



## **BRIXHAM TOWN COUNCIL CIVIC AWARD SCHEME CRITERIA**

### **Review History**

May 2008, May 2009, May 2010, May 2011, May 2012, July 2013, May 2014, January 2016.

The Brixham Town Council Civic Award for individual or Community Group will be presented annually each May to any person or community group who has, in the course of the year and through their activities, furthered the welfare and/or improved the quality of life of Brixham people.

### **Individual and Community combined award.**

#### **Criteria:**

1. An individual or Community Group can be nominated for this award and may live outside the boundaries of Brixham as long as the activity has benefited the residents of Brixham.
2. The person or group put forward must have made a material contribution to the advancement, well being and welfare of the people of Brixham or supported charitable work carried out in the Town or assisted the work of the Town Council in a voluntary capacity or demonstrated outstanding Citizenship, or is noteworthy for exceptional voluntary work for a local charity or has had a long term involvement with a voluntary organisation.
3. The Council will not normally recognise paid employment that forms part of the above.
4. Nomination forms must be completed by both a Proposer and a Seconder.
5. Town Councillors are not entitled to nominate individuals for awards.
6. No Councillor or employee of the Council or a company or organisation in which a Councillor has a financial interest can receive an award.
7. If a nominee has received an award the previous year they are not eligible to receive an award in the following year.
8. Forms must be returned to the Town Clerk by the advertised deadline.
9. Forms will be available from January each year and available from the Town Council office.

10. An advert to be placed in the Town Council website, newsletter, social media and / or the local newspaper two months prior to the closing date inviting nominations for the award.
11. The Community Services Committee under part 2 with delegated power to decide the successful candidate will meet as soon as possible after the deadline to consider the nominations and make decisions.
12. Presentation of the award will normally be made by the Town Council Chairperson at the Annual Parish meeting held in May of each year.
13. Nominations will be judged on the information provided on the nomination form.
14. Lack of relevant information may result in the nomination being rejected.
15. The decision of the Community Services Committee is final.



# Brixham Town Council Civic Award 2018

Please fully complete the form below and return to The Town Clerk, Brixham Town Council, Brixham Town Hall, New Road, Brixham TQ5 8TA.

Please make sure you submit the form by 30<sup>th</sup> April 2018.

## **Details about yourself, the proposer**

Name: .....

Address: .....  
.....

Daytime Telephone No: .....

## **Details about the seconder**

Full Name: .....

Address: .....  
.....

Daytime Telephone No: .....

## **Details about the person or Community Group you wish to nominate**

Name: .....

Address: .....  
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Daytime Telephone No: .....

Email: .....

**Describe the voluntary / community work or outstanding achievement the person has achieved and why you think they deserve Civic Recognition:**

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**How long has the person or Community Group been involved with this activity?**

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**How has the community benefited from the work / activity?**

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**Are there any other reasons why you believe this person or Community Group should receive Civic Recognition?**

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**Note:** *In accordance with the Data Protection Act 1998, the information on this form will only be used for the purpose for which it was collected.*

**Signed** Proposer .....

Secunder.....

**Dated** .....

Please attach any supporting evidence you may have to this form (do not use staples).