



**Knutsford Town Council**

# Town Awards Scheme

December 2016

## CONTENTS

|                        |   |
|------------------------|---|
| The Civic Awards ..... | 2 |
| Nominations.....       | 2 |
| Award Categories ..... | 2 |
| Decision Panel .....   | 2 |
| Awards.....            | 3 |

## THE TOWN AWARDS

- 1.1 The Town Council will hold an annual Town Awards organised by the Events Committee
- 1.2 The Town Awards will be presented as part of the Annual Town Meeting.
- 1.3 There will be four categories of awards: Civic Award, Youth Award, Community Award and Business Award.
- 1.4 The Sponsor of the awards may add a Sponsor's Award

## NOMINATIONS

- 2.1 The Council will invite nominations from the public to each of the four categories.
- 2.2 Nominations must be made via the official application form and returned to the Council Offices
- 2.3 Nominations must be received by the deadline set. Nominations received after this date will not be considered by the panel.
- 2.4 Currently serving Knutsford Town Councillors are exempt from nomination
- 2.5 Organisations and Individuals are eligible for an award irrespective of where they are based/reside.

## AWARD CATEGORIES

- 3.1 The Knutsford Civic Award will be made to individuals who have worked to the benefit of the Knutsford Community.
- 3.2 The Knutsford Youth Award will be made to individuals aged 21 and under who have worked to the benefit of the Knutsford Community
- 3.3 The Knutsford Business Award will be made to a business which has engaged with the community to the benefit of the Town.
- 3.4 The Knutsford Community Award will be made to a community group or organisation which has brought a benefit to the Knutsford Community.
- 3.5 In normal circumstances a maximum of one Business Award, one Community Award and three Civic Awards will be given in one year.
- 3.6 The panel may make a number of commendations to those who do not receive an award.
- 3.7 The panel may make a "special award" on such grounds as it deems necessary.

## DECISION PANEL

- 4.1 Nominations will be considered by the Decision Panel
- 4.2 The Decision Panel will consist of the Mayor, Deputy Mayor, Town Clerk and Chairman of the Events Committee and, if applicable, a representative of the sponsor of the awards.



- 4.3 Should the Deputy Mayor also be the chairman of the Events Committee; the Events Committee will nominate a committee member in their place.
- 4.4 The panel's decision is final.
- 4.5 The Panel may, in exceptional circumstances make awards to the same person, organisation or business in subsequent years should they continue to contribute, or contribute in a different way to the Town.

## AWARDS

- 4.1 The Civic Award shall comprise a Civic Award Badge and framed certificate
- 4.2 The Youth Award shall comprise of a Youth Award Badge and framed certificate
- 4.3 The Business Award shall comprise of a plaque and framed certificate
- 4.4 The Community Award shall comprise of a framed certificate and the group's name engraved on the award shield.
- 4.5 A commendation shall comprise a letter from the Mayor and an announcement at the Town Awards presentation.