



# *Battle Town Council*



## **CIVIC AWARDS POLICY**

### **1. Introduction**

- 1.1 Battle Town Council 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 Civic Award scheme to recognise the outstanding contribution of individuals 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 the Town Council area.
- 2.2 Nominations may only be made by residents of, or those that work within, the Town Council area.
- 2.3 Town Councillors may make nominations, but will then be excluded from involvement in the decision making process.
- 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) 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 or downloaded via the website.
- 3.3 The nomination period will be advertised on the Town Council website, via the Town Council Twitter and FaceBook feeds, in the local newspaper and via the Town Council noticeboards.
- 3.4 The nomination period will run from the beginning of January to the end of February each year, and will be managed by the External Relations & Town Development Committee.



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## **4. Decision making**

- 4.1 Nominations will be reviewed by the Committee at its meeting in March, with a recommendation being made as to the winner(s) to the Full Council meeting in March.
- 4.2 The committee may decide to appoint a 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 Parish Assembly, where the presentation will be made by the Town Mayor.
- 4.4 The Town Council reserves the right to make more than one award each year, or to make no award if there are no suitable nominations.

*Adopted: February 2016  
Updated: January 2020  
Review date: January 2024*