

# Town Awards Panel

## Terms of Reference

The Town Awards aim to spotlight people who make an outstanding contribution to the community or who set an inspiring example to others through their effort and determination.

These Terms of Reference should be reviewed annually by the panel with any changes reported to the Community, Leisure & Recreation Committee.

### 1. Membership

The Awards Panel will consist of 9 members recruited from each of the following areas:

- Business (1)
- Church (1)
- Schools (1)
- Citizens Advice (1)
- Emergency Services (1)
- Community (2)
- Sports Clubs (1)
- Chair of Community, Leisure & Recreation Committee, or the Mayor in their absence (1)

Where a vacancy on the panel arises, Council Officers will approach organisations within the relevant area(s) above for suitable panel members and advertise more widely where required.

### 2. Sponsorship

A sponsor will be sought, either for each category or a general sponsor at the Panel's discretion. Each sponsor will have the opportunity to attend the Town Awards ceremony.

### 3. Responsibility

The Awards Panel has the delegated responsibility from the Town Council to publicise and promote the scheme, consider nominations received and agree to whom the awards should be presented to by the Mayor at the Town Awards ceremony.

### 4. Award Categories

The award categories and criteria should be reviewed annually by the panel and reported to the Community, Leisure & Recreation Committee and agreed.

### 5. Appointment of Chair and Vice Chair

A Chair and Vice-Chair will be elected from the Panel members at the first panel meeting of each year.

## **6. Frequency of Meetings**

Two meetings a year:

- March - to discuss how to promote the awards, nominate a Chair & Vice-Chair, agree timeline of events, agree nomination categories and criteria, review nomination form
- June - to select the winners from the nominations

## **7. Quorum**

There must be at least 3 members present for the Panel to be considered quorate. The Panel may continue to meet if it is inquorate, but any recommendations made as a result of such a meeting would have to be ratified at a subsequent quorate meeting.

## **8. Venue and Notice of Meetings**

Meetings will be held at the Town Hall or online if required.

## **9. Administration**

A named Council Officer will provide administration services to the Awards Panel within the budget allocation and within these Terms of Reference. Any additional or different requirements will be at the discretion of the Town Clerk.

## **10. Budget**

A small budget allocation will be made by the Town Council, but sponsorship will be sought for the major costs incurred.