



Lostwithiel Town Council

Policy on Council Ceremonial Offices, Awards & Recognition

Last approved 22 December 2020 minute reference 153/20

Via this policy, Lostwithiel Town Council seeks to adopt a clear, transparent and objective approach to appointments of ceremonial offices and the granting of awards and recognition.

This policy will be reviewed at least every four years and proposed amendments shall be submitted to the Town Clerk for approval.

A copy of this policy will be available on the Council's website and will be provided to prospective applicant(s) on request.

1. Ceremonial Offices

Lostwithiel Town Council is proud of our town's historical and cultural heritage and maintains the appointment of the following ceremonial offices:

- Town Sergeant
- Macebearer
- Deputy Macebearer
- Parade Master

The names of the current holders of a ceremonial office are listed in Annex 1 of this policy.

Nomination and selection

Where there is a vacancy in a ceremonial office, the vacancy shall be noted at a meeting of the Town Council and a request made to the public for nominations using the nomination form, a copy of which is attached at the back of this policy. Nominations can be made by Town Councillors, or any members of the public who currently reside within 4.8 km of the Lostwithiel parish boundary. Nominations must be supported by at least three supporters who must currently reside within 4.8km of the Lostwithiel parish boundary. Previous holders of a ceremonial office are entitled to be nominated.

Nominations received shall be considered at a meeting of the Town Council and a decision on the appointment made by a majority of those present and eligible to vote. For the avoidance of doubt, a Councillor who has nominated an individual or who has supported a nomination is eligible to vote. Those with a personal connection to an individual nominated or who have a prejudicial interest in any of the applicants should declare an interest and withdraw from the vote. An award of a ceremonial office is made at the absolute discretion of the Town Council and the decision of the Town Council is final.

Appointment term and privileges

Current holders of a ceremonial office (prior to this policy coming into force) may continue in post until they resign or are removed from office. All subsequent appointments of a ceremonial office by the Town Council are made for a period of 4 years and will take effect from the meeting at which the application is approved. A person may be removed from a ceremonial office by a majority decision of the Town Council where there is reasonable evidence to conclude that allowing the holder of the ceremonial office to retain the position would bring the Town Council or the community of Lostwithiel into disrepute.

A holder of a ceremonial office will be expected to participate in all town ceremonial and civic events, including the Remembrance and Civic Parades. The Town Council will be responsible for providing and maintaining appropriate robes and regalia for the ceremonial office.

A holder of a ceremonial office is entitled to request a discretionary contribution from the Town Council of up to £100 per year towards reasonable expenses required to undertake the ceremonial office including, but not limited to, purchase of formal dress and shoes. An award will be made at the absolute discretion of the Town Council and the decision of the Town Council is final. An original receipt for any expenses claimed must be provided to the Town Clerk on request.

Save for those set out in this policy, no other rights, duties or privileges are conferred with a ceremonial office.

2. Award of Appreciation

Lostwithiel Town Council may confer an Award of Appreciation to an individual to recognise and celebrate their services to the town of Lostwithiel and its residents.

Nomination and selection

The nomination criteria are as follows:

- The nominee's actions have brought demonstrable benefit to the town of Lostwithiel and its people, above and beyond that of other citizens of the town; and
- The nominee's services were given voluntarily and not during paid employment.

Each January, a request shall be made to the public for nominations using the nomination form, a copy of which is attached at the back of this policy. Nominations for posthumous awards can be made within 12 months of the death of the person to be nominated. Nominations can be made by Town Councillors, or any members of the public who currently reside within 4.8 km of the Lostwithiel parish boundary. Nominations must be supported by at least three supporters who must currently reside within 4.8km of the Lostwithiel parish boundary. Previous receivers of an Award of Appreciation are entitled to be re-nominated.

Nominations received shall be considered at the first meeting of the Town Council in the following March and a decision on those to be awarded an Award of Appreciation made by a majority of those present and eligible to vote. For the avoidance of doubt, a Councillor

who has nominated an individual or who has supported a nomination is eligible to vote. Those with a personal connection to an individual nominated or who have a prejudicial interest should declare an interest and withdraw from the vote.

There is no limit to the number of Awards of Appreciation which may be made in any one year. An Award of Appreciation is made at the absolute discretion of the Town Council and the decision of the Town Council is final.

Award and privileges

The formal issue of an Award of Appreciation will be made at the following Mayor Making Ceremony, or at the Town Council Annual Meeting if no Mayor Making Ceremony is to be held during the award year.

The successful candidate(s) will be provided with a certificate. Save for those set out in this policy, no other rights, duties or privileges are conferred with an Award of Appreciation.

3. Honoured Burgess

The award of Honoured Burgess of Lostwithiel is a lifetime award, designed to recognise those who have made an outstanding contribution to the community of Lostwithiel.

The award may be removed by a majority decision of the Town Council where there is reasonable evidence to conclude that allowing the holder of the award to retain it would bring the Town Council or the community of Lostwithiel into disrepute.

The names of all Honoured Burgesses are included on the Roll of Honour in The Guildhall and the names of current Honoured Burgesses of the town are listed in Annex 1 of this policy.

Nomination

The nomination criteria are as follows:

- The nominee has made a consistent and significant contribution to the community of Lostwithiel for at least 10 years, above and beyond that of other citizens of the town;
- The nominee's actions have brought demonstrable and long-term benefit to the town of Lostwithiel and its people; and
- The nominee's services were given voluntarily and not during paid employment.

There is no limit to the number of nominations which may be made or the number of concurrent holders of the title of Honoured Burgess. However, it is a great honour and is not bestowed frequently or lightly.

Nominations can be made at any time using the nomination form, a copy of which is attached at the back of this policy or by contacting the Town Council office. Nominations can be made by Town Councillors, or any members of the public who currently reside within 4.8 km of the Lostwithiel parish boundary. If a serving Councillor is nominated the nomination must come from someone unconnected to the Town Council. Nominations must be supported by at least three supporters who must currently reside within 4.8km of the Lostwithiel parish boundary.

Selection

Nominations received shall be considered at a meeting of the Town Council. The quorum for the meeting at which the nomination is considered is two thirds of the total number of Councillors. A decision must be made unanimously by those present and eligible to vote. For the avoidance of doubt, a Councillor who has nominated an individual or who has supported a nomination is eligible to vote. Those with a

personal connection to an individual nominated or who have a prejudicial interest should declare an interest and withdraw from the vote.

An award of Honoured Burgess is made at the absolute discretion of the Town Council and the decision of the Town Council is final.

Award and privileges

The formal award of Honoured Burgess will be made at the following Mayor Making Ceremony, or at the Town Council Annual Meeting if no Mayor Making Ceremony is to be held during the award year.

The Honoured Burgess will be provided with a certificate and their name will be added to the Roll of Honour in The Guildhall. An Honoured Burgess may request that the Town Clerk also purchases a pendant with the town crest, at the cost of the Honoured Burgess.

Honoured Burgesses will be invited to participate in all subsequent Remembrance and Civic Parades and will be entitled to form up in the line behind current Town Councillors. They will also be invited to the annual Mayor Making Ceremony and Civic Service.

Save for those set out in this policy, no other rights, duties or privileges are conferred with the title of Honoured Burgess.

4. Honorary Freeman and Honoured Citizens

The Town Council has previously made lifetime awards of Honorary Freeman (last awarded in March 1968) and Honoured Citizen (last awarded in May 1996).

It is not anticipated that the Town Council will make any further awards of these honours without first undertaking a review of this policy.

5. Town Councillor Awards

Outgoing Town Councillors

A certificate will be awarded in recognition of the service given by Town Councillors upon resignation, completion of their term of office or posthumously, after a minimum of 10 years' service. A certificate will not be awarded where there is reasonable evidence to conclude that to do so would bring the Town Council or the community of Lostwithiel into disrepute.

Outgoing Town Mayors

Lostwithiel Town Council will award a Mayor's Badge to the outgoing Town Mayor upon completion of their full term of office. Awards of the Mayor's Badge may be made following the resignation of the Town Mayor or posthumously at the absolute discretion of the Town Council. An award will not be made where there is reasonable evidence to conclude that to do so would bring the Town Council or the community of Lostwithiel into disrepute.

The award of the Mayor's Badge will be made at the following Mayor Making Ceremony, or at the Town Council Annual Meeting if no Mayor Making Ceremony is to be held during the award year. The name of the Town Mayor will also be added to the Roll of Honour in The Guildhall.

All recipients of the Mayor's Badge will be invited to participate in Remembrance and Civic Parades and will be entitled to form up in the line behind current Town Councillors and Honoured Burgesses. They will also be invited to the Mayor Making Ceremony and Civic Service.

Save for those set out in this policy, no other rights, duties or privileges are conferred with the award of the Mayor's Badge.

6. Public Milestones Awards

Golden (50 years), Diamond (60 years), Platinum (70 years) and Diamond (75 years) Wedding Anniversaries

Any couple living within the Lostwithiel parish boundary is eligible to receive a mark of recognition for these significant anniversaries from Lostwithiel Town Council. The Town Clerk should be notified of eligible couples at least 14 days before the anniversary date and evidence of entitlement presented (if requested). A notification form is attached to the back of this policy or please contact the Town Council office.

The notification may be made by anyone who has personal knowledge of the couple, whether or not they live in the town. The current Town Mayor will visit the couple to present a card and a bouquet not exceeding £20 in value. The cost will be borne from the Mayor's Allowance. If less than 14 days notice is given the Mayor or another Councillor will endeavour to attend the celebratory event.

100 + birthdays

Any person living within the Lostwithiel parish boundary is eligible to receive a mark of recognition for their 100th birthday. The current Town Mayor will present a card and a bouquet or other suitable gift not exceeding £20 in value. The cost will be borne from the Mayor's Allowance. If less than 14 days notice is given the Mayor or another Councillor will endeavour to attend the celebratory event.

Any person living within the Lostwithiel parish boundary is eligible to receive a birthday card from the Town Mayor in recognition of the following significant birthdays: 105 years, 110 years, 115 years etc. The cost will be borne from the Mayor's Allowance.

In either case, the Town Clerk should be notified of the name, address and birth date of eligible persons at least 14 days before the birthday and evidence of entitlement presented (if requested). A notification form is attached to the back of this policy or please contact the Town Council office. The notification may be made by someone who has personal knowledge of the person, whether or not they live in the town.

Funerals

When a current or past Town Mayor, current Town Councillor, current member of staff, Honoured Burgess or current holder of a ceremonial office dies, a wreath not exceeding £50 in value shall be purchased or a donation up to this value made to any nominated charity. The cost will be borne from the Mayor's Allowance.

When a current or long-standing (15 years or more service) Town Mayor or Town Councillor dies, and the funeral for the deceased will be held within the parish of Lostwithiel, members of the Town Council will attend the funeral, at the invitation of the family, and robes will be worn if the family so wish. In other circumstances individual members will decide whether or not to attend and robes will not be worn. In all cases the family's wishes will be paramount.

Illness

The Town Council may purchase a 'get well' card and a bouquet or other suitable gift not exceeding £15 in value for any current Town Councillor, current member of staff or current holder of a ceremonial office with a serious or long-term illness. The cost will be borne from the Mayor's Allowance.

ANNEX 1

Current holders of ceremonial offices

Ceremonial office	Name	Date appointed
Town Sergeant	Mark Jewels	
Macebearer	Paul Sweet	
Deputy Macebearer	Paul Doe	
Parade Master	Simon May	

Current Honoured Burgesses

Name	Date honour bestowed
Warren Nicholls	
Robert Peareth	
Gillian Parsons	

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Ceremonial Office, Honoured Burgess & Award of Appreciation

Nomination Form

This is a nomination for (please tick where appropriate):	Ceremonial office: • Town Sergeant • Macebearer • Deputy Macebearer • Parade Master	
	Honoured Burgess	
	Award of Appreciation	
Full name and address of person nominated:		
Full name, address and contact details, of person completing this form: <i><u>Note:</u> Must be a person currently residing within 4.8 km of the Lostwithiel</i>	Email address: Telephone number:	

<i>parish boundary</i>	
Your relationship to the person nominated and length of time you have known him/her:	
Please tell us why you are nominating this person (use extra sheets if required). Please include any supporting documents with the nomination form (photocopies only):	

Supporters: <i>Note: Supporters must currently reside within 4.8 km of the Lostwithiel parish boundary</i>			
1.	Full name:	Address:	Signature:
2.	Full name:	Address:	Signature:
3.	Full name:	Address:	Signature:

Signature of person completing this form:

Date:

Please return this completed form to the Town Clerk.

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Public Milestone Award

Notification Form

This is a notification of (please tick where appropriate):	Wedding anniversary • Golden (50 years) • Diamond (60 years) • Platinum (70 years) • Diamond (75 years)	
	100th birthday	
	Other significant birthday: 105 years, 110 years, 115 years etc.	
Full name of person(s) nominated:	Address:	
Full name, address and contact details of person completing this form:	Email address:	
	Telephone number:	
Your relationship to the person nominated and length of time you have known him/her:		

Please tell us why you are nominating this person (use extra sheets if required). Please include any supporting documents with the notification form (photocopies only):

Signature of person completing this form:

Date:

Please return this completed form to the Town Clerk.

Data Protection

Part or all of the information you supply to us will be held either on the computer or in hardcopy. This information is used for the administration of grant applications. Copies of this information will be given to councillors to enable them to consider and assess the application. You have the right to view information we hold on you and to have any errors or inaccuracies corrected.

Privacy Notice – The Town Council’s full privacy notice can be found on the Town Council website –

https://www.lostwithieltowncouncil.gov.uk/data/uploads/1078_1242440435.pdf