to recruit and provide auditions for the role of Town Crier, following their appointment to continue to advertise accordingly and manage day to day bookings;
- To confirm the associated cost of £25 be payable to the Town Crier per event via payroll system;
- To delegate to the Mayor's Secretary to procure Town Council branded livery after the post holder has been in post for a period of one year;
- Purchase of membership to the Ancient and Honourable Guild of Town Criers for the Saltash Town Crier on an annual basis.

Report Summary

History:

The tradition of a Town Crier in Saltash dates back many hundreds of years and was revived for D Day 80 in 2024 in Saltash. In many towns the role is an integral part of the community used to celebrate occasions and mark significant national events.

Previous post holders in Saltash were paid £25 for each ceremonial duty undertaken for the Town Council, this is in line with the Mace Bearer role.

The role of Town Crier is unique and is often used to promote the town to visitors by walking the main street, delivering cries and having their photograph taken with residents and visitors.

Future:

It would be expected that the Town Crier would attend important town events such as the Saltash market trials, May Fair and Regatta. The role can support trade in the town through businesses / events requesting a cry.

The Town Crier would not cry for occasions such events as birthdays or weddings as it's felt this would diminish the historical importance of the role.

The Town Crier will be required to write their own cries which should always start with the ringing of the town bell and the words Oyez, Oyez, Oyez. All cries must be non-political, non-religious and in the spirit of the role.

All appearances and cries should be approved by their Line Manager - Development and Engagement Manager, to ensure they positively contribute to the town.

It is recommended that all enquiries and bookings related to the Town Crier be managed by the Mayor's Secretary for consistency and co-ordination.

Neighbouring towns of Torpoint and Callington do not pay their Town Crier for appearances, it's thought that the honour of the role is sufficient. Instead of payment

the post holder is reimbursed for any travel, has the uniform supplied and any required items reimbursed.

Callington Town Council pay for membership to the Ancient and Honourable Guild of Town Criers at a cost of £50 for year one and £30 for each year thereafter.

Membership of the Guild offers guidance and support from fellow town criers regarding the role and writing cries, insurance for when undertaking private cries and the opportunity to participate in competitions. The Guild encourages all Town Criers to participate in competitions both nationally and internationally. More information can be found here: <https://ahgtc.org.uk/>

Recruitment:

An acting Town Crier was used for the VE Day 80 event with the participant expressing an interest in undertaking the role.

There have been others expressing an interest therefore it is recommended, if Members approve, to offer a fair process. The position of Town Crier can be advertised externally and auditions held. This has been actioned in the past and been well received within the community.

The post will be advertised on social media and Town Council noticeboards for a period of four weeks, anyone interested would be asked to contact the Mayor's Secretary and be invited to audition.

Auditions would be held on the Jubilee Green with the audition panel to consist of the Mayor, Deputy Mayor, the Development and Engagement Manager and a Town Crier from a neighbouring town.

The current Town Crier livery consists of a red frock coat and hat. As the livery is custom made to fit the post holder it is recommended that the post holder has been in the role for a period of 12 months, prior to new livery in Town Council colours being purchased.

For information purposes: The current cost of custom-made frock coat and shoulder cape is £2,850 ex VAT.

How Does This Meet the Business Plan?

The role of Town Crier fits into the Boosting Jobs and Economic Prosperity by promoting Saltash as a vibrant and welcoming visitor destination.

In addition, it meets Recreation and Leisure by providing and supporting cultural activity in the town.

Budget Overview

The £25 per event cost can be allocated to budget code 6659 Town Sergeant and Mace Bearer Fees, in line with the allocations for the Mace Bearer and Town Sergeant.

If a Town Crier is appointed and remains in post for 12 months, funding for livery costs would be requested during the precept and budget-setting period to ensure appropriate allocation.

Budgets

Budget Availability: £600.00

Budget Codes: 6659 Town Sergeant and Mace Bearer Fees

Budget Availability: £4,500

Budget Codes: 6272 Robes and Civic Regalia

Committed Spend: N/A

Signature of Officer:

Mayor's Secretary/Receptionist

APPENDIX A

Town Crier Job Description

Job Title: Town Crier

RESPONSIBLE TO: Town Sergeant

Line Manager: ~~Town Clerk~~ Development and Engagement Manager

Commented [LM1]: Not required in line with other posts

Commented [LM2]: Updated to match Mace Bearer role

DUTIES:

- ~~1. To be given an official position within Civic Parades as per the Civic Event Order of Precedence Protocol in charge of escorting visiting civic guests (the Town Sergeant will escort the Mayoral Party, and the Deputy Mayor will lead the councillors).~~
- ~~2. This includes any Civic Parade for other town events to which he/she has been invited by the organisers as the Town Crier.~~
3. Where the Town Crier is present in a private capacity, or other than as Town Crier, he/she will not form part of the Civic Parade.
4. The Crier may also be engaged for publicity or other purposes from time to time by the Town Council at the same rate of remuneration.
5. To attend all civic functions held within Saltash as required at the discretion of the Mayor.
- ~~6. To head processions as and when required.~~
7. To wear the necessary costume at civic/ceremonial functions (costume to be provided by Saltash Town Council).
8. To act as announcer and or toastmaster at any organised social function organised by the Mayor or the Town Council as directed by the Town Sergeant.
9. To write own cries/announcements for approval by their line manager.
10. To assist the ~~Head of Administration & Library Services~~ Mayor's Secretary/Receptionist with the upkeep of all uniform and equipment associated with the post.

Commented [LM3]: Updated to reflect protocol in place for civic events

Commented [LM4]: Removed as not relevant to post

Commented [LM5]: Updated to reflect current job title

CONDITIONS OF SERVICE:

The Town Crier will:

- a) Wear the costume associated with the function.
- ~~b) Costume and equipment to be replaced as and when deemed necessary after consultation with the Mayor and the Town Clerk then to be approved by Full Council.~~
- c) £25 per occasion attendance will be paid.
- d) The Town Crier will be required to attend the following Civic functions on dates to be decided each year:
 - Mayor Making normally 2nd Tuesday in May (evening)
 - Civic Service normally a Sunday in October (afternoon)In addition, there are other annual and occasional events that by invitation may have a Civic Parade i.e. Saltash Regatta normally 3rd Saturday in June (morning).

Outside Employment:

- a) ~~The Town Crier is permitted if agreed by prior approval of the Clerk and Chairman of Personnel to take on any suitable outside engagements within Saltash, to be paid for them, and to wear the town's seals where those events are for the promotion of Saltash (including promoting shops in the town centre, town events, celebration of town achievements etc.).~~
- b) ~~The Town Crier is permitted if agreed by prior approval of the Clerk and Chairman of Personnel to take on any other suitable outside engagements and to be paid for them, but not to wear the town's seals for them (e.g. commercial work for businesses not in Saltash).~~
- c) ~~The Town Crier is permitted to participate in any Town Crier competitions if agreed by prior approval of the Clerk and Chairman of Personnel and to wear the town seals and receive remuneration.~~

Commented [LM6]: Outside employment to be explored at a further date once established in role

RESTRICTIONS:

The Town Crier whilst in costume with or without seals may not to make any political statements or be involved in any political activity, or any other activity that might be reasonably considered detrimental to the image of the council.

COSTUME:

Any costumes provided by the Town Crier will remain their property;

Additional necessary costumes ~~shall be~~ funded by the Town Council ~~via Policy and Finance Committee but~~ will remain the property of the Town Council.

ESCORT:

~~It is not obligatory to the role for Crier to have an official escort — this is at their discretion. If they do have an escort then the escort will be invited to accompany them at all official events.~~

Commented [LM7]: Consort is not required for the role and it's not common to have one. There is the consideration on who would pay for livery if a consort was present.