Burnham-on-Sea & Highbridge Town Council

Criteria for nominations for Civic Awards

Adopted Minute No: 92/17/TPC reviewed 10th December 2024

1. Background

Every year the Town Council seeks nominations from members of the public for individuals who have demonstrated outstanding service to the community, made a significant contribution to public life in Burnham or Highbridge and have shown real dedication in helping local residents. Councillors then consider all nominations and make a selection.

Civic Awards are presented to these residents at the Mayor's Civic Award Service.
The Civic Award will comprise of a badge and a framed A4 certificate.

2. The Council will be making awards under the following categories:

- **Individual Award -** Help and support within the community.
- **Individual Award -** Life Achievement Award
- **Individual Award -** An individual who has gone above and beyond in helping others.
- **Community Group Award -** For services to residents of Burnham-on-Sea and Highbridge.

3. Criteria for potential recipients of a Civic Award

Any resident who is to be considered for this honour must meet the following criteria:

- Have carried out unpaid work of an exceptional nature in the community for a significant period of time.
- Have provided services which have been of benefit to people within the parish.
- Not be a current serving member or officer of the Town Council, however past Councillors and employees are eligible.
- Not be nominated for providing a service which constitutes their usual activity as a

business.

- Nominations for previous recipients of a Civic Award will not be accepted (excluding the Lifetime Achievement Award).

4. Criteria for individuals nominating someone for a Civic Award

Any person wishing to nominate someone for a Civic Award must meet the following criteria:

- You must live within the parish.
- You must submit a written nomination on the appropriate form to the Town Council either by email to office@burnham-highbridge-tc.gov.uk or by hand to reception at the Town Council Offices.
- Nominations must be submitted in the correct format and by the deadline. Nominations received after the deadline will not be considered.
- You must not be related to the person that you are nominating.
- You should ensure that the person you have nominated is aware that you are providing information about them and their work to the Town Council, which will be publicised if they are shortlisted.
- Members of the Council may, in their private capacity, nominate individuals, however any Council member who has made a nomination should declare an interest and not take part in any discussion or vote relating to this nomination.
- The Town Council reserves the right to contact any organisation the nominated person is affiliated with in connection to the nomination.