*Bovey Tracey Town Council*

**Bovey Tracey 2024 Community Awards**

 **MAKING A DIFFERENCE IN OUR COMMUNITY**

Bovey Tracey Town Council’s annual Community Awards aim to acknowledge and celebrate the achievements of people in Bovey Tracey and Heathfield that might otherwise go unrecognised.

This year the council will be seeking to make four Awards. These are Community Champion Award, Young Citizen of the Year Award, Environmental Champion Award and position of Honorary Representative of the Lord of the Manor of Bovey Tracey (awarded annually for long-term voluntary service to the parish). The Council is seeking nominations in each of these categories for a person(s) or groups that have made a significant difference for others in our community over the past year.

Each Award is open to residents, workers and volunteers living or working in the Parish of Bovey Tracey (which includes Heathfield) who meet its nomination criteria.

Nominations may be submitted by residents, persons working in the Parish, voluntary groups, visitors, or customers who have a good experience of the nominee’s activities for the Parish. So, if you know such a candidate, why not nominate them for the appropriate award?

The general nomination criteria for making nominations are shown below. The nomination forms for a specific Award will include the qualifying details for that Award.

Judging the winners will be made by a panel of councillors and prominent community leaders. The Award winners will be announced at the Annual Town Meeting on 27th March 2024, further details of which will be announced by the council in due course.

**The closing date for entries is 6th March 2024**.

 **BOVEY TRACEY TOWN COUNCIL**

**COMMUNITY AWARDS 2024 NOMINATION PROCESS**

1. Nominations can be submitted during the period from 2nd February to 6th March 2024 inclusive.
2. The preferred method of making a nomination is by completing a form on-line via the Town Council’s website: [www.boveytracey.gov.uk](http://www.boveytracey.gov.uk)
3. Alternatively, a printed-out form may be completed and then forwarded by email to info@boveytracey.gov.uk
4. For those without access to the internet who would like to submit a nomination, please contact the Town Council on 01626 834217.
5. Completed paper forms may posted or hand-delivered to the Council at: Bovey Tracey Town Council (2024 Community Awards), Riverside Community Centre, Station Road, Bovey Tracey, TQ13 9AW.
6. If you would like help to complete a nomination form, please ask a friend or neighbour to complete one on-line on your behalf.
7. Each nomination must have a proposer and seconder, as anonymous nominations will not be considered.

1. Nominators may not be related to the nominee, except in the case of the Young Citizen 2024 Award.

1. It must be shown that Nominees have agreed to being nominated, and nominations for young persons under the age of 18 must have the approval of a parent or guardian.

1. No serving councillor or officer is eligible for nomination.
2. Those making the nomination are required to write a short report accompanying the on-line nomination form to describe their reasons why they believe the nominee deserves the award.
3. Unless agreed otherwise, all personal details given in making the nominations will remain confidential under the Town Council’s mandatory privacy regulations.