



CHILTON TOWN COUNCIL

# AWARDS AND GIFTS POLICY

*Adopted by the Town Council on 11<sup>th</sup> March 2008*

*Due for Review June 2011*

# Chilton Town Council

## Awards Policy

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# 1 Town Councillors Awards

## Retiring Councillors

In recognition of the unpaid service given by local people as Town Councillors the following awards are given to Members as an appreciation of their service to the people of Chilton.

The chart below sets out the value of award to be purchased for a Councillor upon their retirement or completion of their term of office. The type of award purchased depends upon the individual but would ordinarily consist of a form of Town Council glass/crystal.

Up to 4 years	Gift of value £20
5 to 10 years	Gift of value £50
11 to 15 years	Gift of value £75
16 years plus	Gift of value £100

Additionally in the case of a retiring Councillor serving over 16 years a commemorative bench with an appropriate plaque on will be placed in a suitable public location to be agreed with the retiring Councillor to commemorate the public service of the said Councillor.

## Outgoing Mayor

The Town Council recognises the great efforts put in by a Mayor during their term of office to engender community spirit in the Town, promote Chilton, represent the Town Council and raise funds for Charity. To recognise this commitment, a past Mayors Medal is awarded at the outgoing Annual General Meeting together with a photo album depicting their year in office. Also the Mayors details are added to the Town Councils Mayoral Roll of Honour.

# 2 Town Council Staff Awards

## Long Service Awards

Chilton Town Council values its staff and the service they give to the people of Chilton. When staff remain loyal to the Town Council and work for significant periods of continuous employment it is therefore appropriate to make a suitable award to the Member of staff concerned to demonstrate the Town Councils appreciation for their loyal service.

Any serving member of staff shall be entitled to the following long service awards

10 years	Gift of value £50
20 years	Gift of value £100

## Leaving / Retiring Awards

The chart below sets out the level of award to be purchased for a Council employee upon their retirement or resignation from the Town Council.

1 to 4 years	Gift of value £20
5 to 10 years	Gift of value £50
11 to 15 years	Gift of value £75
16 years plus	Gift of value £100

## 3 Miscellaneous

### Funerals

As a mark of respect the Town Council purchases a wreath of value £25 for past and present Councillors and staff for their funeral when it comes to the knowledge of the Council that such an event is taking place. The Executive Officer will make suitable arrangements if this information is brought to his attention. If any Member becomes aware of such a situation they should then inform the Executive Officer as soon as possible.

Additionally the Executive Officer can use his discretion to purchase a wreath for such other funerals as may be appropriate, such as those of individuals who have contributed to community life in Chilton. Again if any Member becomes aware of such an individual they should notify the Executive Officer as soon as possible.

### Get well soon

The Town Council values the welfare of its Members and staff, accordingly where a such a person has a long term health problem a get well soon card and suitable gift will be sent, value no more than £20.

## 4 Public Awards

### Awards of thanks

The Town Council may make donations of awards of thanks to individuals as a token of appreciation for services to the Town of Chilton. These shall not exceed the value of £100.

### Golden / Diamond Wedding Anniversaries

Chilton Town Council supports the commitment that marriage brings with it and recognises this commitment at significant anniversaries namely Golden, 50 years and Diamond, 60 years.

To qualify, a couple must live within the boundaries of Chilton Town Councils administration, or have done so for a significant period of time up to no more than one year previously.

Couples to receive such a presentation can be nominated by any resident of Chilton.

Awards will consist of a pair of Town Council champagne flutes and a bouquet of flowers and must be presented by either the Mayor or Deputy Mayor.

### 100<sup>th</sup> Birthdays

Chilton Town Council values the older members of our community and recognises this through the giving of a present to all the Town's Centenarians.

To qualify a centenarian must live within the boundaries of Chilton Town Councils administration, or have done so for a significant period of time up to no more than one year previously.

Centenarians to receive such a presentation can be nominated by any resident of Chilton.

Awards will consist of a pair of Town Council champagne flutes or whisky glasses and a bouquet of flowers and must be presented by either the Mayor or Deputy Mayor.

# Honorary Burgess

Chilton Town Council can award the title of **Honorary Burgess of Chilton** in recognition of significant contributions being made to / in the local Community.

This is in essence a “**Title of Dignity**” and is similar to being given Freedom of Entry to the Town or similar which can be awarded by principal authorities.

Nominations must be made by a serving Town Councillor but the honour is open to anyone who has served the town and who meets the following nomination criteria:

- the nominee has been a Town Councillor or Officer for a minimum of 20 years but has now retired from this post
- the nominee has served the community in one or more voluntary capacities for at least ten years, performing a service which is of benefit to the town / community
- The nominee is not a serving Councillor, nor can he/she have served, during the previous term of the Council

There is no limit to the number of nominations or concurrent holders of the title, but the nature of the nomination criteria means it is unlikely that the honour will be frequently awarded and will therefore remain distinctive.

Once nominations have been received, they will be scrutinized by the full Council. Members may conduct inquiries to verify the merits of a nomination, probably through discussions with residents who may be acquainted with the voluntary work carried out by the nominee.

Following a recommendation to full Council that an award is justified, the honour of Burgess of Chilton will be granted by the Town Mayor and the title holder presented with a scroll citing the grounds for the award. This will be done at a suitable event i.e. Annual Town Meeting, Wine and Cheese etc; and their name added to the Honours Board.

## **PROCEDURE FOR THE APPOINTMENT OF HONORARY BURGESS OF CHILTON**

1. Nominations for the honour of Burgess of Chilton may be made by any Town Councillor using the appropriate form. Nominations would normally be restricted to no more than two / three per 4 year term of office.

Nominations should be received by the Executive Officer and placed on the next Town Council Agenda.

2. The item will be discussed by all members present at the meeting unless individual members declare a personal interest and they then should take no part in the discussions. If possible the Executive Officer should ensure that the nomination is reviewed by Councillors not personally known to the nominee.

Any Councillor may defer his contribution while he seeks advice from contacts in the town.

3. Nominations should be accepted, with full Council approval, if the following Criteria are met:
  - the nominee has been a Town Councillor or Officer for a minimum of 20 years but has now retired from this post
  - the nominee has served the community in one or more voluntary capacities for at least ten years, performing a service which is of benefit to the town / community
  - The nominee is not a serving Councillor or Officer of the Council.

4. The recognition of the nominee by some other honour, national or local, is no bar to appointment as Burgess although the honour of Burgess is primarily expected to be used when such other recognition has not been awarded.

5. The Council should provide a brief written report when recommending the honour, citing the reason for the honour and the results of their consideration.

6. The full Council should vote on the recommendation by show of hands 'for', 'against' and 'abstain'. Normal voting rules will apply. Although a member is not expected to bring a contentious nomination to Council, a nomination that reaches this stage and secures a simple majority will be accepted.

7. A successful nomination should be communicated to the person nominating and the nominee and the nominee's acceptance should be confirmed.

8. The honour should be recorded on a suitable scroll presented by the Town Mayor and recorded on the Honorary Burgess Honour Board.

**Form for the nomination of a candidate for Honorary Burgess of Chilton**

1. Name of nominee:
2. Date of nomination:
3. Address/contact details of nominee:
4. Name of person nominating:
5. Give a brief description of the services rendered by the nominee,
6. Identify / disclose any personal relationship with the nominee ie relative, fellow member of a club or organisation (with its name), neighbour, personal friend.

Signature .....

Date .....

**NOMINATION FORMS SHOULD BE SENT TO THE EXECUTIVE OFFICER**

**For Office Use Only**

Date Received:

Full Council Meeting Date:

Result of Nomination: