

## **GOOD CITIZEN AWARDS POLICY (Draft)**

### **1. Introduction**

1.1 Abergavenny 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 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 Mayor, the Town Clerk and Chairs of Policy & Resources, People and Communities and Environment Committees

### **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 Annual Town Council Community Dinner, 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.