

## 1. Purpose

- a) To recognise people who give unstintingly to the Parish of Old Woughton and its residents.
- b) Many individuals do good works within the parish for the benefit of others without payment and often with no benefit to themselves. In so doing they contribute to our community and improve the lives of residents. The parish council has a role in encouraging such commitment by thanking people officially and formally recognising those involved.

## 2. Recognition levels

- a) Saying thank you is a social grace, but the purpose of this scheme, is to describe a range of levels for more formal recognitions where an oral or emailed thank you will not suffice.
- b) The first formal recognition by the parish council is a motion passed expressing thanks with a follow up letter from the clerk or chairman of the Council as appropriate.
- c) The second level of formal recognition is a framed certificate.
- d) The third level of recognition is a lifetime award, which may attach to a specific feature or local asset.

## 3. Criteria for recognition

<b>Formal Level</b>	<b>Typical criteria</b>
<b>Letter of thanks</b>	Recognition of service to residents of the parish typically of a one off or short duration matter.
<b>Certificate of thanks</b>	This is an important award. The recipient will have performed a service for residents, unpaid for a Significant period of time. It is possible that they or their family would have been a beneficiary of the service provided but the overwhelming benefit would be to others. E.g. running a community group that benefits children across the parish but also to the children of the individual concerned.
<b>Lifetime Award</b>	This is a very major honour. It is awarded to those who have altruistically without any personal benefit at all, performed a major and unusual service to residents of the parish or a significant service over many, many years. In exceptional circumstances an Old Woughton resident doing something truly exceptional at national level could receive this honour (e.g. for exceptional bravery). Depending upon the circumstances, recognition could come via the naming (or renaming) of an existing feature or fixture in the parish or by the creation of a new one, such as a tree planting.

#### **4. Those ineligible**

- a) Serving Old Woughton parish councillors or Milton Keynes Councillors except for a formal letter of thanks.
- b) Those who have been remunerated for their services.

#### **5. Nomination process**

- a) Any resident or parish councillor can nominate an individual for recognition.
- b) Such nomination to be made in writing to the clerk stating the reasons/justification
- c) For a letter of thanks, a motion will be placed on the agenda of the parish council by a councillor, or by the chairman on the advice of the clerk where a nomination is received from a non-councillor
- d) For a certificate of thanks or higher a formal nomination must be made with a full justification and evidence. Any resident, organisation or parish councillor may nominate an individual for such an award. All nominations will be initially vetted by the Clerk, Chairman and Vice-Chairman to ensure that sufficient detail is included to merit consideration of the nominated individual.
- e) Nominations without sufficient detail will be referred back to the applicant.

#### **6. Approval**

- a) Any award requires a 2/3rd vote in favour by the whole parish council.

#### **7. Presentation**

- f) Presentation of a certificate of thanks or Lifelong Award will be made at an appropriate ceremony.
- g) Certificates will be appropriately written using calligraphic or similar techniques with a quality frame.