

Terms of Reference for the Citizen of Brockenhurst Awards working group

The purpose of this working group is to consider all the arrangements for the Citizen of Brockenhurst Awards, including the categories, advertising, judging and what prizes to award.

The working group will comprise of a minimum of three councillors, of which one will take on the lead role as agreed at their first meeting after the Annual Council meeting. Non councillor members will be invited by the working group to be part of the judging panel and decide who should receive the awards. All members will abide by the code of conduct.

The working group will deal with any ongoing decision regarding the Citizens Awards but cannot make formal decisions or spend any money on behalf of the Parish Council, and any recommendations made will be subject to approval by the Full Council. An annual budget will be agreed to cover any costs including the purchase of the prizes.

The working group will arrange its own informal meetings and schedule of work and must hold at least one meeting per year (May – April). The leader of the working group, if unable to attend a meeting of the Full Council, will nominate another member of the working party to deliver the progress report. A written report including any recommendations should be sent to the clerk before the Full Council meeting.

The working group will be responsible for internal correspondence relating to the award. The clerk will be responsible for sending the result letters to the nominees and any articles for the press. The clerk will arrange hall bookings as required.

The continuing need for a working group will be reviewed by the Full Council at the Annual Council meeting.

At the conclusion of the working group all supporting documentation will be passed to the Clerk for record keeping

ADOPTED: 17th September 2024

REVIEWED: ANNUALLY OR SOONER IF REQUIRED