

Community, Leisure & Recreation Committee

Report Title:	Thame Town Awards 2023
Meeting Date:	4 April 2023
Contact Officer:	Lizzie Fuller, Committee Services Officer Clare Peacock, Communications & Events Officer

Purpose of the Report

1. To provide an update on plans for this year's Town Awards following the panel meeting on 28 March 2023.

Action Required

2. To note the report and updated Terms of Reference.

Update

3. Panel: The panel met on 28 March 2023. On the agenda was the appointment of the Chair, review Terms of Reference, receive feedback on last year's awards, and agree the categories / criteria / nomination form questions / publicity / sponsorship / timeline. A member of the panel has stepped down – Officers will look at options for replacement.
4. Terms of Reference: reviewed with minor changes:
 - The Town Council representative is either the Chair or Deputy Chair of CLR.
 - The Mayor attends panel meetings only to update on arrangements for the Mayor's Award (if awarding).
 - Quorum increased from 3 to 5 (as recommended by CLR)
5. Categories: Number of categories to be reduced from 6 to 5 by merging the Volunteer and Volunteer Group of the Year categories.
 - Company of the Year
 - Creative Arts Contribution
 - Service with a Smile
 - Sporting Contribution
 - Volunteer of the Year (individual and/or group at panel's discretion)
6. Nomination Form: Panel agreed the nomination form required no changes.
7. Publicity: In addition to previously used methods, the following is to be explored:
 - Paid / targeted social media advertising
 - Advert in Carnival programme

- Hand out forms at town events such as Music in the Park, Taste of Thame and Thame Carnival. It was agreed not to have a stand at the carnival due to staffing requirements but that the Town Council's float could be awards-themed.
8. Sponsorship: Agreed that Officers would explore sponsorship options and packages to suit different budgets. Agreed that sponsors should present the awards with photo opportunities for their publicity.
 9. Nomination Period: Subject to securing sponsorship and printing, nominations will launch in time for Music in the Park (30 April) and close on 19 June.
 10. Awards ceremony: Thame Barns Centre on Thursday 20 July 2023, 6pm.

Resource Appraisal

11. Officers will review the budget in line with the panel's recommendations and sponsorship will be sought to cover costs.
12. In the event that sponsorship cannot be achieved, the Town Council's earmarked reserves for Town Awards will be used to cover costs.

Legal Powers:

- Local Government Act 1972, Section 145

Recommendation:

- i) The report and Terms of Reference be received and noted.*