



**TERMS OF REFERENCE
CROWTHORNE
&
WOKINGHAM WITHOUT
AWARDS FOR VOLUNTARY SERVICE
TO THE COMMUNITY
Adopted October 2005**

OBJECTIVE:

Individual Award: To give public recognition by an award to individuals who have contributed significantly to the quality of life in either of the two parishes by their public/community activity.

Special Award: A Special Award may also be given to a group, organisation or business established in either parish for its contribution to community life.

NAME: An award shall be known as a **CROWTHORNE & WOKINGHAM WITHOUT AWARD FOR VOLUNTARY SERVICE TO THE COMMUNITY**

FREQUENCY: The Awards Evening will take place every two years in November from 2014 onwards alternatively hosted by Crowthorne PC and Wokingham Without PC. The Liaison meeting prior to the awards will be hosted by the council presenting the awards ceremony for that year.

CONTINUATION: It is hoped that the Community Awards will become established as a feature of community life, but should difficulty arise each Parish Council shall be entitled to pursue its own award scheme and withdraw from this scheme. A Parish Council so deciding shall notify the other in writing.

NUMBER OF AWARDS IN EACH YEAR: Other than Special Awards as described above, not more than 8 individual awards may be made at any one time.

FORM OF AWARD: Each Award will consist of a framed citation suitably inscribed with the coat of arms or seals of both Parish Councils, and will be recorded in a Register of Honour to be maintained in duplicate by the Parish Councils.

NOMINATIONS: Any member of the public who is a registered elector in Crowthorne or Wokingham Without may submit one or more nominations to the Parish Councils, to be received no later than the agreed advertised closing date.

Parish Councillors are eligible as long as the work being acknowledged has no connection with their Council responsibilities. Self-nominations or nominations by close relatives are acceptable.

PROMOTION: The Parish Councils will be responsible for promoting the awards in their own Parishes. At all times nominations will be regarded as confidential to the Parish Councils.

FORM OF NOMINATION: Nominations may be in writing and should include the name and address of the nominee and the nominator and be signed by the person making the nomination or be submitted by e-mail. Nominations should include the reason or reasons for nomination.

DISQUALIFICATION: No person may receive more than one personal award associated with the same organisation in successive award cycles (ie not more than 1 in every 4 years).

SELECTION: The Parish Councils will make joint decisions on awards following the closing date for nominations in each year and may make an award notwithstanding any defect in or lack of a nomination and may decide to make no award without giving any reason.

NOTIFICATION: Notification of the decision to make a presentation of an award will be made by the Parish Council hosting the event.

EFFECT OF PARTICIPATION: Participation in the award scheme shall not place any limitation on either Parish Council in the exercise of its functions and powers apart from the award scheme.

Crowthorne & Wokingham Without Parish Councils
Reviewed March 2018
Next Review - 2020

Supported by Crowthorne and Wokingham Without Parish Councils