



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

The Brixham Town Council Civic Award for individual or Community Group will be presented annually 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 first Full Council meeting in the municipal 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.

**Review History**

May 2008, May 2009, May 2010, May 2011, May 2012, July 2013, May 2014, January 2016, April 2019.



# Brixham Town Council Civic Award 2019

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 31<sup>st</sup> March 2019.

## **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: .....  
.....

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).



**Brixham Town Council**

**First Floor, Brixham Town Hall,  
New Road, Brixham, TQ5 8TA**

**01803 859678      [info@brixhamtowncouncil.gov.uk](mailto:info@brixhamtowncouncil.gov.uk)**

**Town Clerk: Mrs Tracy Hallett**

**CONSENT FORM**

Your privacy is important to us and we would like to communicate with you about the council and its activities. To do so we need your consent. Please fill in your name and address and other contact information below and confirm your consent by ticking the boxes below.

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

Please confirm your consent below. You can grant consent to any or all of the purposes listed. You can find out more about how we use your data from our "Privacy Notice" which is available from our website or from the council office.

You can withdraw or change your consent at any time by contacting the council office.

- We may contact you to keep you informed about what is going on in the council's area or other local authority areas including news, events, meetings, clubs, groups and activities. These communications may also sometimes appear on our website, or in printed or electronic form (including social media).
- We may contact you about groups and activities you may be interested in participating in.
- I hereby consent for Brixham Town Council to use images caught in photographs taken by Brixham Town Council for use in promoting their services for marketing and publicity related purposes and used in Brixham Town Council publications such as social media, website and the newsletter.

I understand that my images will be held in accordance with the General Data Protection Regulations and that I can ask the Town Council to stop using the images at any time, in which case they will not be used in future publications but

may continue to appear in publications already in circulation.

I also understand that all Council meetings are open to the public and that I may be filmed, photographed or recorded by any individual attending the meeting.

Keeping in touch:

- Yes please, I would like to receive communications by email
- Yes please, I would like to receive communications by telephone
- Yes please, I would like to receive communications by post