

Document 6.11

AWARDS AND GIFTS POLICY

Adopted 27 March 2017

Review by March 2019

1. INTRODUCTION

- 1.1 This document sets out guidance for Councillors and Officers on appropriate awards and gifts which can be made to recognise long and distinguished service to the Council and the Town.

2. TOWN COUNCILLORS AWARDS

2.1 Retiring Councillors

- 2.1.1 In recognition of the unpaid service given by local people as Town Councillors, the Council believes it appropriate and fitting that any Councillor who has served a complete term of four years should receive a certificate of appreciation and/or crest, whether or not they choose to seek, or are unsuccessful at, re-election as an appreciation of their service to the people of Hertford.

2.2 Outgoing Mayor

- 2.2.1 The Town Council recognises the great efforts put in by a Mayor during their term of office to engender community spirit in the Town, promote Hertford as the County Town, represent the Town Council and raise funds for Charity. To recognise this commitment, a Past Mayor's badge is awarded at the Annual General Meeting together with a brooch/badge for their Mayoress/Consort. As is normal practice, the Mayor's photo will be added to the Town Council's Mayoral/Town Clerk photo gallery.

3. TOWN COUNCIL OFFICERS

3.1 Long Service Awards

- 3.1.1 Hertford Town Council values its staff and the service they give to the people of Hertford. When staff remain loyal to the Town Council and work for significant periods of continuous employment it is appropriate to make a suitable award to the Officer concerned to demonstrate the Town Council's appreciation for their loyal service. This will ordinarily be a Town Council certificate of appreciation and/or crest.

4. MISCELLANEOUS

4.1 Funerals

In the case of a former Mayor or Town Clerk, all other past Mayors and Town Clerks will be notified of the death and the current Mayor will endeavour to attend the funeral if invited by the family. The Town Clerk will write to the family to express the condolences of the Town Council.

- 4.1.2 Additionally the Town Clerk may write, on behalf of the Town Council, to the family of other appropriate persons, such as those who have

contributed significantly to community life in Hertford. If any Member becomes aware of such a circumstance, they should notify the Town Clerk as soon as possible.

4.2 Get well soon

The Town Council values the welfare of its Members and Officers. Accordingly, where such a person has a long term health problem they will be sent a get well soon card.

4.3 **PUBLIC AWARDS**

4.3.1 Golden / Diamond Wedding Anniversaries

Hertford Town Council supports the commitment that marriage brings with it and recognises this commitment at significant anniversaries namely Golden, 50 years and Diamond, 60 years.

To qualify, a couple must live within the parish boundaries of Hertford Town Council, or have done so for a significant period of time up to no more than one year previously.

Couples to receive such a presentation can be nominated by any resident of Hertford.

The award will ordinarily be a card from the Council signed by the Mayor.

4.3.2 100th Birthdays

Hertford Town Council values the older members of our community and wishes to recognise this through the giving of a present to all the Town's Centenarians.

To qualify a centenarian must live within the parish boundaries of Hertford Town Council, or have done so for a significant period of time up to no more than five years previously.

Centenarians to receive such a presentation can be nominated by any resident of Hertford.

The award will ordinarily be a card from the Council signed by the Mayor.

4.3.4 Honorary Freeman

Hertford Town Council can award the title of Honorary Freeman of Hertford in recognition of significant and sustained contributions being made to / in the local Community.

This is in essence a “Title of Dignity” and is similar to being given Freedom of Entry to the Town or similar which was awarded historically by Hertford Borough Council.

Nominations must be made by a serving Town Councillor but the honour is open to anyone who has served the town and who meets the following nomination criteria:

- The nominee has been a Town Councillor or Officer for a minimum of 20 years but has now retired from this post
- The nominee has served the community in one or more voluntary capacities for at least ten years, performing a service which is of benefit to the town / community
- The nominee is not a serving Councillor or Officer, nor can he/she have served, during the previous term of the Council

There is no limit to the number of nominations or concurrent holders of the title, but the nature of the nomination criteria means it is unlikely that the honour will be frequently awarded and will therefore remain distinctive.

Once nominations have been received, they will be scrutinized by the full Council. Members may conduct inquiries to verify the merits of a nomination, probably through discussions with residents who may be acquainted with the voluntary work carried out by the nominee.

Following an approval by two thirds of Members at a meeting of the Full Town Council called specifically for this purpose, the honour of Honorary Freeman of Hertford will be granted by the Mayor and Town Clerk and the title holder presented with a scroll citing the grounds for the award. This will be done at a suitable event and their name added to the ‘Roll Of Honour’.

PROCEDURE FOR THE APPOINTMENT OF HONORARY FREEMAN OF HERTFORD

1. Nominations for the honour of Honorary Freeman of Hertford may be made by any Town Councillor using the appropriate form. Nominations would normally be restricted to no more than two per 4 year term of office. Nominations should be received by the Town Clerk and placed before a meeting of the Full Town Council convened specifically to consider the nomination and a two thirds majority is required for the nomination to succeed (Local Government Act 1972 s249(6)).
2. The recognition of the nominee by some other honour, national or local, is no bar to appointment as Honorary Freeman although the honour of is primarily expected to be used when such other recognition has not been awarded.
3. The nominating member should provide a brief written report when recommending the honour, citing the reason for the honour and the results of their consideration.
4. The Full Town Council should vote on the recommendation by show of hands 'for', 'against' and 'abstain'. Normal voting rules will apply. Although a member is not expected to bring a contentious nomination to Council, a nomination that reaches this stage and secures a two thirds majority will be accepted.
5. A successful nomination should be communicated to the person nominating and the nominee and the nominee's acceptance should be confirmed.
6. The honour should be recorded on a suitable scroll presented by the Mayor and recorded on the Roll of Honour.