

## **Sway Parish Council Annual Awards Scheme**

Sway Parish Council wants to recognise on an annual basis outstanding contributions from individuals or groups to the benefit of the Civil Parish of Sway. The basis on which awards will be made is set out below:

1. Awards will be made each year at the Annual Parish Assembly. Up to six separate awards may be made.
2. Any individual or group who have made an outstanding contribution will be eligible except for councillors who have served on the Parish Council at any time in the twelve month period prior to the Annual Parish Assembly. There will not be separate categories for nominations.
3. Anyone can nominate another individual or group (but not themselves). The process for nomination will be completion of a nomination form which is available on the Parish Council website. The form will state the name and contact details of the nominator and nominee together with a short paragraph setting out the reason why the nomination is being made. Anonymous nominations will not be eligible. Nominations should be sent to the Parish Clerk and the time for making nominations will close on the third Thursday of the month prior to the Annual Parish Assembly (usually the third Thursday in April) at which awards will be presented. Serving councillors will be permitted to make nominations.
4. The decision whether or not to make an award will be made by the Parish Councillors sitting as a committee. All decisions made in relation to any awards made shall be final.
5. Once any decision on the making of an award has been, the decision will be confidentially communicated to the individual or group concerned and the award will be presented at the Annual Parish Assembly. Where appropriate, awards may be accepted by a deputy acting on behalf of the recipient.
6. Nominations may be carried forward to subsequent years at the discretion of the Parish Council.
7. Awards will normally take the form of a framed certificate but may include other benefits at the discretion of the Parish Council. No monetary awards will be made.
8. Sway Parish Council reserve the right to make no awards in any year if it receives no nominations or otherwise considers it appropriate.
9. Sway Parish Council reserve the right to discontinue the awards scheme at any time. Any decision to discontinue the scheme shall be subject to a vote in a public meeting of the full Parish Council.
10. Sway Parish Council reserve the right to amend or alter these rules at any time.

11. These rules together with any amendment or alteration shall be displayed on the Sway Parish website.