

COMMUNITY AWARDS POLICY

Introduction

Forrabury and Minster Parish Council recognises the dedication and commitment of local people who have demonstrated outstanding service or made a significant and lasting contribution to the community, helping to ensure that the parish is a great place to live, work, visit and enjoy. The Community Award scheme recognises outstanding contributions to the community.

Nominations

Residents and Councillors will be invited to nominate candidates for the individual awards. The nominees will be considered by the Awards Committee who will consider the nominees and agree the awards.

Nominations must be made using the 'Community Award Nomination Form' available from the Parish Council either via the website or by emailing the Clerk.

Eligibility for nomination and award

To be eligible for a nomination and award;

- The nominee must live, work or volunteer in the parish of Forrabury and Minster.
- Nominees must have made a significant difference, offered outstanding service or gone above and beyond to help the Parish or residents.
- Nominations must be made by someone who lives, works or volunteers in Forrabury and Minster.
- Existing Councillors and Parish Council Staff are not eligible.

Decision Making

On receipt of a nomination, the Clerk will review and subject to the nomination being in keeping with the spirit of the policy, will issue a letter informing the nominee of their nomination. The Awards Committee of 3 or 5 Councillors will be nominated by the Parish Council in advance of the January meeting cycle. During January, the Awards Committee will meet to consider the nominations and agree the recipients of an award by a majority decision to be ratified at the Parish Council meeting in March.

The Committee will consider the strength, impact and sustainability of each contribution when reaching its decision. The Awards Committee may determine the number of awards to be made in any given year, including the option to make no award, where appropriate. Nominations and deliberations of the Awards Committee will be treated as confidential.

Nominations can be made at any time of the year and will be dealt with at the next meeting of the Awards Committee. Nominations remain valid for consideration within the current award cycle unless withdrawn. The Clerk will acknowledge respondents of their nomination

on receipt and will advise of the timetable with successful respondents and recipients being notified once decided upon.

Awards

The recipients will be notified by the Clerk. The award for the overall winner(s) is a designed plaque that may be kept by the recipient. Awards will be presented at the Annual Parish Meeting held each year between 1st March and the 1st June (inclusive).

Community Awards Nomination Form

Forrabury and Minster Parish Council recognises the dedication and commitment of local people who have demonstrated outstanding service or made a significant and lasting contribution to the community, helping ensure that the parish is a great place to live, work, visit and enjoy. The Community Award scheme recognises outstanding contributions to the community. Recognition may include direct service, leadership, or enabling others through sustained support to community activity.

Do you have the nominee's consent to share their personal information with the Council? ☐ Yes

(If no, the Council will contact the nominee within 28 days to confirm they are happy to proceed and for their contact details to be held for this purpose only) ☐ No

	Your details - details of person completing the form	Details of person being nominated for the award
Name		
Telephone number		
Email address		
Postal address		
Eligibility <i>works at, lives in, volunteers for (detail as appropriate)</i>		

Please give reasons for your nomination (use a separate sheet of paper if necessary)

☐ I hereby certify that to the best of my knowledge and belief that the above information is correct.

Signed:

Date:

Please return to the Clerk:

Post to: **Adrian Prescott, Forrabury and Minster Parish Council,
1 Sea View, Crackington Haven, Cornwall, EX23 0LE**

or by email: clerk@forraburyminsterparishcouncil.org.uk

For information on how Forrabury and Minster Parish Council uses your personal data, including your rights as a data subject, see our privacy policy available at www.forraburyminsterparishcouncil.org.uk or from the Clerk. Your personal information will not be used for anything other than in relation to the Community Awards.

**** Letter/email of Nomination**

Dear {Name}

YOU HAVE BEEN NOMINATED

Congratulations! You have been nominated as part of our Community Award Scheme.

Forrabury and Minster Parish Council recognises the dedication and commitment of local people who have demonstrated outstanding service to the community and made a significant difference to ensure that the parish is a great place to live, work, visit and enjoy. The Community Award scheme recognises outstanding contributions to the community.

In particular, your nomination recognises that {summary of reason(s) for nomination}.

If you are happy for the Council to forward your personal data (name and contact details) to The Awards Committee of the Parish Council, please respond at the earliest to:

Post to: **Adrian Prescott, Forrabury and Minster Parish Council,
1 Sea View, Crackington Haven, Cornwall, EX23 0LE**
Email: **clerk@forraburyminsterparishcouncil.org.uk**

The Awards Committee of the Parish Council will meet in January to consider all the nominations for an award that will be issued at the Annual Parish Meeting. You are welcome to attend to find out more but in the meantime, the Council would like to thank you for your contribution to our community.

Yours sincerely,

Clerk
On behalf of the Council

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** Letter/email to Unsuccessful Nominees

Dear {Name}

COMMUNITY AWARD NOMINATION

You were nominated as part of the Forrabury & Minster Parish Council Community Award Scheme, and we are writing to thank you for your contribution to the parish.

The Community Award recognises individuals who have demonstrated dedication and commitment to the community and have made a significant difference in helping to make the parish a great place to live, work, visit and enjoy.

This year, the Awards Committee received a number of strong nominations. The standard of nominations received reflects the strength of community contribution across the parish. Following careful consideration, the Committee agreed a limited number of recipients for this award cycle, and on this occasion your nomination was not selected for an award.

However, your nomination reflects the high regard in which you are held and the value of your contribution to the community. The Parish Council would like to thank you for the difference you make.

Nominations can be made at any time, and your contribution may be considered again in future award cycles.

Thank you once again for your commitment to our community.

Yours sincerely,

Clerk
On behalf of Forrabury & Minster Parish Council

** Letter/email of Award

Dear {Name}

YOU HAVE BEEN SELECTED FOR A COMMUNITY AWARD

At a meeting of the Council's Awards Committee, it was agreed that you should be recognised and awarded the Parish Council's {year} Community Award for your outstanding contribution.

Your nomination demonstrates the dedication and commitment of local people who have given outstanding service to the community and made a significant difference to ensure that the parish is a great place to live, work, visit and enjoy. The Community Award Scheme is designed to recognise these outstanding contributions and the Council would like to say thank you and congratulate you for your effort.

Your award that will be issued at the Annual Parish Meeting which will be held on {date}. You are welcome to attend to be presented with your award. Alternatively, if you wish for your award to be posted after the meeting, please let the Council know.

Thank you once again for your outstanding contribution to our community.

Yours sincerely,

Clerk
On behalf of the Council