



Saltash Town Council

Policy/Procedure:

Saltash Town Council Citizen, Young Citizen, Environmental Citizen of the Year and Best Performance Annual Awards

Date of Adoption:

This is a Policy or Procedure document of Saltash Town Council to be followed by both Councillors and employees.

| Current Status | | | |
|------------------------------|------------|-------------------------|--|
| Version | 2020/21 | Approved by | |
| Date | March 2020 | Date of approval | |
| Responsible Officer | Town Clerk | Minute reference | |
| Responsible Committee | P&F | Review date | |

| Version History | | | |
|-----------------|---------|---------------|----------|
| Date | Version | Author/Editor | Comments |
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| Review Record | | | | |
|---------------|----------------|---------------|--------------------|--------------|
| Date | Type of Review | Minute number | Summary of actions | Completed by |
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| Document Retention | |
|---------------------------|--|
| Document retention period | Until superseded or insert date |

There are four awards that the Mayor presents annually at the Civic Church Service at the beginning of the year:

- Citizen of the Year Award This is chosen by the Mayor of the Day, President of Saltash Rotary Club and any Freemen of the Town that are available
- Environmental Citizen Award This was instigated in 2017 by the Mayor of the Day, Councillor Hilary Frank and the then President of Saltash Rotary Club, Brenda Samuels. This will be chosen by the Mayor and the President of Rotary.
- Young Citizen Award This is chosen by the Mayor of the day. It has been presented to siblings in the past but it must be to someone who is under the age of 21. If the young person is 21 or over, they will be considered for the Citizen Award.
- Best Performance Cup This is decided by the Mayor alone and it is presented to the group that has entertained them most in their civic year.

Historically the awards were presented at the May Fair but in 2017 due to elections, it was decided to present them at the Mayor's Civic Service in March and this has continued.

A press release is sent out with as much notice as possible (appendix I), a request for nominations is also sent to all Councillors and local schools, put on the Saltash Town Council social media pages and placed on STC noticeboards. This gives information on what is looked for and that the nominees must be resident in Saltash (not PL12).

The nominees cannot be a Councillor or employee of the Town Council and must still be active. **Probably not people who are paid for their community work**

Awards cannot be given posthumously.

The Mayor's Secretary will retrieve the cups/trophies from the previous recipients.

Nominations come in via letter/e-mails and as much information is needed as possible.

It is important that contact details are given so that invitations to the Civic Service can be sent as soon as possible.

A meeting will be arranged to be held at the Guildhall and packs made up of all nominees for each category. A spreadsheet is on the I drive of the recipients for each year which must be kept up to date.

Once the choices have been made, a Certificate is printed, signed by the Mayor and placed in frame for each recipient to be presented at the Civic Service.

These need to be taken to wherever the Service is to take place along with the cups which are usually kept in the safe or safe room by the Mayor's Secretary.

The cups must be signed for by the recipient on the day (appendix 2).



SALTASH CITIZEN AWARD,
SALTASH ENVIRONMENTAL CITIZEN AWARD
And
SALTASH YOUNG CITIZEN AWARD
2020

Each year Saltash Town Council, in conjunction with the Rotary Club, select a Saltash resident to receive the Saltash Citizen Award and, in 2017 for the first time, a Saltash Environmental Citizen Award. These are prestigious awards which go to a man or woman who has served his or her community/environment in some special way. It could be an outstanding one-off contribution to the well-being of the Town or consideration will be given also to a person who has given a period of service to the Town, not just in the prior year, however the person must still be active and cannot be an employee or member of Saltash Town Council.

There is also a similar award for the Young Citizen, who should be under the age of 21 and living in Saltash.

Nominations for the 2020 awards are now being requested. Each recommendation should be accompanied by a note specifying the reasons for the suggestion and contact details.

Nominations should be sent to:

Town Clerk, Saltash Town Council, The Guildhall, 12 Lower Fore Street, Saltash, PL12 6JX or by e-mail to mayors-secretary@saltash.gov.uk by Friday 22nd February, 2020.

Appendix 2 receipt forms

On STC headed paper

Received from Saltash Town Council, the Citizen of the Year trophy which will be returned when requested.

Signed:

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Name & Address:

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Date:

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OR

Received from Saltash Town Council, the Young Citizen of the Year trophy which will be returned when requested.

Signed:

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Name & Address:

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Date:

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OR

Received from Saltash Town Council, the Environmental Citizen of the Year trophy which will be returned when requested.

Signed:

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Name & Address:

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Date:

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OR

Received from Saltash Town Council, the Best Performance Cup which will be returned when requested.

Signed:

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Name & Address:

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Date:

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