

Haxey Parish Council

Local Awards Working Group Terms of Reference

Name of Committee/Working Group:	Local Awards Working Group
Membership:	At least 3 Members of the Parish Council. The Parish Council Chair and Vice-Chair are also Full Members.
Need:	<ul style="list-style-type: none">• To establish a local award scheme for the recognition of individual and group efforts in support of the Parish when required.• To implement a process for the 4 yearly nomination and selection of an individual and group.• To organise a 4-yearly presentation for the individual and group selected for the award.• Report back to the full Parish Council on the functioning and progress of the Local Awards Working Group as required.
Conditions:	<ol style="list-style-type: none">1 Membership of the Working Group to be decided upon its creation and the continued membership of the Group to be re-appointed at the Annual Council Meeting2 Meetings to be convened as required when the scheme is active – ideally once per quarter. Meetings will normally exclude the press and public.3 Minutes are not normally produced. Notes of Action to be completed if required and presented to the next meeting of the Parish Council.45 The Working Group may co-opt as required.6 The Working Group is empowered to invite specialist professional Officers or Advisors to attend meetings to provide guidance as to matters under discussion.7 The Clerk of the Council will not normally support the Working Party but guidance, if required, should be taken from ERNLLCA as to appropriateness.
Restrictions:	<ol style="list-style-type: none">8 Only Members of the Parish Council may be members of the Working Group.9 Only members of the Working Group may speak at meetings other than by the resolution of the Working Group or if specifically summoned.10 The quorum shall be three (3).11 The Working Group will make recommendations to the full

Council which will subsequently need to be approved by the full Council.

Members: Cllrs Orton, Booth, Knowles, Lindley.

Approved by Haxey Parish Council – May 2019.