

KNUTSFORD TOWN COUNCIL

TOWN AWARDS SCHEME

CONTENTS

The Town Awards 3
Nominations 3
Award Categories 3
Decision Panel 4
Awards 4

VERSION 2023
OWNER Community Committee
APPROVED Community Committee – June 2023

THE TOWN AWARDS

1.1 The Town Council will hold an annual Town Awards organised by the Community Committee

1.2 The Town Awards will be presented as part of the Annual Town Meeting

1.3 There will be five main categories of awards: Civic Award, Youth Award, Community Award, Business Award and Extra Mile 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 five categories

2.2 Nominations must be made via the official application form

2.3 Nominations must be received by the deadline set. Nominations received after this date will not be considered by the panel.

2.4 Current 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 The Extra Mile award will be made to an individual who, in their capacity as an employee, has gone the extra mile in their work to the benefit of the Knutsford community

3.6 In normal circumstances a maximum of one Business Award, one Community Award, one Extra Mile Award and three Civic Awards will be given in one year.

3.7 The panel may make a number of commendations to those who do not receive an award.

3.8 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 Community Committee and, if applicable, a representative of the sponsor of the awards.

4.3 Should the Deputy Mayor also be the chairman of the Community Committee; the Deputy Chairman shall be a member of the panel.

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

5.1 The Civic Award will comprise a Civic Award Badge and framed certificate

5.2 The Youth Award will comprise of a Youth Award Badge and framed certificate

5.3 The Business Award will comprise of a plaque and framed certificate

5.4 The Community Award will comprise of a framed certificate and the group's name engraved on the award shield.

5.5 The Extra Mile award will comprise a badge and a framed certificate

5.6 A commendation shall comprise a letter from the Mayor and an announcement at the Town Awards presentation.