



Saltash Town Council

Policy/Procedure:

Citizen, Young Citizen, Environmental Citizen of the Year and Best Performance Annual Awards

Date of Adoption:

This is a Policy or Procedure document of Saltash Town Council to be followed by both Councillors and employees.

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Responsible Officer	Town Clerk	Minute reference	
Responsible Committee	P&F	Review date	As required

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Policy for Citizen, Young Citizen, Environmental Citizen of the Year and Best Performance Annual Awards

There are four awards that the Mayor presents annually:

Award	Selection panel
Citizen of the Year Award	The Mayor President of Saltash Rotary Club Freemen of the Town (if available and wishing to participate)
Environmental Citizen Award	The Mayor President of Saltash Rotary Club
Young Citizen Award	The Mayor
Best Performance Cup	The Mayor This cup is presented to the group that has entertained them most in their civic year.

Awards are presented at the Mayor's Civic Service which is normally held in the first quarter of the year.

Advertising for nominations

Minimum of six weeks before the Civic Service the Mayor's Secretary will:

- Issue a press release (Appendix 1)
- Email all Councillors and local schools
- Post on social media, Town Council website and noticeboards

Eligibility criteria

- Nominees should be resident within Saltash town electoral boundaries
- Currently active in the community work for which they are nominated
- Nominees for the Young Citizen Award should be under the age of 21 (Note: this has been awarded to siblings in the past)
- Councillors and employees of Saltash Town Council are not eligible for the awards
- Nominees should not be in paid employment for their community work
- Awards cannot be given posthumously.

All nominations should be made in writing and contain as much information as possible including contact details for the nominee.

The Mayor's Secretary will retrieve the cups/trophies from the previous recipients.

Selection process

1. The Mayor's Secretary arranges a meeting at the Guildhall and invites the following:
The Mayor
The President of Saltash Rotary Club
All Freemen of the Town
2. All nominations are checked for eligibility and selection packs made up for each category.
3. Following the meeting the spreadsheet of recipients (held on the I drive) is updated.
4. Certificates are printed and signed by the Mayor and then framed.
5. The successful nominees are sent an invitation to the Civic Service.
6. The Mayor's Secretary recalls all trophies for cleaning in preparation for the next presentation at the Civic Service. They will be stored in the safe or safe room.

Presentation of Awards

The Mayor's Secretary is responsible for taking the certificates and cups to the Civic Service.

The cups must be signed for by the recipient on the day (Appendix 2).

Written permissions must be given by the recipients for photographs taken by and on behalf of Saltash Town Council, can be used on STC social media/press releases/website.

Appendix 1: Press Release/Poster



SALTASH CITIZEN AWARD,
SALTASH ENVIRONMENTAL CITIZEN AWARD
And
SALTASH YOUNG CITIZEN AWARD
<insert year>.

Each year Saltash Town Council, in conjunction with the Rotary Club, select a Saltash resident to receive the Saltash Citizen Award and a Saltash Environmental Citizen Award. These are prestigious awards which go to an individual who has served the community/environment in some special way. It could be an outstanding one-off contribution to the well-being of the Town or consideration will be given also to a person who has given a period of service to the Town, not just in the prior year, however the person must still be active and cannot be an employee or member of Saltash Town Council.

There is also a similar award for the Young Citizen, who should be under the age of 21 and living in Saltash.

Nominations for the <insert year> awards are now being requested. Each recommendation should be accompanied by a note specifying the reasons for the suggestion and contact details.

Nominations should be sent to:

Town Clerk, Saltash Town Council, The Guildhall, 12 Lower Fore Street, Saltash, PL12 6JX or by e-mail to mayors-secretary@saltash.gov.uk by <insert date>.

Appendix 2: Receipt forms

Print on STC headed paper

Received from Saltash Town Council, the Citizen of the Year trophy which will be returned when requested.

Signed:

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Name & Address:

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.....

.....

Date:

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OR

Received from Saltash Town Council, the Young Citizen of the Year trophy which will be returned when requested.

Signed:

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Name & Address:

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.....

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Date:

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OR

Received from Saltash Town Council, the Environmental Citizen of the Year trophy which will be returned when requested.

Signed:

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Name & Address:

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Date:

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OR

Received from Saltash Town Council, the Best Performance Cup which will be returned when requested.

Signed:

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Name & Address:

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Date:

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