



TODMORDEN TOWN COUNCIL

Council Awards Policy

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1. Introduction

This document sets out the Town Council's policy and procedure for making awards to those who have supported Todmorden and high achievers regarding activities in Todmorden.

The Town Council aims to ensure that award-making activity is:

- open.
- transparent.
- fair.
- competitive; and,
- supports Todmorden

Todmorden Town Council has four Award categories, each with different requirements and covering different sections of Todmorden's community.

This Policy document details the awards and the different requirements of each.

2. Awards

The four awards are:

- Service to Todmorden Award
- Mayor's Recognition Award
- Honorary Citizen of Todmorden Award (also known as Freeman of the Town)
- Councillor Long Service Award

3. Service to Todmorden Award

3.1 Background

Service to Todmorden Awards will be granted to individuals or organisations who have given exceptional service to the township of Todmorden and who have shown true community spirit. This could be working with young people or the elderly, helping those in need, keeping an area tidy or it could be that they have given time over a number of years to a worthwhile cause

3.2 Criteria

There are three award categories for Service to Todmorden and one award for each category.

The categories are; -

- 1) Individual Service to Todmorden
- 2) Young Person Service to Todmorden
- 3) Organisations Service to Todmorden

3.3 Eligibility

An Individual/Organisation who has or have provided a service to Todmorden or an action which benefitted Todmorden, above and beyond the usual call of their job.

Individual Service to Todmorden, this is for an individual who has gone above and beyond for Todmorden and its residents.

Young Person Service to Todmorden, this is for a young person (under the age of 18 years old) who has gone above and beyond for Todmorden and its residents.

Organisations Service to Todmorden, this is for a Todmorden based organisation that have gone above and beyond for the benefit of Todmorden.

3.4 Nomination Criteria

The nominees for all three categories must be Todmorden based.

Regional or National organisations, unless they are for a specific project benefitting Todmorden residents, cannot be nominated for this award. No political groups will be considered for this award either.

3.5 Nomination Procedure

Nominations for the Citizenship Award will be received from:

- Members of the Public
- Residents of Todmorden

Nominations will be submitted to the Town Clerk's office using the official nomination form (standard nomination form appended)

Nomination forms (Appendix 1) will be made available on the Council website and at outlets around Todmorden including:

- Todmorden Library
- Todmorden Tourist Information Centre
- Town Clerk's Office, Todmorden Community College

Nominations will only be valid if they are received by the given deadline.

November	Press release issued advising general public of the criteria for the awards, from where the nomination forms can be obtained and the deadline for submission
End of January	Closing date for nominations
February Full Council	Full Council make decision on the winners.
March	Names of winners announced

May	Awards presented to winners at Mayor's Day Press release and any images issued following Mayor's Day

3.6 Acknowledgement

The award winners will be invited to Mayor's Day in May. Their award will be presented by the outgoing Mayor at the start of the Ceremony.

Each award winner will be invited to attend the Mayor's Day along with 2 guests.

4. Mayor's Recognition Award

4.1 Background

The Mayor's Recognition Awards will be awarded to individuals or organisations who have given exceptional service to the township of Todmorden and who have shown true community spirit. This could be working with young people or the elderly, helping those in need, keeping an area tidy or it could be that they have given time over a number of years to a worthwhile cause anything that is deemed by the Mayor to be of outstanding contribution towards Todmorden.

4.2 Criteria

Nominations for the Mayor's recognition awards will be chosen by the current Mayor for their outstanding contribution to Todmorden or their outstanding achievement as a resident/ organization of Todmorden.

4.3 Eligibility

An Organisation who the Mayor deems outstanding within Todmorden and that needs recognition for these achievements.

4.4 Nomination Criteria

There will be a maximum of 10 awards per annum and these can be nominated by the Mayor at any point during their term as Mayor.

4.5 Nomination Procedure

The Mayor will inform the Officer supporting that they have a nomination for this award and a certificate will be produced. This will then be added to the next available Full Council agenda and the nominee will be invited to attend, where it will be presented.

4.6 Acknowledgement

The Mayor's Recognition Awards will be presented at the next available Full Council meeting and the recipient and reason for the award will be minuted.

5. Honorary Citizen of Todmorden Award (also known as Freeman of the Town)

Todmorden Town Council has an Honorary Citizen of the Town Award which is a prestigious award for someone who has not only gone above and beyond for Todmorden but has help raise the profile of Todmorden in the wider area.

5.1 Background

Before the municipal reforms of 1835, there was a class of persons known as "freemen" in old corporate boroughs, enjoying special rights in the corporate property. The right to be admitted a freeman rested upon the custom of the borough, varied by the terms of its charter and, in certain cases, by local statutory provision. Generally, the admission of a freeman, as distinct from the conferment of the honour of an honorary freedom, might be acquired, inter alia, by marriage, birth, or employment to an existing freeman. The effect of successive reforms of local government law has been to continue the custom of maintaining a roll of freemen and regulating admission to it. Pursuant to section 248 of the Local Government Act 1972 Act (the 1972 Act) as amended by section 27 of the Local Democracy, Economic Development and Construction Act 2009 (the 2009 Act,) the admission of freemen (as opposed to admitting honorary freemen and honorary freewomen) of a pre-1974 municipal borough is approved by the chairman of the district council of the district in which the former borough lies.

After local government reorganisation in 1974, a number of local authorities were given the power to admit honorary aldermen and freemen pursuant to section 249 of the 1972 Act. However, that power was not extended to Town councils in England or community councils in Wales.

While the powers to grant such status has been around for many years, the Local Democracy, Economic Development and Construction Act 2009 granted powers to town and Town councils to confer the title of 'honorary freeman' or 'honorary freewoman' to persons of the town.

5.2 Criteria

Should the council decide to agree to a policy of appointing honorary freemen and/or honorary freewomen then a set of criteria will be required.

For the purposes of this policy the word "Town" refers to the Town of Todmorden as being the defined area.

There will be an award of a freeman of the Town a maximum once every 4 years (an elected term) unless there are Council agreed extenuating circumstances.

5.3 Eligibility

Individuals from all walks of life and all sections of the community who have made a difference to the Town of Todmorden are eligible to be nominated as honorary freemen/freewomen.

In keeping with the special nature of the award it shall be strictly limited to those who have made a very significant contribution to the community of Todmorden and who have demonstrated "service above self".

The honour will be awarded for the individual's lifetime.

The maximum number of freemen or freewomen is one every four years.

It would be expected that the nominee will have given extensive and distinguished service to the community that goes beyond local government i.e. service to other organisations, voluntary and community groups, in a largely voluntary capacity.

The nominee must have made an outstanding contribution to the Town such as the nominee's contribution can be seen to stand above the contributions made by most other people.

Nominations will not be accepted for current serving members of the Town Council a suitable qualifying period of one month must have elapsed after resignation from the Council before a nomination is accepted.

5.4 Nomination Criteria

The following should be taken into account when consideration is given to granting the honour of honorary freeman or honorary freewoman of the Town of Todmorden.

Preference should be given to a person who performs in a voluntary capacity, but this should not preclude the honour being awarded to a person whose dedication and contribution is significantly above that expected from their occupation.

The contribution to the welfare of the community must involve a significant contribution of the person's time in serving members of the community for the improvement of their welfare or the promotion, achievement and/or delivery of community services in which a real personal role and contribution is made, and the contribution must be so outstanding in that it can be seen to stand above the contributions of most other persons.

5.5 Nomination Procedures

Nominations can be made by any person who has links with Todmorden. Nominations can be made by completing the nomination form and forwarding it in a confidential envelope to the Town Clerk.

The submission should outline the voluntary service provided by the individual to the community and any other examples of community spirit to justify the honour. On receipt of a nomination, it should be circulated to all elected members for confidential consideration and included upon a council agenda scheduled between September and December in any calendar year.

If elected members are in agreement that the nominee should be made an honorary freeman or freewoman of the town then the nominations shall then be put before the council and a formal vote taken, again in confidence.

No less than two-thirds of the members of the council must agree the nomination. i.e. 12 Members need to vote in favour.

All nominations of honorary freeman are treated in the strictest of confidence. The nominee should not be informed that they have been nominated as it is not fair to raise expectations in case they are not met. It is imperative that submissions are not discussed with any other persons. Any disclosure will make the application invalid.

5.6 Acknowledgement

An acknowledgement will be sent upon receipt of the nomination form. Correspondence will not be entered into on the merits of a particular nomination whilst it is under consideration.

All Councillors will be invited to discuss nominations received for the honorary freeman/freewoman. The Council may request further information from the proposer if required.

The awards will be presented at the appropriate Mayor Making Day, and this will normally be in the Annual Town Meeting of the Council each April.

Nominations should reach the Town Clerk, Todmorden Town Council, by the 31st December.

5.7 Entitlements

Any person declared an honorary freeman or freewoman of the Town may designate him/herself “honorary freeman/freewoman of the Town of Todmorden.”

The recipient will be awarded a civic token in the form of a medallion &/or certificate to commemorate receiving the award.

Any honorary freeman or freewoman of the Town shall be invited to all subsequent civic events and functions.

6. Councillor Long Service Award

6.1 Background

Todmorden Town Council works hard for the benefits of Todmorden and its residents. Councillors who have shown outstanding contributions by way of long Service to the Town will be recognised with this award.

6.2 Criteria

Nominations are for Members of the Town Council. To be eligible for consideration, they must have served five complete terms of office (20 years), the terms of office do not have to have been consecutive.

6.3 Eligibility

Members who have served a minimum of five Terms in Office equating to 20 years.

6.4 Nomination Criteria

Nominations for this award are to be made by a Councillor for a Town Councillor who has served five completed Terms of Office on Todmorden Town Council.

6.5 Nomination Procedure

Councillors who wish to make a nomination do so, in writing to the Town Clerk.

The completed Terms of Office will then be reviewed, and the eligible Councillors will be put forward for the award.

The award winners will be invited to Mayor's Day in May. Their award will be presented by the outgoing Mayor at the start of the Ceremony.

Each award winner will be invited to attend the Mayor's Day along with 2 guests.

6.6 Acknowledgement

Any Councillor who receives the Long Service Award shall be invited to all subsequent civic events and functions, along with one guest.

7. Summary of details

Award	Service to Todmorden Award	Mayor's Recognition Award	Honorary Citizen of Todmorden Award	Councillor Long Service Award
Eligibility	An Individual and An Organisation	An Individual and an Organisation	An individual	A Town Councillor who has served 20 years or more
Number of awards Available	One for an individual One for an organisation 1 Young person (Under the age 18)	Up to ten awards	One	Multiple
Frequency	Annually	Maximum per Term of Office	every four years	As required
Nominated by	Residents (Ratified by Full Council)	The Mayor	Councillor's	Councillor's
Awarded	At Mayor's Day	Any Full Council meeting deemed appropriate	At Mayor's Day	At Mayor's Day