

CONGLETON TOWN COUNCIL
COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Community		
MEETING DATE AND TIME	29 August 2024 7 pm	LOCATION	Congleton Town Hall
REPORT FROM	Deputy Chief Officer		
AGENDA ITEM REPORT TITLE	13 Annual Civic Awards Scheme		
BACKGROUND INFORMATION	<p>In Congleton, there are many individuals who volunteer their time and expertise for the good of their neighbours or the community or add social, cultural, economic or environmental value to our town.</p> <p>After COVID in 2021, the Town Council ran a 'community involvement' awards scheme to recognise those who had made a particular contribution to the community during this difficult time. This was very well-received by local people and a 'good news' story for Congleton.</p> <p>The Council resolution at the time was:</p> <p><i>"To introduce a Civic Award scheme starting with Community Involvement Awards for 2021. The development of the 2021 scheme will be delegated to the Chief Officer, Deputy Chief Officer, Mayor, Deputy Mayor and Chair of Community and Environment Committee with a report on the development of a larger scheme for 2022 to come back to Committee."</i></p> <p>This paper is the next step for this initiative. The Town Council has an opportunity to recognise local volunteers, celebrate their contributions, and encourage others to step up and volunteer for their community.</p> <p>Almost all the neighbouring towns (including Macclesfield, Sandbach, Alsager, Bollington, Poynton, Wilmslow, Knutsford) have ongoing annual Civic Awards schemes (sometimes called the Mayor's Awards, Town Awards or Community Awards) that recognise significant contributions from local people.</p> <p>The awards are presented at the Town Meeting or on Civic Sunday, or sometimes at a specific Awards Evening Event.</p> <p>The awards presented in other towns are divided into categories and are all based on public nomination and decided by a small judging panel.</p>		
THIS PROPOSAL	<p>Congleton Town Council should introduce an annual Civic Awards Scheme.</p> <p>This scheme should be designed by a small team consisting of the Mayor, Deputy Mayor and Chairs of the Community and Environment Committees, supported by the Chief Officer and Deputy Chief Officer.</p>		

	<p>It is expected that this same team will become the judging panel for the first awards, although they may suggest other judges based on the scheme's design.</p> <p>The team should:</p> <ol style="list-style-type: none"> 1. Decide on a proposed name for the scheme 2. Come up with a list of categories, and how many awards should be possible per category. <p>Some examples might be (inspired by categories used in other towns):</p> <ul style="list-style-type: none"> • Community Volunteer • Good Neighbour • Young Volunteer • Sport and Leisure • Art and Culture • Environment • Diversity and Inclusion • Town Ambassador • Pride of the Town • Lifetime Achievement <ol style="list-style-type: none"> 3. Agree on the prize to be awarded (certificate and lapel badge are typical) 4. Design the nomination form and judging criteria for the awards. 5. Agree on how the awards will be presented – suggest at the Annual Town Meeting in early May. 6. Draft a Civic Awards Scheme Policy to include all of the above. 7. Present the Policy to full Council in October for ratification. <p>Note: there are a good number of policies and documents about neighbouring towns' schemes that CTC can draw from in designing our own scheme.</p>
Environmental Considerations	<p>An Annual Civic Awards scheme would include rewarding local people for their environmental projects and contributions, and highlight the importance of this work. The team can propose what award categories will cover this. Any prizes should be made with sustainable materials.</p>
Equality Considerations	<p>The Annual Civic Awards will help reward those who support the more vulnerable in our community, which will promote equality. In addition, there could be particular award(s) for people who work to improve equality, diversity and inclusion. These awards should encourage more people to come forward and volunteer which is good for our community overall.</p>
Financial Considerations	<p>Estimated budget of £500 to cover promotion and production of award certificates and commemorative badges, plus light refreshments at the awards ceremony. To be confirmed and presented for approval when the scheme has been designed.</p>
PROPOSAL	<p>That the Chief Officer/Deputy Chief Officer works with the Mayor, Deputy Mayor and Chairs of Community and Environment to help design the Annual Civic Awards Scheme and present this as a Policy for approval at the next Full Council meeting.</p>