



## **Distinguished Community Service Award**

The scheme is designed to recognise significant contributions to the residents of the town. Nominations for the award are sought from those who live in South Woodham Ferrers. Any nominations are considered by the Town Council and award recipients will be invited to receive their award at the Annual Town Council meeting held each Spring. Details of the award are also shown on the honours board on permanent display at Champions Manor Hall Community Centre in Hullbridge Road.

### **Nomination Guidelines**

1. Nominees will be required to demonstrate a significant contribution made to an individual, group or the wider community in the town. This is regardless of if the nominee resides in the town or not.
2. A nomination for an individual for work or in a field in which they are in paid employment will not normally be considered.
3. Nominations must be provided on the form below and completed by a proposer and seconder. In all cases at least one of these must be unrelated to the nominee and both must be residents of the town.
4. There are no age limits for either nominees or proposer/seconders for the scheme.
5. Nominations for serving Town Council Members will not be accepted for their contribution to the work of the Town Council.
6. The Award will not normally be provided either for individual sporting achievement or for the receipt of an honour such as the award of an MBE.
7. The Award must be approved by at least 2/3rds of Town Council Members present at the meeting considering the nomination.

Decisions on the Award are at the complete discretion of the Town Council and its decision is not open to challenge. The Council may choose not to make any award even if the nominations have been received and similarly proposers may choose to provide a further nomination at a later date should the first prove unsuccessful.



**SOUTH WOODHAM FERRERS  
TOWN COUNCIL**

In all cases further advice on the scheme and completion of the nomination form is available for the Town Clerk.

## **Distinguished Community Service Award**

### **Nomination Form**

#### **1. Nominee Details**

- a) Full name:
- b) Home address:
- c) Contact telephone number:
- d) Email address:

#### **2. Your Nomination**

Please explain why you are proposing this person for the award:



**SOUTH WOODHAM FERRERS  
TOWN COUNCIL**

### **3. Proposer's Comments and details**

Name:

Address:

Contact Telephone Number:

Your signature:

Date:

Any additional comment (*optional*):

### **4. Seconder's Comments and details**

Name:

Address:

Contact Telephone Number:

Your signature:

Date:



**SOUTH WOODHAM FERRERS  
TOWN COUNCIL**

Any additional comment (*optional*):

*Please return the completed nomination to Karen Atkins Town Clerk, South Woodham Ferrers Town Council, Champions Manor Hall Community Centre, Hullbridge Road, South Woodham Ferrers, Essex CM3 5LJ*

*For further assistance please call the Town Council on 01245 321817*

<b>Responsible Officer</b>	Town Clerk	<b>Date effective from</b>	February 2021	<b>Review date</b>	January 2022
----------------------------	------------	----------------------------	---------------	--------------------	--------------