



Stratfield Mortimer Parish Council Community Award Policy

Introduction

- 1 This is the Community Award Policy of Stratfield Mortimer Parish Council and adopts the definitions in the Council's Policy Guidance and Glossary.
- 2 The Council has established the Stratfield Mortimer Community Award ("the Award") which may be awarded annually to recognise outstanding service by an individual, or more than one individual jointly, to the community of Stratfield Mortimer in accordance with the guidance below.
- 3 Unless there are reasons otherwise, the physical award will be a commissioned decorated plate ("the Plate") reflecting the interests of the Award recipient(s) ("the Recipient(s)").
- 4 The decision as to who, if anyone, to make the Award to and the nature of the physical award to be made shall be determined by a panel ("the Award Panel"), and:
 - 4.1 subject to any conflicts of interest, the Award Panel will consist of the Council Chairman and Council Vice-Chairman, the Community Committee Chairman, and all past Chairmen of the Council that are Councillors (if any);
 - 4.2 the Council Chairman shall chair the Award Panel;
 - 4.3 the Award Panel will be treated as a Working Party of the Council, brought into existence annually for the single purpose of determining any Award.

Nominations

- 5 The Clerk in conjunction with the Community Committee shall control the nomination process and period, and ensure that the fact that nominations are open, and for what period, is communicated to the public (see guidance below).
- 6 Anyone, whether resident in the Parish or not, may nominate a person or persons to be (a) potential recipient(s) of the Award.
- 7 Serving members of the Council or WBC will not be eligible for nomination for their work as Councillors.
- 8 A nominee need not reside within the Parish.

Notification and Award Presentation

- 9 (A) successful nominee(s) shall be contacted by the Clerk and, if they indicate their willingness to accept the Award, the Clerk will take steps to agree the nature of, and commission, the Plate.
- 10 The presentation of the Award and the Plate will be made by the Council Chairman or their nominee, usually at the Annual Parish Meeting.

Guidance

- Posthumous nominations will not be considered.
- It is not possible to define the exact number of years of service necessary to qualify for nomination for an Award.
- Although an Award would normally be for voluntary work within the community, it is not intended to entirely preclude exceptional work for which remuneration in some form has already been received.
- Councillors could be eligible to receive an award for services other than those connected with Council work.
- Public notice of the Award and an invitation for nominations will normally be commenced in December or January to allow time for nominations to be received, the Recipient(s) to be identified, and the Plate to be commissioned.

Document control

Version	Date	Editor	Changes	Approved	
				On	By
1.0	18/11/1982		Original version (Award Constitution)	18/11/1982	Council
1.1	10/02/2026	G Bridgman	Revision into template		
1.2	23/04/2026	G Bridgman	Edit following Community Committee meeting		
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2.1	27/05/2026	G Bridgman	Logo revised		
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<u>3.1</u>	<u>24/08/2026</u>	<u>G Bridgman</u>	<u>Clarity on posthumous nominations added</u>		
<u>4.0</u>	<u>03/09/2026</u>		<u>Adopted</u>	<u>03/09/2026</u>	<u>Community C</u>

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