

Arlesey Town Council Community Awards Policy

1. Introduction

1.1 Arlesey Town Council (ATC) recognises the dedication and commitment of local people in supporting the aims of the Town Council.

1.2 The Town Council will make available a Community Award scheme to recognise the outstanding contribution of individuals/groups to the local community.

2. Eligibility

2.1 To be eligible to be nominated for a Civic Award, an individual must either be a resident of, or work within Arlesey.

2.2 Nominations may only be made by residents of, or those that work within, the Arlesey Parish.

2.3 Town Councillors may make nominations but will then be excluded from the decision-making process or any involvement therein.

2.4 Existing Councillors (and Town Council staff) are ineligible for nomination.

3. Nominations

3.1 Residents will be invited to nominate an individual(s)/group who they feel has made a significant contribution to the local community, either through a specific action or as a cumulative effect over a longer period of time.

3.2 Nominations will be made via the application form which can be collected from the Council office and library or downloaded via the website/social media.

3.3 The nomination period will be advertised on the Town Council website, via the Town Council Facebook feeds, willing retail/social outlets and in Town Council noticeboards.

3.4 The nomination period each year (except for the first year of the project) will begin in March and will close one week before the Full Council meeting in April each year and will be managed by the Town Clerk.

4. Decision making

4.1 Nominations will be reviewed by the Council at its meeting in April and winners decided.

4.2 The Council may decide to appoint a committee/working group to review the nominations in the event of a significant number being received.

4.3 The winner(s) will be notified and invited to attend the annual town meeting, where the presentation will be made by the Town Mayor.

4.4 ATC reserves the right to make more than one award each year, or to make no award if there are no suitable nominations.