

# Staveley with Ings Parish Council Community Award

## Terms of reference:

- Administered by the Parish Plan Working Group (PPWG). Awards should be determined at least every 6 months. Those Councillors attending the PPWG will determine who will receive an award based on the criteria in these terms.
- Awards can be presented in person at the beginning of a full Parish Council meeting or a PPWG meeting. Awards can also be posted out. Recipient may be anonymous if they wish.
- Recipients of an award are presented with a certificate containing the Parish seal and signed by the current Chairperson or Vice Chairperson.
- Recipients also have their name written in the Parish Council 'Book of Honour' with a brief description of why they have received the award. Any Parishioner can request to inspect the book with prior notice to the Clerk of the Parish Council. The book will be kept by the Clerk.
- The Clerk to the Parish Council has ultimate say on all issues regarding this community award.
- These terms of reference can only be changed by a majority decision of a full Parish Council meeting.
- Funding for award certificates will come from Parish Council funds

## CRITERIA FOR RECIEVING AN AWARD

- **There must be 3 nominations for the recipient from persons residing in the Parish of Staveley with Ings (these can be councillors).**
- **The recipient does not have to live within the parish.**
- **The recipient cannot be a serving Councillor of the Parish Council or other local authority.**
- **The recipient must have performed work (either voluntary or paid) or good deeds over a period of time within the parish. This must have been of genuine benefit to the community.**
- **The work or good deeds must have still been conducted after the date of this awards inception (March 2020) and not exclusively for past actions.**