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Beaulieu Community Awards Committee

Terms of Reference

1. Purpose

The Beaulieu Community Awards celebrate and recognise individuals and organisations that make an outstanding contribution to the Beaulieu community.

Awards may be made to individuals or organisations whether or not they live, are based or operate within the parish boundary, provided their contribution has made a significant positive impact on the Beaulieu community.

The Awards Committee manages the annual awards process on behalf of Beaulieu Parish Council, including encouraging nominations, considering those received and selecting the recipients.

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2. Membership

The Committee will comprise up to seven members, drawn from the local community and including one member of Parish Council, who shall not normally chair the Committee. The Committee should seek to maintain a broad and balanced membership reflecting different parts of the Beaulieu community. The quorum shall be three committee members.

The Parish Council will nominate the first Chair of the Committee. Thereafter, the Committee will confirm the Chair annually from among its members by majority vote. If the Chair cannot attend a meeting, the Committee will agree on an alternate at the beginning of the meeting.

3. Awards

The Committee will determine the award categories to be offered each year and may amend, add to or discontinue categories where it considers this appropriate. The

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Committee will agree appropriate eligibility criteria and guidance for each category and ensure these are clearly communicated as appropriate when nominations are invited.

Before nominations are considered, the Committee will agree a clear and consistent basis on which nominations will be assessed, having regard to the purpose and criteria of each award. The assessment process should be proportionate and enable nominations to be considered fairly and consistently.

4. Nominations and publicity

Nominations will normally open in the autumn, with a closing date of the following 31 January. Members and employees of the Parish Council and members of the Awards Committee are not eligible for the Award Scheme.

The Committee will ensure that the awards and nomination process receive good publicity throughout the community, using appropriate channels to encourage a wide range of nominations.

The nomination process should be straightforward and accessible, with clear information about the awards, eligibility and how to nominate.

5. Selection of recipients

Following the closing date, the Committee will consider all eligible nominations and select the recipient or recipients of each award. The Committee may decide not to make an award in a particular category where it considers that there is no sufficiently strong nomination.

Members must declare any personal interest or close connection with a nominee and, where appropriate, withdraw from consideration of that nomination.

The Awards Committee meetings are not open to members of the public. The Committee's discussions concerning individual nominees will be treated as confidential.

6. Decision-making

The Committee should normally seek to reach decisions by consensus. Where a vote is required, decisions will be made by a simple majority of those participating. In the event of a tie, the Chair will have a casting vote.

A member who has withdrawn because of an interest in a particular nomination will not participate in the discussion or decision on that nomination.

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The Committee is not required to keep formal minutes of its meetings, but should maintain a simple record of its decisions, including the recipients selected and any declared conflicts of interest.

7. Presentation of awards

The awards will normally be presented at the Beaulieu Parish Council Annual Meeting in May each year. The Committee will make appropriate arrangements with the Parish Council for the presentation and public announcement of the awards.

8. Accountability and resources

The Committee acts on behalf of Parish Council in administering the Community Awards and will keep the Council informed of the progress of the annual awards process.

The Parish Council will fund the Award Scheme and provide other reasonable resources as needed to support its effective operation.

The Committee has discretion over the detailed administration of the awards within these Terms of Reference.

The Parish Council may review and amend these Terms of Reference as required.