



Seaton Town Council Constitution

Chapter 24 Civic Awards Policy

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SEATON TOWN COUNCIL
CIVIC AWARDS POLICY

1. Background

In Seaton there are many individuals who volunteer their time and expertise for the good of the community, or add social, cultural, economic or environmental value to the town.

The Mayor of Seaton's Civic Awards recognises and celebrates people who have volunteered their time and energy to help others or benefit the town. The awards will be presented to the most deserving individuals.

2. Award Categories

These categories and allotted award numbers are for guidance only and may be subject to change during the consideration of nominations.

- a. **Community Involvement Civic Award:** recognises individuals, or community voluntary groups, who have made a positive contribution to the town. This could range from organising community events, improving facilities for a neighbourhood, supporting a charity in their own time or helping an individual. Maximum of 3 awards.
- b. **Youth Civic Award:** recognises a young person or group of young people aged 18 or under, who have made a positive contribution to their local community. Nominations would be for exceptional young people who have helped others or shown outstanding commitment in improving their community. Maximum of 1 award.
- c. **Art and Culture Civic Award:** recognises an individual's work in a voluntary or professional level who has made a significant or outstanding contribution to the arts and culture in Seaton. This could be drama, dance, music, arts and crafts, photography or the delivery of an event. Maximum of 1 award.
- d. **Environment Civic Award:** recognises an individual or group who has made a significant difference to the conservation or protection of an area within the town. It could be a recycling champion or someone involved in an environmental project. Maximum of 1 award.
- e. **Independent Business Civic Award:** recognises an independent business in Seaton whose presence has had a positive impact on the local community. It could be a business that has created local jobs or invested in Seaton. Maximum of 1 award.
- f. **Honorary Freeman of Seaton:** recognises a member of the community who is a person of distinction or a person who has, in the opinion of the Council rendered eminent services to the town. Maximum of 1 award.

3. Methodology

3.1 Individuals who meet the criteria may be identified by councillors by completing the Civic Award Nomination Form.

3.2 The Town Clerk will validate the details and prepare a briefing paper for the Review Panel.

3.3 A Review Panel comprising of the Mayor, Deputy Mayor and one other councillor, will judge all entries and make recommendations for winners in each category.

3.4 These recommendations will then be presented to a meeting of the Council for ratification if other councillors agree they should be recognised.

3.5 Individuals would then be notified of the award and invited (with a guest) to attend a simple award ceremony where the individual or group would be formally recognised. There would also be publicity for themselves, their deeds and the group to which they belong.

3.6 The Mayor would present each recipient with a certificate and appropriate award.

4. Criteria

- The contribution is solely for the benefit of the Seaton community
- The nominee must still be involved in the activity for which they are nominated

5. Instructions

- All nominations must be submitted using the Civic Award Nomination Form,
- No self-nominations or nominations from relatives,
- The nominee must have made significant and sustained contribution to the Seaton community.

6. Roles

The Town Clerk's office will:

- Promote the Civic Awards via media coverage and handle enquiries pertaining to the Civic Awards
- Receive and collate all nominations
- Check all nominations meet the eligibility criteria
- Produce a report summarising all the eligible nominations for the Review Panel
- Following the review process, contact the award winners to invite them and a guest to the Civic Award Ceremony
- Following the review process, invite the proposers (and guest) of winning nominees to the Civic Award Ceremony
- Collaborate with the Mayor to create certificates for the winners

- Collaborate with the Mayor to plan a suitable accolade for the winners
- Annually, agree a budget for the Civic Award Scheme (as part of the Mayor's allowance)

Mayor

The Mayor will:

- Champion the Civic Award Scheme
- Should there be a tied vote in the review process, make the final decision on winners
- Make a presentation to each winning nominee at the Civic Award Ceremony

Members

Members will:

- Support the Civic Award Scheme.