

WELTON-BY-LINCOLN PARISH COUNCIL COMMUNITY AWARDS POLICY

1. Background

- 1.1 Welton-by-Lincoln Parish Council (the Council) appreciates the dedication and commitment of local people and local groups who volunteer their time and expertise for the good of their community, or add social, cultural, economic or environmental value to the village.
- 1.2 Welton-by-Lincoln's Community Awards policy seeks to recognise and celebrate the achievements of people who have volunteered their time and energy to help others or benefit the village, going above and beyond to make an exceptional contribution to the village community.
- 1.3 The awards will be presented to the most deserving individuals and groups.

2. Policy Statement

- 2.1 This policy sets out how Welton-by-Lincoln Parish Council will manage the nomination and appointment process for the Community Awards.

3. Review Statement

- 3.1 This policy has been prepared considering prevailing legislation and recognised good practice. New legislation requirements or changes in current legislation may necessitate the review of this policy document. The Council will continue to review and amend all / part of this policy on a regular basis.

4. Equality

- 4.1 In putting the policy into practice, no aspect of the policy will discriminate on the grounds of race, sex, sexual orientation, gender reassignment, age, religion, politics, marital status, disability, caste and/or union membership or any other grounds likely to place anyone at a disadvantage.

5. Award Categories

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

a. Community Involvement Award: recognises individuals, or community voluntary groups, who have made a positive contribution to the village. 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 Community 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 Community Award: recognises an individual's work in a voluntary or professional level who has made a significant or outstanding contribution to the arts

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and culture in Welton-by-Lincoln. This could be drama, dance, music, arts and crafts, photography or the delivery of an event. Maximum of 1 award.

d. Environment Community Award: recognises an individual or group who has made a significant difference to the conservation or protection of an area within the village. It could be a recycling champion, or someone involved in an environmental project. Maximum of 1 award.

e. Independent Business Community Award: recognises an independent business in Welton-by-Lincoln whose presence has had a positive impact on the local community. It could be a business that has created local jobs or invested in Welton-by-Lincoln. Maximum of 1 award.

f. Honorary Freeman of Welton-by-Lincoln: 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 village. Maximum of 1 award.

6.0 Criteria

6.1 A Community Award is presented to individuals or local groups in recognition of outstanding service to the community. Nominees must fulfil at least one of the following criteria:

a. Made a material contribution to the advancement, wellbeing and welfare of the people of Welton-by-Lincoln.

b. Supported charitable work carried out in Welton-by-Lincoln.

c. Assisted the work of the Council in a voluntary capacity.

6.2 The Council will not normally recognise paid employment that forms part of the above.

6.3 The contribution must be primarily for the benefit of the Welton-by-Lincoln community and the nominee must still be involved in the activity for which they are nominated.

7.0 Eligibility

7.1 To be eligible to be nominated for a Community Award, an individual must either be a resident of, or work within the parish of Welton-by-Lincoln.

7.2 Nominations may only be made by residents of Welton-by-Lincoln.

7.3 Nominations require a proposer and seconder. A resident under 18 may make a nomination as a proposer, but the seconder must be over 18 years old.

7.4 Parish Councillors are not entitled to nominate individuals or local community groups for awards.

7.5 No Councillor or employee of the Council or an organisation in which a Councillor has a financial interest can receive an award.

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- 7.6 If a nominee has received an award the previous year, they are not eligible to receive an award in the following year.
- 7.7 Self-nominations or nominations from relatives are not permitted.
- 7.8 All nominations must be submitted using the Community Awards Nomination Form.

8. Methodology

- 8.1 The Parish Clerk will validate the details and prepare a briefing paper for the Community Awards Review Panel.
- 8.3 A Community Awards Review Panel comprising of the Chairman, Deputy Chairman one other councillor, and two lay appointees will judge all entries and make recommendations for winners in each category.
- 8.4 These recommendations of the Community Awards Review Panel will then be presented to a meeting of the Council's Heritage and Events Committee for ratification.
- 8.5 Individuals would then be notified of the award and invited (with a guest) to attend an awards 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.
- 8.6 The Chairman would present each recipient with a certificate and appropriate award.

6. Roles

- 6.1 The Parish Clerk's office will:
- Promote the Community Awards via media coverage and handle enquiries pertaining to the Community Awards
 - Receive and collate all nominations
 - Check all nominations meet the eligibility criteria
 - Produce a report summarising all the eligible nominations for the Community Awards Review Panel
 - Following the review process, contact the award winners to invite them and a guest to the Community Awards Ceremony
 - Following the review process, invite the proposers (and guest) of winning nominees to the Community Awards Ceremony
 - Collaborate with the Chairman to create certificates for the winners
 - Collaborate with the Chairman to plan a suitable accolade for the winners
 - Annually, agree a budget for the Community Awards Scheme
- 6.2 Chairman
- The Chairman will:
- Champion the Community Awards Scheme

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- 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 Community Awards Ceremony

6.3 Councillors

Councillors will:

- Support the Community Awards Scheme

Appendix A

COMMUNITY AWARDS NOMINATION FORM

In order to comply with General Data Protection Regulations, please confirm by signing the box below that you are content that Welton-by-Lincoln Parish Council retains your details for the purpose of processing your application and any subsequent award. This record will be destroyed after the process is complete.

Proposer

Your Name:

Your contact Address:

Telephone Number:

Email address:

I confirm that I am a resident of Welton-by-Lincoln	Signed:
I give consent to Welton-by-Lincoln Parish Council storing the personal data below for the purpose of processing this application.	Signed:
	Dated:

Seconded

Your Name:

Your contact Address:

Telephone Number:

Email address:

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I confirm that I am over 18 years of age and a resident of Welton-by-Lincoln	Signed:
I give consent to Welton-by-Lincoln Parish Council storing the personal data below for the purpose of processing this application.	Signed:
	Dated:

Please provide full details of the individual or local community group you wish to nominate for a Community Award:

a. Individual	b. Local Community Group
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Name of Individual/Local Community Group:

Their contact Address:

Telephone Number:

Email address:

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Please elaborate and provide evidence to support your nomination, **but do not include any personal identifiable data other than the nominee's name**. Please continue on a separate sheet if required.

We certify that the details given are correct, that I have not been influenced or canvassed in any way and that the persons nominated have no knowledge of the present application.

Proposer signature and date:

Secunder signature and date:

Please complete and return to: The Clerk, The Parish Office, 7 Lincoln Road, Welton-by-Lincoln, Lincoln, LN2 3HZ

Ensure that the envelope is marked Strictly Confidential for the Clerk only.

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