

Parish Council recognition scheme

1. Purpose

- 1.1. To recognise people who give valuable service to the civil Parish of Berkswell.
- 1.2. Many residents do good works within the parish for the benefit of others without payment and often with no benefit to themselves. In doing so they contribute to our community and improve the life of residents. The parish council has a role in encouraging such service to our community by thanking people and formally recognising those involved.

2. Recognition levels

- 2.1. It is a basic principle that saying thank you is a social norm. Perhaps one that has been diminished in a society that emphasises entitlement over service. The purpose of this scheme is in some small way to add balance to the equation of giving and receiving.
- 2.2. Councillor or the clerk will often give an informal thank you to those who do things for the community. This is a basic part of leadership and Councillors/the clerk must be seen as leaders within the community. Such expressions of thanks are likely to be verbal or by email.
- 2.3. The first formal recognition by the parish council is a motion passed expressing thanks with a follow up letter from the clerk or chairman of the Council as appropriate
- 2.4. The second level of recognition is a formal framed certificate of thanks/recognition.
- 2.5. The third level of recognition is freedom of the parish
- 2.6. The fourth level of recognition is the naming of a road or street after the individual

3. Criteria for recognition

Level	Typical criteria
Letter of thanks	Recognition of service to residents of the parish typically of a one off or short duration matter.
Certificate of thanks	This is an important award. The recipient will have performed a service for residents, unpaid for a significant period of time. It is possible that they or their family would have been a beneficiary of the service provided but the overwhelming benefit would be to others. E.g. running a community group that benefits children across the parish but also to the children of the individual concerned
Freedom of the parish	This is a very major honour. It is awarded to those who have altruistically (without <u>any</u> personal benefit at all) performed a <u>major and unusual</u> service to residents of the parish or a significant service over many, many years. In exceptional circumstances a Berkswell resident doing something truly exceptional at national level could receive this honour. E.g. exceptional bravery.
Street naming	A very rare award, only made if street are available to be named. An alternative to freedom of the parish.

Any award requires a 2/3rd vote in favour by the parish council

4. Those not eligible

- 4.1. Serving Berkswell parish councillors
- 4.2. Serving Borough Councillors except for a formal letter of thanks
- 4.3. Those who have profited from their service e.g. paid artists, footballers or individuals paid for their service.

5. Nomination process

- 5.1. Any resident or parish councillor can nominate an individual for an award.
- 5.2. Such a nomination will be made in writing to the clerk stating the reasons/justification
- 5.3. For a letter of thanks, a motion will be placed on the agenda of the parish council by a councillor or the chairman on advice of the clerk if a nomination is received from a non-councillor
- 5.4. For a certificate of thanks or higher a formal nomination must be made with a full justification and evidence. Any resident, organisation or parish councillor may nominate an individual for such an award. All nomination will be initially vested by the Clerk, Chairman and vice-chairman to ensure that sufficient detail is included to merit consideration of the nominated individual. Nominations without sufficient detail will be referred back to the applicant.

6. Presentation

- 6.1. Presentation of a certificate of thanks or freedom of the parish will be made at an appropriate ceremony.
- 6.2. Certificates will be appropriately written using calligraphic techniques with a quality frame