



Lytchett Minster & Upton Town Council Community Volunteer Awards – Scheme Guidance 2026

**Adopted on: 17 February 2026
Review date: February 2027**

1. What are the Community Volunteer Awards?

The community life of Lytchett Minster and Upton is enriched by the dedication and voluntary contributions of local individuals and groups. The Town Council feels it is important to recognise and award these individuals and organisations whose work goes above and beyond - making a real change in our community.

The Awards shall be carried out in accordance with the following procedure. All matters relating to the awards will be treated as confidential.

2. Nomination Categories

- Adult (Group)
- Adult (Individual)
- Under 18 (Group)
- Under 18 (Individual)

3. Who is eligible?

Anyone can nominate a person/organisation whom they believe to be an outstanding volunteer giving their time for a cause or others within the community of Lytchett Minster and Upton.

The nomination could also be for someone who is helping an organisation to develop or thrive in the town.

4. How to nominate.

Nominations may be made by:

- A member or members of the public living within the town boundary.
- An organisation operating within the town boundary.
- A serving councillor in the town.

Please ensure that the person you are nominating is happy to be nominated and you have their permission to submit this nomination form.

Nominations can be made by completing a nomination form, which can be found online at www.lytchettminsterandupton-tc.gov.uk. Alternatively a form can be emailed or collected from the Town Council offices at:

1 Moorland Parade, Moorland Way, Upon BH16 5JS

Nominations will be invited in January every year through the local press, posters, notice boards, website and social media.

Completed nomination forms must be received by 31 March. Only fully completed forms will be considered.

5. The decision process.

Nominations will be considered and the successful nominees decided by the Amenities Committee.

Interests should be declared where the member personally knows or is related to the nominee, and the member should refrain from voting on that nominee.

The selection of the successful nominee will be awarded on merit as assessed by the Panel, rather than the number of nominations received in respect of any one nominee.

Successful nominees, individuals or groups, will be notified in writing and invited to attend the Annual Assembly for presentation of their award by the Mayor.

6. Nomination rules and criteria:

- Nominees, whether individuals or groups, should have: (a) Made a significant and long-term voluntary contribution to the well-being of either young people or adults or (b) Brought credit to Lytchett Minster and Upton through their endeavours; or (c) Through their initiative, made Lytchett Minster and Upton a better place to live.
- Nominees must have given their consent to be nominated.
- An individual would not be eligible for both this award and the Mayor's award for excellence.
- A councillor who plays a leading role in an organisation nominated would not be able to be involved in the decision making.
- No nomination will be considered in respect of any sitting town, unitary councillors or serving employees. However, past councillors and employees are eligible.
- Successful nominees, individual or group, will be notified in writing and invited to attend the Annual Assembly for presentation of their award by the Mayor.

7. Administration of the Scheme

Town Council officers will prepare a notice for public display calling for nominations; this notice will emphasise that any information submitted would be treated as confidential.

A letter will be sent to the successful nominee(s) informing them of their successful nomination. The letter shall:

- describe that they have been independently, and confidentiality nominated and selected after panel consideration;
- request intention to accept the award;
- request RSVP of the date and time the award will be given to the nominee;
- request consent to be named as the winner publicly for the purposes of Town Council public engagement and communications;
- advise that the Council reserves the right to withdraw the award following any public discussion regarding the nominee before the award ceremony;
- advise that the award remain confidential until the presentation ceremony.

The successful nominee will be invited, with up to two guests, to the Town's Annual Assembly to receive the award.

The winners will receive:

- A printed certificate signed by the Mayor;
- A trophy made from sustainable material;
- Individual winners – a donation to their selected local charity;
- Group winners – a donation to the group organisation.

It shall be the responsibility of the Council's Town Clerk, or appropriate staff identified by the Clerk, to administer the scheme and ensure that all arrangements for notices/selection panel and the awards ceremony are made efficiently and in good time.