



Burnham-on-Sea & Highbridge Town Council

Criteria for nominations for Civic Awards

Adopted Minute No: 92/17/TPC

Reviewed: September 2018

Next Review: July 2020

Every year the Town Council seeks nominations from members of the public for individuals who have demonstrated outstanding service to the community, made a significant contribution to public life in Burnham or Highbridge and have shown real dedication in helping local residents. Councillors then consider all nominations and make a selection. Civic Awards are presented to these residents at the Mayor's Civic Award Service.

Criteria for potential recipients of a Civic Award

Any resident who is to be considered for this honour must meet the following criteria:

- Have provided services of an exceptional nature for a significant period of time
- Have provided services which have been of benefit to people within the parish
- Not be a current serving member or officer of the Town Council
- Not be nominated for providing a service which constitutes their usual activity as a business

Criteria for individuals nominating someone for a Civic Award

Any person wishing to nominate someone for a Civic Award must meet the following criteria:

- Live within the parish
- Submit a written nomination to the Town Council
- Include their own name and contact details
- Any Council member who has made a nomination should declare an interest and not take part in any discussion or vote relating to this nomination