



| Date agreed                    | Committee    | Minute number | Renewal date  |
|--------------------------------|--------------|---------------|---------------|
| 18 <sup>th</sup> December 2023 | Full Council | 513/23        | December 2026 |
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## BUCKINGHAM TOWN COUNCIL AWARDS POLICY

### 1. Introduction

This Policy sets out the procedure for the annual Awards made by Buckingham Town Council.

- 1.1. Awards are presented annually at the Mayor Making ceremony.
- 1.2. Awards do not have to be given every year.

### 2. Honorary Freeman/Freewoman

- 2.1. This is the highest award that the Town Council makes; it is given to persons of distinction who have rendered eminent services to the town.
- 2.2. There is specific legislation around the awarding of freeman/freewomen status which **must** be complied with.

Section 249 of the LGA 72 allows that the Town Council may admit to be honorary freemen or honorary freewomen of the place or area for which it is the authority, persons of distinction, and persons who have, in the opinion of the authority, rendered eminent services to that place or area.

A resolution must be passed at a meeting of the relevant authority which is **specially convened** for the purpose and where notice of the object of the meeting has been given; and by not less than **two-thirds** of the members of the Town Council

- 2.2. The nominee should have carried out their largely voluntary role for a period of at least 20 years.
- 2.3. Nominees will have made significant contributions to the local community through:
  - a significant allocation of the nominee's time in serving members of the community for the improvement of their well-being;
  - the promotion, achievement and/or delivery of community services in which a real personal contribution has been made;

- a contribution which is seen to stand above the contributions of most others.

2.4. Any nominated Town Councillor should have retired from the post.

### **3. Friend of Buckingham**

- 3.1. The award is given in recognition of a person's or organisation's service to the town, in which they have made a significant contribution to the life of the town over a number of years (unless there are exceptional circumstances).
- 3.2. One or two awards will be made annually unless there are exceptional circumstances.
- 3.3. Nominations, with summary information, will be submitted by Councillors at least one week prior to publication of the meeting agenda.
- 3.5. Nominations will be discussed at the meeting. If there are more than two nominees a secret ballot will take place and the results will be shared with the Council; a formal Proposer and Seconder for the chosen recipients will then take place.

### **4. Voluntary, Community & Social Enterprise Organisation of the Year**

- 4.1. The award is given to a local group which has made an impact to the civic and community life of Buckingham.
- 4.2. One award will be made annually.
- 4.3. Nominations, with summary information, will be submitted by Councillors at least one week prior to publication of the meeting agenda.
- 4.4. Nominations will be discussed at the meeting. If there is more than one nominee a secret ballot will take place and the results will be shared with the Council; a formal Proposer and Seconder for the chosen recipients will then take place.

### **5. Natural Environment & Climate Champion**

- 5.1. The award is given to a person, organisation or business who has/have actively tried to tackle climate change and/or enhance the natural environment.
- 5.2. One award will be made annually.
- 5.3. Nominations, with summary information, will be submitted by Councillors at least one week prior to publication of the meeting agenda.
- 5.4. Nominations will be discussed at the meeting. If there is more than one nominee a secret ballot will take place and the results will be shared with the

Council; a formal Proposer and Seconded for the chosen recipients will then take place.

## **6. Sport and Art**

- 6.1. The award is given to an individual or group that significantly contributes to sport or art that benefits the people of the town.
- 6.2. One award will be made annually.
- 6.3. Nominations, with summary information, will be submitted by Councillors at least one week prior to publication of the meeting agenda.
- 6.4. Nominations will be discussed at the meeting. If there is more than one nomination a secret ballot will take place and the results will be shared with the Council; a formal Proposer and Seconded for the chosen recipients will then take place.

## **7. Mayor's prize for outstanding young person**

- 7.1. The award is given to a young person up to the age of 25 who has made a positive impact on the civic and community life of Buckingham.
- 7.2. The retiring Mayor will choose the recipient.
- 7.3. Nominations will go directly to the Mayor at least three weeks prior to the meeting. The Mayor will make the decision; this will be announced at the meeting.