

# Civic Awards

RESPONSIBLE COMMITTEE: P&F

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This is a policy/procedure document of Saltash Town Council to be followed by both Council Members and Employees.

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03.2020	1	JRA/AJT	P&F 09.06.2020	36/20/21b	New policy – deferred for review
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06.2022	3/2022 DRAFT	AJT	P&F 28.09.2022	82/22/23b	Revisions proposed by Cllr P Samuels on behalf of Rotary Club of Saltash. Draft rejected P&F 09/22
10.2022	04/2022	AJT	FTC 01.12.2022	280/22/23b	Revised Awards format.
05.2023	2023	AJT	ATM 04.05.2023	65/23/24g(ii)	Readopted

02.2024	2024 DRAFT	AJT	P&F 27.02.2024	156/23/24g(2)	Amendment to eligibility – Freemen of the Town (page 4). For reapproval (recommendation to ATM)
03.2024	2024	AJT	FTC 07.03.2024	367/23/24c	Rec from P&F. Approved.
04.2024	2024	AJT	P&F 14.05.2024		Updated following review.

<b>Document Retention Period</b>
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Until superseded
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# Civic Awards Policy

## Introduction

Saltash Town Council recognises the significant contribution made by people active in different sectors of the community **in an unpaid, voluntary capacity**. An awards ceremony is held annually and nominations are invited for a number of different categories that the awards panel will consider.

## The Award Categories

### Contribution to the Community

This award recognises individuals or community and voluntary groups based in Saltash who have made a positive contribution to the local community. People who make an outstanding effort to bring the community together, improve the town of Saltash either environmentally or aesthetically, or those who go out of their way to help others, in their own time.

### Youth Achievement

Awarded to an individual aged 18 or under who has made a significant, positive contribution to the town, demonstrating exceptional community spirit or for excellence in areas not normally recognised. This may be acts of bravery, kindness, caring for others or improving their community.

### Lifetime Achievement

Recognising exceptional and continued commitment to the life of the community of Saltash over a considerable period of time. The award recognises a real commitment to others in the community, going over and above what would ordinarily be expected, through volunteering, community work, helping neighbours or carrying out exceptional deeds spanning a lifetime.

**(Previous recipients of this award cannot receive any further nominations in this category as it is a 'once only' award.)**

### Youth Group Leader Award

Presented in recognition of inspirational and committed volunteer youth group leadership in the town.

### **Sporting Achievement Award**

Recognising the achievement of a team or an individual, participating in, organising or contributing to local sports. The award may celebrate a sporting performance at local, national or international level or those who give their time working behind the scenes at local sports clubs or groups.

### **Cultural Contribution Award**

Recognising significant contribution to the cultural life of the town by an individual or group of people.

### **Best Performance**

Selected and awarded by the Mayor alone for the group that has best entertained them during their Civic Year.

### **Mayor's Award**

A discretionary award that may be made by the Mayor (the Chairman of the Town Council) to recognise exceptional achievement in any field.

**Note:** The awarding of each of the Civic Awards is at the discretion of the Awards Panel, therefore each of the award categories might not be allocated a winner every year, or multiple awards of the same category could be awarded.

### **How to make a nomination**

- Nominations will only be accepted on the Civic Award Nomination Form. Completed forms must be received by 5pm on the closing date advertised. This form is available to download online or a blank form is available from The Guildhall during office hours. Please complete electronically where possible.
- Self-nomination is not permitted.
- A separate form must be completed for each nomination.
- Nominees should be active within the town boundary and the nomination be in respect of recent activity in the area they are nominated for.
- Nominations for previous award winners will not be considered for the same award for a period of four years.

- Nominations for the Lifetime Achievement Award will not be considered if the nominee has previously received this award.
- Freemen of the Town, Town Councillors, Officers of the Town Council and Cornwall Councillors are ineligible for nomination for Civic Awards.

### **The Awards Panel**

The awards panel comprises:

- The Chairman of the Town Council
- The Vice Chairman of the Town Council
- The longest serving Member of the Town Council<sup>1</sup>
- The Freemen of the Town<sup>2</sup>

Following the deadline date, the Awards Panel will meet to consider the nominations and select the award winners.

### **Announcement and presentation of Awards**

The awards will be announced and presented at a date to be arranged. Nominees, their nominators and guests will be invited to attend the presentations (subject to venue capacity).

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<sup>1</sup> Where the longest serving Member of the Council is the Chairman/Vice Chairman, the next longest serving Member of the Council will be invited to attend.

<sup>2</sup> Available and able to attend on the date offered.

## Appendix 1 – Civic Awards Nomination Form

Saltash Town Council

### Civic Awards Nomination Form

Category of Civic Award nominated for (please tick one only)

<input type="checkbox"/>	Contribution to the Community
<input type="checkbox"/>	Youth Achievement
<input type="checkbox"/>	Lifetime Achievement
<input type="checkbox"/>	Youth Group Leader
<input type="checkbox"/>	Sporting Achievement
<input type="checkbox"/>	Cultural Contribution

**I nominate the following person/organisation for a Civic Award:**

Surname	
Forename	
Title	
Name of Organisation	
Address	

Postcode	
Contact telephone number	
Contact email address	

Is the nominee under 18 years of age?	YES/NO (delete as applicable)
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**NOTE:**

1. If you are nominating someone under the age of 18 please confirm that their parent/guardian is aware of the nomination and have given permission for their details to be shared.
2. Contact details for nominees must be included for the nomination to be considered. Saltash Town Council is unable to accept nominations without these details.



**This section is for you to provide details of how the nominee has made a significant contribution to qualify for the nominated category and how their achievements make them stand out.**

**Please state in no more than 250 words why the nominee should win a Civic Award.**

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**Details of the person making the nomination:**

Surname	
Forename	
Title	
Address	
Post code	
Telephone number	
Email address	
Relationship to nominee	
<b>Where a nominee is under the age of 18 I have informed their parent/guardian of the nomination. (Please tick box to confirm.)</b> <input type="checkbox"/>	
<b>I confirm that to the best of my knowledge the information I have provided is accurate.</b>	
Signed	
Date	

Please return this form by 5pm on the closing date advertised to:

The Town Clerk  
Saltash Town Council  
The Guildhall  
12 Lower Fore Street  
Saltash PL12 6JX

Or by email to: [mayors-secretary@saltash.gov.uk](mailto:mayors-secretary@saltash.gov.uk)

**Please note:**

Nominations will be acknowledged but no further correspondence will be entered into **unless further supporting information is required.**

Saltash Town Council will disclose the names of each winner, the reason for their nomination and the award category to the press and other media.

The decision of the Awards Panel is final.

**Your privacy:**

Saltash Town Council collects this information for the sole purpose of evaluating the nominations for the Civic Awards.

Your data will only be shared for the purposes of administration with the Officers and Members of the Awards Panel.

Nomination forms will be retained for a period of four years.

A copy of the Privacy Notice may be viewed at the Guildhall or on the Town Council website.

**For office use only:**

Date received:	
Date acknowledged:	
Date to be destroyed:	

## **Appendix 2 – Internal Procedure**

Officer supporting the Civic Awards process: Mayor's Secretary

### **Advertising the awards and nomination process**

Two months before the awards ceremony:

Media release (Appendix 3).

Promote on TC social media/website/noticeboards with weekly refresh on social media.

### **Receiving nominations**

Only nominations on official forms **including contact details for the nominees** accepted.

All nominations acknowledged in writing **but no correspondence entered into unless further supporting information is required.**

The nominations are checked for eligibility.

### **Selection process**

The Mayor's Secretary sets a date for the Awards Panel to meet in the Guildhall and notifies members. Members of the Awards Panel may declare a personal interest if they wish to do so.

Selection packs comprise:

- Copies of nomination forms
- Score sheet

All Members of the Awards Panel have an equal vote. In the event of a tie, the Chairman of the Town Council has a casting vote.

Following the Awards Panel Meeting:

Recall trophies, check and clean.

Certificates printed and signed by the Mayor (the Chairman of the Town Council).

Invitations sent to the nominees, the nominators and guests (subject to venue capacity).

### **Presentation Ceremony**

The Mayor presents the awards annually.

Administration:

The recipient must sign for trophies on the day.

Recipients of awards should be asked for written permission for photographs taken by and on behalf of STC to be used on the STC media sites and in media releases.

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## **Appendix 3 – Media Release – Civic Awards**

### **Saltash Town Council Civic Awards**

**Nominations are invited for the annual Civic Awards to be presented by the Mayor at <insert date/event>.**

**Nominations should be for individuals or a group of people who undertake the role(s) in a voluntary, unpaid capacity.**

#### **The Award Categories**

##### **Contribution to the Community**

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**Note: The awarding of each of the Civic Awards is at the discretion of the Awards Panel, therefore each of the award categories might not be allocated a winner every year, or multiple awards of the same category could be awarded.**

**Nominations must be made using the official nomination form available from the STC website or from The Guildhall and received by 5pm on <insert date>.**

**Nominations should be sent to:**

**The Town Clerk, Saltash Town Council, The Guildhall, 12 Lower Fore Street, Saltash, PL12 6JX**

**or**

**by e-mail to [mayors-secretary@saltash.gov.uk](mailto:mayors-secretary@saltash.gov.uk)**