

KESGRAVE TOWN COUNCIL



Town Award & Recognition Scheme

1. Purpose and Objectives

Purpose:

- To celebrate civic pride
- Recognise unsung heroes
- Encourage volunteering

Objectives:

- More local volunteers
- Intergenerational engagement
- Spread awareness of community initiatives

Generally, to reflect Council's strategic priorities — biodiversity/conservation, community improvement, youth engagement.

2. Eligibility

Nominees must live, work or volunteer within Kesgrave and cannot work, or be closely related to, anyone who works for Council or is a Councillor or a judge.

The volunteer work, special achievement or community contribution which is the subject of a nomination should generally be in the year before nominations open; not intended to be a retrospective or "lifetime achievement" awards.

Nominations must come only from residents living in Kesgrave or organisations with a base in Kesgrave, but excluding Councillors, Council staff, judges and their close relatives. Self-nomination is not permitted.

3. Categories:

a. Local Hero Award (18 or over)

Individual award for volunteering, which means an unpaid role(s), service or community contribution including for example charity work, environmental work, community leadership.

b. Young Person of the Year (under 19)

Individual award for volunteering or a special achievement (e.g. academic or sporting field).

c. Council Chair's Award

To any business, charity, or community group/organisation for their beneficial impact on the community (this will be selected at the Chair's sole discretion).

4. Nomination Process

To be accessible and fair: online form, paper form in the office, MJH, library, schools; to be submitted via email, website or hardcopy/mail but not WhatsApp or other messaging apps.

What's required: Name and contact details of nominee and nominator, the reason for the nomination, examples of community contribution, any supporting statements (see appended draft nomination form).

5. Judging and Selection

The aim is for a fair and trusted process.

There will be a small panel made up of a councillor, an officer and community representatives (and in future possibly past winners).

The criteria that will be judged are:

- positive impact on the community
- commitment & dedication
- alignment with Council priorities
- inspiration and role model value
- any level of adversity overcome e.g. disability
- in the case of a special achievement (Young Person of the Year category), the level of the achievement e.g. best in county or national selection.

The first two criteria will carry greater weight (approx. 60%) than the others in the scoring.

Scoring will be based solely on the evidence provided by the person or organisation making the nomination. No undue weight will be given to multiple nominations for the same individual or organisation.

6. Recognition and Awards

Ceremony to be held in conjunction with the Annual Town Meeting in April 2026 at the MJH.

Format: Certificates and vouchers; to consider a “Roll of Honour” for all nominees.

Follow-up: Feature stories to inspire others; include winners in future community events.

7. Community Engagement

Publicity: local press, council website, In Touch, social media, newsletter.

Promote through schools, voluntary groups, businesses, and faith organisations encouraging them to nominate.

Build on partnerships with local voluntary organisations and/or the Council for Voluntary Service.

8. Timing and Frequency

Trial format as a pilot with a view to becoming an annual award event.

Launch in January; nominations to close end February, up to 3 finalists in each category short-listed, then invited to ATM where Winner and Highly Commended (runner(s) up) announced.

9. Budget and Resources

Costs: certificates, vouchers, refreshments. Vouchers £250 winner, £100 runners up x 3 = £1,350; + refreshments £250 + misc/promotion £400 = £2,000

Staff time: managing nominations, organising judging, event logistics.

10. Legal and Data Considerations

GDPR: secure handling of nominee data and consent for publicity. This will be obtained for nominators via the nomination form (see appendix); to consider how to obtain consent from winning/commended nominees.

KTC Safeguarding Policy and Procedure applies: for young or vulnerable nominees.

Equality Act 2010: to ensure the scheme does not inadvertently disadvantage any group.

11. Evaluation and Sustainability

Review success after pilot: number of nominations, feedback from nominees, nominators, and judges, resident reaction through social media etc

If we proceed, after each cycle repeat review procedure.

Celebrate improvements and build tradition.

Scheme proposal agreed: 27/10/2025