



# TERMS OF REFERENCE

## Crowthorne Village Awards

### Celebrating Voluntary Service in the Community 2022

**OBJECTIVE:**

**Individual Award:** To give public recognition to individuals who have contributed significantly to the quality of life in either of the two parishes through their community activity. Up to 8 individual awards may be made though in exceptional circumstance this could be reviewed.

**Special Award:** A Special Award may be given to a group, organisation or business for its contribution to community life.

**NAME:** The award shall be known as a Crowthorne Village Award.

**FREQUENCY:** The celebratory awards evening will take place every two years in November alternatively hosted by each parish. The host council will lead all planning, advertising, invitations, hosting and press releases for that year. The parish councils will be responsible for promoting the awards in their own parishes.

**CONTINUATION:** Each parish council is entitled to pursue its own award scheme and withdraw from this scheme at any time, notifying the other in writing.

**FORM OF AWARD:** Awards will consist of a framed citation suitably inscribed with the logo of both parishes and will be recorded in a Register of Honour maintained in duplicate by the parish councils.

**NOMINATIONS:** Any registered elector in Crowthorne or Wokingham Without may submit one or more nominations, before the 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. No one can receive more than one personal award associated with the same organisation in successive award cycles. At all times nominations will be regarded as confidential to the parish councils.

**FORM OF NOMINATION:** Nomination forms are available, though any written entry is acceptable if it includes the reason for nomination and contact details for both the nominee and the nominator.

**SELECTION:** The parish councils will judge the nominations after the closing date. They may decide not to make an award or may ask for extra details from the nominator.

**EFFECT OF PARTICIPATION:** Participation in the award scheme shall not limit either parish council in their usual role.

**Crowthorne and Wokingham Without Parish Councils**  
**Reviewed July 2022**  
**Next Review 2024**