

**CONGLETON TOWN COUNCIL**  
**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	<b>Council</b>		
<b>MEETING DATE AND TIME</b>	<b>3<sup>rd</sup> October 2024</b> <b>7 pm</b>	<b>LOCATION</b>	<b>Congleton Town Hall</b>
<b>REPORT FROM</b>	<b>Marketing, Communications and Civic Officer, Debbie Coxon</b>		
<b>AGENDA ITEM REPORT TITLE</b>	<b>7.1</b> <b>Mayor’s Civic Awards</b>		
<b>BACKGROUND INFORMATION</b>	<p>On 29<sup>th</sup> August 2024, the Community Committee resolved that  “<i>The Chief Officer/Deputy Chief Officer works with the Mayor, Deputy Mayor and Chairs of Community and Environment to help design the Civic Awards Scheme and present this as a policy for approval at the next Full Council meeting.</i>”</p> <p>The team has reviewed awards schemes from neighbouring towns and the Mayor consulted fellow Mayors and Civic teams to learn from them. The team then met to distil this learning and design the scheme for Congleton outlined below.</p>		
<b>THIS PROPOSAL</b>	<p>Congleton Town Council will introduce an annual awards scheme as follows:</p> <p><b>General Principles</b></p> <ul style="list-style-type: none"> <li>• Name – The Congleton Mayor’s Civic Awards.</li> <li>• Awards will be for individuals only, not groups or businesses (these are covered by other awards such as Chamber, Retail/Hospitality etc)</li> <li>• Recipients must be <i>volunteers</i> i.e. they are not paid for the work they are being nominated for.</li> <li>• Recipients must live in the Congleton area and volunteer in Congleton. They should not be a Councillor, Burgess or employed by the Council.</li> <li>• All awards will have names and clear criteria, with a short list of award categories, each category being broad enough to include a number of types of effort.</li> <li>• Each year there may be more than one award per category if the judging panel deems this appropriate.</li> <li>• Equally, there may be no award in a category in any particular year.</li> <li>• All awards will have some <i>general</i> criteria to cover principles like inclusion, equality and sustainability, as well as qualifications - for example, someone running an art class should ensure it is accessible for disabled people and uses sustainable materials, where possible.</li> <li>• A resident can only win a maximum of one award in a five year period.</li> <li>• The prize will consist of a certificate and a lapel pin badge denoting the award and year.</li> </ul>		

### **Award Categories** (6 basic and one additional)

- **Community Involvement Award**  
Someone who leads or takes a significant part in a community effort. This could range from organising community events, improving facilities for a neighbourhood, supporting a charity in their own time, or helping individuals.
- **Young Volunteer Award**  
A young person (under 25) who works for the community in an ongoing way – either as part of a group or individually. It might be someone who directly helps others, joins in with groups improving the area or supports events or activities.
- **Art and Culture Award**  
Someone who invests their time in music, art, dance, crafts and heritage activities for the benefit of our community. This might be someone running a theatre group, setting up an art exhibition, devising new history trails or putting on a music festival, for example.
- **Environment Award**  
A person who invests time in a passion for conservation, sustainability, biodiversity, or our green spaces. This might include setting up a new recycling initiative, running a carbon emissions reduction project, delivering active travel initiatives, or growing and planting projects.
- **Wellbeing Award**  
Someone who supports the health, fitness or wellbeing of others. This might be someone who leads a sports team, sets up a peer support group, gives one-to-one support to vulnerable people or supports local health initiatives.
- **Good Neighbour Award**  
Someone who volunteers in a very local way, for example shopping for elderly or disabled neighbours, cleaning and weeding their own street, organising street parties.
- **Unsung Hero Award**  
This special award is given at the discretion of the judging panel. It will not be nominated for, but one of the nominees for another award who has worked without asking for recognition, putting in significant effort over time, maybe be honoured by the judges with this.

### **Process**

- Nominations will be invited using a form on the Town Council website. All nominations must be by a third party, with the permission of the nominee including permission for CTC to store their personal information.
- A designated Officer will process the nominations and remove the nominator's name (so that the judges are not influenced).
- The nominator must answer simple questions about why the nominee qualifies for the award and illustrate how they have upheld principles of equality, inclusion and sustainability in the voluntary work that they do.

	<ul style="list-style-type: none"> <li>• The Judging Panel is the Mayor, Deputy Mayor, the Chair of Community, the Communities Officer and the Chief Officer.</li> <li>• Others may be asked to comment on the nominations, based on topic (e.g. the Environment Committee Chair on the Environment Award)</li> <li>• Committee Chairs will be informed of the list of award winners before the awards evening.</li> <li>• The awards will be presented at the Annual Town Meeting or a Special Awards Evening towards the end of the civic year.</li> </ul>
<b>Environmental Considerations</b>	This scheme includes rewarding local people for their environmental projects and contributions and highlights the importance of this work. All awards will require a sustainable approach, and prizes should be made with sustainable materials.
<b>Equality Considerations</b>	These awards will help reward those who support the more vulnerable in our community, which promotes equality, and all awards will require an inclusive approach. These awards should encourage more people to come forward and volunteer which is good for our community overall.
<b>Financial Considerations</b>	Budget of £500 to cover promotion and production of award certificates and commemorative badges, plus light refreshments at the awards ceremony.
<b>PROPOSAL</b>	<ol style="list-style-type: none"> <li>1. To implement a Mayor’s Civic Awards scheme as described</li> <li>2. To choose between two options for presentation of the awards, either at <ol style="list-style-type: none"> <li>a. A special Awards Evening in the Town Hall</li> <li>b. The Annual Town Meeting</li> </ol> </li> </ol>