

CHARD TOWN COUNCIL

CIVIC AWARDS POLICY

1. THE TOWN COUNCIL CIVIC AWARDS

- 1.1 The Town Council will consider awarding up to three civic awards annually.
- 1.2 The Civic Awards will be presented as part of the Annual Town Meeting
- 1.3 The purpose of the civic awards scheme is to recognise individuals, groups, organisations and businesses who have made a real difference to the community of Chard.

2. NOMINATIONS

- 2.1 The Council will invite nominations from the public, which may cover individuals, businesses or community groups.
- 2.2 Nominations must be made via the official application form.
- 2.3 Nominations must be received by the deadline set. The deadline will be a minimum of one month prior to the Annual Town Meeting. Nominations received after this date will not be considered by the panel.
- 2.4 Current serving Chard Town Councillors and their immediate family are exempt from nomination and will remain exempt for a minimum of two years after stepping down from office.
- 2.5 Organisations and Individuals are eligible for an award irrespective of where they are based/reside as the overriding criteria in this regard is their material contribution made in advancement, well-being and welfare of the residents of Chard.

3. DECISION PANEL

- 3.1 Nominations will be considered by the Decision Panel (the 'panel').
- 3.2 The panel will consist of the Mayor, Deputy Mayor and Chairs of the Finance & Audit Committee, the Amenities & Events Committee and the Planning & Highways Committee.
- 3.3 Should one of the above not be available, the Chair of the HR Committee shall also be appointed
- 3.4 The panel's decision is final.
- 3.5 The panel may, in exceptional circumstances, make awards to the same person, organisation or business in subsequent years should they contribute in a different way to the Town.

5. AWARDS

- 5.1 Dependent upon the award being granted, the recipient will receive an award badge or plaque and a framed certificate signed by the Mayor of Chard.