



If you require any further assistance please contact the Clerk to the Council

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**BEAMINSTER TOWN COUNCIL**

**HONORARY TOWNSPERSON AWARD**

**What is the award?**

The award is the highest accolade the Town Council can bestow on any resident of the Parish.

**What is the qualification for the award?**

The award is given by the Town Council, on behalf of the people of Beaminster to any resident of the Parish for voluntary services of a diverse and outstanding nature to the community, either of great distinction or over a long period of time and who has made a considerable beneficial contribution to the life of the community.

**Who qualifies for the award?**

Any resident living in the Parish of Beaminster.

**What happens if the person is deceased?**

No posthumous awards are considered.

**How can I nominate someone for the award?**

The nomination is submitted in strict confidence, without the knowledge of the nominee, simply by writing a letter to the Clerk to the Council.

**How many people do I need to support my nomination?**

You will require four residents, in addition to yourself, who live in the Parish of Beaminster, to write independent supporting letters.

**What details are required in the nomination?**

Details of what that person has done for the community of Beaminster, giving the activities of the nominee, the positions held, length of time of the activity or activities and any other information which may be helpful in adjudicating the merits of the nomination. It is only on the information contained in these letters that the nomination will be considered.

**When can I nominate someone for the award?**

At any time throughout the year. All the nominations which have been submitted are then collated by the Clerk to the Council in preparation for the award meeting.

**When is the nomination considered by the Town Council?**

At a specially convened meeting of the Town Council which will be held in February to consider all the nominations received throughout the year.

**How will the nomination be decided?**

Each nomination will be considered in turn and a vote by paper ballot will be taken after each debate, before moving to the next nomination. A simple count of the voting slips will be made and two votes against would reject the nomination.

**How will I be notified of the result of the nomination?**

The Clerk to the Council will write to you as the proposer informing you of the result. If successful a formal announcement will be made at the next Town Council meeting following the award meeting.

**Will the person who has been nominated be notified of the result?**

If the nomination is successful the recipient will be notified by the Clerk to the Council. If the nomination is unsuccessful, then only you as the proposer will be notified by the Clerk to the Council.

**When will any presentation ceremony take place?**

If the result is positive the ceremony will be arranged by the Clerk to the Council in conjunction with the recipient of the award.

**Can a nomination be resubmitted?**

Yes. A nomination may be resubmitted in subsequent years but the above procedure must be followed.

**All nominations should be treated with strict confidentiality throughout the process until the award has been announced.**