



# *Charlbury Town Council*

## **Honoured Citizen Award**

### Rules

1. An Honoured Citizen Award is a tribute to an individual who has given dedicated voluntary service within Charlbury, probably over many years, and as a consequence has made a significant positive difference to the Community and to the lives of residents.
2. Any current or former resident of Charlbury may be nominated for an award. Regrettably, posthumous nominations cannot be considered.
3. If suitable nominations have been received, awards will be made during each spring and will be presented by the Chairman of the Town Council at a ceremony held during April or May and celebrating the role of volunteers in the community.
4. Nominations for consideration during any year should be submitted using the application form to the Town Clerk by 12 noon on 31<sup>st</sup> January of that year. Nominations must be proposed and seconded by two Charlbury residents. Proposers and seconders cannot be relatives of the nominee.
5. Serving members and employees of the town council are not eligible for the award and may not propose or second nominations.
6. Nominations received by the deadline will be considered by the Awards Panel during February, approved by the Town Council and announced in the Charlbury Chronicle and on the Town Council website and noticeboards.
7. Recipients will receive framed certificates and have their names inscribed on a Roll of Honour board. The award confers no material honours or special privileges. The location of the honours board will be announced in due course.