



Brixham Town Council

CIVIC AWARD

Date of Adoption	9 th June 2021 (Minute no. 21068)
Reviewed	May 2008, May 2009, May 2010, May 2011, May 2012, July 2013, May 2014, January 2016, April 2019, April 2021.
Next Review Date	June 2022
Written by	Linda McGuirk, Deputy Town Clerk



BRIXHAM TOWN COUNCIL CIVIC AWARD SCHEME CRITERIA

Civic Awards will be presented to any individual, community group or team who in the course of the year and through their activities, furthered the welfare and/or improved the quality of life of Brixham people.

Nominations will be considered throughout the civic year, there are no deadlines for receiving nominations.

Categories of award:

- **Young citizen award**
A young person under 21 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.
- **Civic award**
A person 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.
- **Sports and Culture award**
An individual or team who has excelled at sport, the arts and culture, or entertainment which has brought credit to them and Brixham.
- **Lifetime achievement award**
A person who has gone above and beyond and provided lifelong dedication benefitting the Brixham Community.
- **Voluntary organisation/ Community group award**
A body or charity that has consistently given an outstanding service for the well-being of the community and its residents.
- **Environmental ambassador Award**
An individual who has strived to protect, enhance and/ or raise awareness of the natural environment in and around Brixham.

Criteria:

1. An individual, community group or team can be nominated for an award and may live outside the boundaries of Brixham as long as the activity has benefited the residents of Brixham.
2. The person, community group or team 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 and Officers are entitled to nominate individuals, community groups or teams for awards. However:
 - a. Councillors and Officers can only nominate if no nominations are received at the end of the year
 - b. when a Councillor makes a nomination they will be excluded from discussions and decisions when nominees are considered.
6. No Councillor or Officer of the Council or a company, organisation or team in which a Councillor has a financial interest can receive an award.
7. No Councillor or Officer of the Council can propose or second a family member.
8. If a nominee has received an award the previous year they are not eligible to receive an award in the following year.
9. Forms will be available from the Town Council Office and website and must be returned to the Town Council Office.
10. Civic Awards will be advertised on the Town Council website, newsletter and social media inviting nominations for awards.
11. The Community and Environment Committee under part 2 with delegated power to decide successful candidates will consider nominations at its first meeting following receipt of a verified nomination.
12. Presentation of the award will normally be made by the Town Council Chairperson at the next Full Council meeting.
13. Nominations will be considered 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 and Environment Committee is final.



Brixham Town Council Civic Award Nomination Form

Please complete the form below and return to Brixham Town Council, Brixham Town Hall, New Road, Brixham TQ5 8TA. info@brixhamtowncouncil.gov.uk

Details about yourself, the proposer

Name:

Address:
.....

Daytime Telephone No:

Email address:

Details about the seconder

Full Name:

Address:
.....

Daytime Telephone No:

Email address:

Details about the person or Community Group you wish to nominate

Name:

Address:
.....

Daytime Telephone No:

Email:

Category

Please tick the relevant award category

Young Citizen Award	
Civic Award	
Sports and Culture Award	
Lifetime Achievement Award	
Voluntary Organisation/ Community Group Award	
Environmental Ambassador Award	

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

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How long has the person, Community Group or Team 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, Community Group or Team 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

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