

# **NEWTON POPPLEFORD AND HARPFORD PARISH COUNCIL**

**Adopted by resolution 3.8.17 – minute entry 358**

## **AWARDS, GIFTS and HONOURS POLICY**

*Adopted by the Parish Council on 03/08/2017*

*Due for review by May 2018.*

1. Parish Councillors Awards
  - a. Retiring Councillors
  
2. Parish Council Staff Awards & Gifts
  - a. Long Service Award
  - b. Retiring Gifts
  
3. Miscellaneous
  - a. Funerals
  - b. Get well soon
  
4. Other Awards
  - a. Awards of Thanks
  
5. Honorary Freeman / Freewoman

THIS SECTION IS LEFT INTENTIONALLY BLANK

# **1 Parish Councillors Awards**

## **a. Retiring Councillors**

In recognition of the unpaid service given by local people as Parish Councillors, the following awards may be given to members as an appreciation of their service to the parishioners of Newton Poppleford and Harpford.

The chart below sets out the value of award that may be purchased for a Councillor upon their retirement or completion of their term of office. The type of award purchased depends upon the individual.

10 to 16 years    Gift up to the value of £25

17 to 24 years    Gift up to the value of £50

Additionally, in the case of a retiring Councillor serving over 25 years, a commemorative bench, with an appropriate plaque, may be placed in a suitable public location to be agreed with the retiring Councillor to commemorate the outstanding public service of the said Councillor.

## 2 Parish Council Staff Awards

### a Long Service Awards

Newton Poppleford and Harpford Parish Council values its staff and the service they give to the people of the parish.

When staff remain loyal to the Parish Council and work for significant periods of continuous employment, it is therefore appropriate to make a suitable award to the member of staff concerned to demonstrate the Parish Council's appreciation for their loyal service.

Any serving member of staff shall be entitled to the following long service awards:

10 to 20 years	Gift of value £50
20 years plus	Gift of value £100

The type of gift is to be agreed between Council and the member of staff concerned.

### b Retirement Awards

The schedule below sets out the level of award to be purchased for a Council employee upon their retirement from the Parish Council.

10 to 20 years	Gift up to the value of £50
20 years or more	Gift up to the value of £100

The type of gift is to be agreed between Council and the member of staff concerned.

### **3 Miscellaneous**

#### **a Funerals**

As a mark of respect, the Parish Council may purchase a wreath, or make an equivalent donation, up to the value of £25 for past and present Councillors and staff for their funeral when it comes to the knowledge of the Council that such an event is taking place. The Clerk will make suitable arrangements if this information is brought to their attention. If any member becomes aware of such a situation, they should then inform the Clerk as soon as possible.

Additionally, the Clerk may use their discretion and delegated powers to purchase a wreath for such other funerals as may be appropriate, such as those of individuals who have contributed significantly to community life in Newton Poppleford and Harpford parish. Again, if any member becomes aware of such a funeral taking place, they should notify the Clerk as soon as possible.

#### **b Get well soon**

The Parish Council values the welfare of its members and staff; accordingly, where such a person has a long-term health condition or ailment, a get well soon card and suitable gift may be sent by the Clerk on behalf of the Parish Council, value no more than £20.

## 4 Other Awards

### a) Awards of thanks; Honorariums

The Parish Council may make an Award of Thanks or an Honorarium to individuals as a token of appreciation for services rendered to the parish of Newton Poppleford and Harpford. These shall not exceed the value of £100 per award. Such awards to be agreed by a suitable resolution of council beforehand.

## 5 Honorary Freeman / Freewoman

Newton Poppleford and Harpford Parish Council can confer the title of **Honorary Freeman or Freewoman of the Parish** in recognition of their exceptional contributions and eminent services being made to, or in, the local Community. <sup>1</sup>

This is, in essence, a “**Title of Dignity**” and is similar to being given Freedom of Entry to the Town or similar, which can be awarded by principal higher authorities.

The admission of an Honorary Freeman or Freewoman must be made by resolution of full council, specifically convened for such a purpose, and be passed by no less than 2/3rds of the members of council. <sup>2</sup>

The nominee must have been a Parish Councillor or officer for a minimum of 20 years, but has now retired from this post, or, the nominee has served the community in one or more voluntary capacities for at least 20 years, performing a service which is of significant and meritorious benefit to the parish /community. The nominee cannot be a serving Councillor.

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 a recommendation to full Council that an award is justified, the honour of Freeman or Freewoman will be granted by the Chairman and the title holder presented with a certificate<sup>3</sup> citing the grounds for the award. This will be done at a suitable event where parishioners will be invited to attend to celebrate the honour bestowed.

- <sup>1</sup> Local Government Act 1972 s. 249(5) and (6)
- <sup>2</sup> Local Government Act 1972 s. 249(8)
- <sup>3</sup> Local Government Act 1972 s. 249(9)