



Kirkbymoorside Town Council

Town Celebration and Community Awards Policy

Introduction & Background

It has been the practice of Kirkbymoorside Town Council to make one or more awards annually to individuals in the community who have made a positive contribution to the town and the people who live in it.

At the Town Council meeting in July 2023, a discussion took place in relation to developing this into a wider 'Town Celebration and Community Awards' event. It was recorded as in agenda item 10:

To consider an event for presentation of the 'Community Awards' and an opportunity to acknowledge the community's achievements over the previous 12 months, including receipt of reports from local group and charities.

Subsequently a draft proposal was prepared and presented by Town Councillors.

The following is now the Town Celebration and Community Awards Policy, setting out the **Purpose & Policy Statement, Definitions, the Procedures, and Additional Supporting Information.**

Purpose & Policy Statement

The purpose of the Town Celebration and Community Awards is to provide the platform from which the Kirkbymoorside Town Council can annually acknowledge and celebrate the town and the community's achievements at a special event. It shall demonstrate that Kirkbymoorside is 'A Great Place to Live and Work' and we are proud of and to come from Kirkbymoorside.

Definitions

Categories	a principle or standard by which something may be judged or decided
Honours Board	a board that displays the names of people recognised publicly for their contributions
Nomination process	the means and act of officially suggesting someone for recognition
Judging	the act of rendering a considered decision using a set of predetermined criteria
Town Celebration and Community Awards presentation events	a social community engagement event and the conferring of the public recognition(s) as part of a formal ceremony
Sponsors	a person or organisation that pays for or contributes to the cost involved in staging a public event so that it does not fall on the public purse
Operating costs	the ongoing expenses incurred from the normal day-to-day / annual running of the Town Celebration and Community Awards
Communications	the means of sending and receiving information about the Town Celebration and Community Awards
Promotion	the publicising of the Town Celebration and Community Awards so as to increase public awareness

Procedures

The Community Awards shall consist of four **categories** for public nomination, plus an overall Kirkbymoorside Community Achievement Award to be determined by the Town Council.

The award categories shall be:

- The voluntary organisation / charity of the year
- The membership group of the year
- The 'quiet contributor' of the year
- The young person of the year.

The **criteria** for each of the awards are detailed in the Additional Supporting Information section.

The Awards will consist of recipients having their names enrolled on an **Honours Board** (the property of Kirkbymoorside Town Council but hung by kind permission of the Kirkbymoorside Memorial Hall Management Committee in the Memorial Hall and on permanent display). The Town Council shall also consider other personal mementos such as but not restricted to a framed certificate.

The Community Awards public **nomination process** shall be launched annually six (6) months before the date of the Town Celebration and Community Awards presentation events (usually but not restricted to October). The closing date shall be one month before the events. There shall be no charge to submit nominations. Illustrative nominations forms are provided in the Additional Supporting Information section.

Judging shall take place during the month following the closing of the nominations process, and prior to the Town Celebration and Community Awards presentation events. The judging panel shall be made up of the Mayor and Councillors representative of the Town Council (all of whom shall be required to declare any interest in any of the category nominees and withdraw from the judging process). The decisions of the Town Council in the judging process shall be final and no correspondence shall be entered into.

The **Town Celebration and Community Awards presentation events** shall be comprised of:

1. A daytime event open to the public where voluntary organisations, charities and community organisations based in or around Kirkbymoorside can showcase and celebrate their organisations and their contributions to the Town.
 - a) They shall be permitted to promote their work, engage with members of the public attending the event, fundraise by selling relevant items, attract new members and volunteers, or provide information.
 - b) Organisations will be invited to request a space at the event; it shall be the decision of the Town Council as to which are allocated a space in order to ensure a fair and representative mix of the local organisations. There will be no charge to the organisations represented.
2. An evening event on the same day for the Community Award short-list and winners, their nominators, representatives from the organisations taking part in the daytime event, Kirkbymoorside Town Mayor and Councillors, event compère, event sponsors, a photographer, and those providing any refreshments and entertainment.
 - a) The maximum numbers and mix of invitees shall be limited to the capacity of the event venue(s).

- b) The associated decisions of the Town Council in managing this shall be final and no correspondence shall be entered into.

These events shall be dependent on the successful securing of one or more **sponsors** annually to meet the **operating costs**.

Kirkbymoorside Town Council shall launch the opening of the Awards process through a range of appropriate **communications**, and shall undertake **promotion** of the events and award winners to the press and media to demonstrate its pride in Kirkbymoorside and its people.

**Adopted at the Ordinary meeting of Kirkbymoorside Town Council on 18
March 2024, Minute 23210**

To be reviewed every three (3) years

Additional Supporting Information

Kirkbymoorside Community Awards

Award categories & nominations form

Kirkbymoorside Town Council is looking for 'Local Heroes', a voluntary organisation / charity / membership organisation or individual which/whom you consider deserves recognition in one of the following categories:

- a. The voluntary organisation / charity of the year
- b. The membership group of the year
- c. The 'quiet contributor' of the year
- d. The young person of the year (0 – 25 years of age)

As a voluntary organisation / charity / membership group they might have undertaken an initiative that has contributed to the life of the local community e.g. litter-picking, collecting for a food bank etc.

As an individual within a group, they might have connected with their membership to increase participation or inclusivity.

The 'quiet contributor' is the 'unsung hero' who might have done your shopping when you were ill.

And the young person of the year has looked out beyond their own world to make a positive difference to someone else's.

If you know this organisation, group or person, then please nominate them by completing the form below and returning it to Kirkbymoorside Town Council by (date); either return it to the Library in hard copy or email it to the Town Clerk (town.clerk@kirkbymoorsidetowncouncil.gov.uk).

Shortlisted nominees and their nominators will be invited to an award ceremony (date).

<p>Name of the nominee (voluntary organisation / charity / membership organisation / individual)</p>		
<p>Your relationship to them. How do you know them?</p>		
<p>The category for which you are nominating them. Please circle ONE category per nomination.</p> <p>Please also note that, although you may make multiple submissions across the different categories (in which case use separate nomination forms), multiple nominations for any single category from the same person/source will be rejected.</p>	<p>The voluntary organisation / charity of the year</p>	<p>The membership group of the year</p>
	<p>The 'quiet contributor' of the year</p>	<p>The young person of the year (0 – 25 years of age)</p>
<p>Operationally active in the designated geographic area (Kirkbymoorside)</p>	<p>Yes / No</p> <p>Location(s)</p>	
<p><u>What is it that they did</u> that you feel means they deserve recognition?</p>		
<p>The number of people they have impacted (approximately). (In the case of the 'quiet contributor' category this may be few.)</p>		
<p>Over what period of time?</p>		

Why are you nominating them? (As a person/group)

What difference has their contribution made to the community?

How difficult/challenging do you think it was for the organisation/person you have nominated to make their contribution to the community? How would you assess the level of effort?

Your name (and organisation you represent, if applicable). (Please note individuals are welcome to make nominations.)

Your contact details (address, telephone number and email address)

Note: your contact details will not be shared outside of the judging panel and will only be used to inform you if your nominee has been shortlisted for an award.

You are welcome to support your nomination with testimonials. Please ensure that any supporting documents have the name of the organisation / person you are nominating on them.

Additional testimonials included?

Yes / No

Number of additional pages

Judging criteria

Nominee	Number of times nominated	Operationally active in the designated geographic area (KMS)	Number of people impacted (approx.)	The difference made (high, medium, low) <i>"made you smile, but didn't 'save a life'"</i>	Degree of stretch/difficulty factor Level of Effort (LoE)	Evidence of inclusive practice
		Yes/No				
		Over what period of time				
The voluntary organisation / charity of the year (registered charity)						
The membership group of the year (a club / membership group, not necessarily registered as a charity)						

The 'quiet contributor' of the year						
The young person of the year (0 – 25 years of age)						