



Wokingham Town Council

Town Hall, Market Place, Wokingham, Berkshire RG40 1AS
Tel: 0118 978 3185 www.wokingham-tc.gov.uk
Town Clerk: K Hughes

This Council Meeting is open to the Public and Press
Please notify the Officer or Chairman if you wish to record the meeting

3rd December 2024

Dear Councillor/Member of the Selection Panel

You are hereby summoned to attend the meeting of the **Civic Committee** to be held in the **Council Chamber, Town Hall, Wokingham** at **11:30am** on **Friday 13th December 2024** for the purpose of considering and resolving upon the subjects and matters set out in the agenda below.

Yours sincerely

K Hughes
Town Clerk

Contact Officer Graham Winder, Civic Officer
Direct line: 0118 974 0882 Email: civic@wokingham-tc.gov.uk

AGENDA

- 1 ELECTION OF CHAIR FOR THE MEETING**
To receive nominations and elect a Chairperson for the meeting.
- 2 APOLOGIES FOR ABSENCE**
- 3 MEMBERS' INTERESTS**
To receive any declaration of interests from Members on the business about to be transacted.
- 4 MINUTES OF PREVIOUS MEETING**
To receive and resolve the Minutes of the proceedings at the meeting of this Committee held on 6th December 2023 (pages 16889 to 16890), copy attached, as a true and correct record.
- 5 EXCLUSION OF THE PRESS AND PUBLIC**
In view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and that they are instructed to withdraw.

PART TWO

6 CIVIC AWARD NOMINATIONS

- a) To note, for information:
 - a. A list of nominees
 - b. Information relating to the Civic Award process, for reference
 - c. A copy of the current year's application form (blank), for reference
- b) To receive and consider each nomination form (as attached) and select the recipients of the 2024/2025 Civic awards.
- c) To offer any feedback about the process and the form, in order to make any adjustments for next year.

Civic Committee: Cllrs: K Malvern (Chair), W Dixon, S Gurney, Rob Comber (Mayor)

Members of the Selection Panel: Lucy Zeal (High Steward), Rev Catherine Bowstead (Churches Together in Wokingham), Nick Fellows (Wokingham Volunteer Centre), Philip Bell (Chief Executive at Involve), Andy Goffin (President of Wokingham Lions Club) and Supt Andrew Cranidge (The LPA Commander)

In order to comply with the Data Protection Act 1998, all persons attending this meeting are hereby notified that this meeting will be recorded. The purpose of recording proceedings is that it acts as an aide-memoir in assisting the clerk of the meeting in the compilation of minutes. The recordings are held in a secure location and deleted once it has been resolved that the minutes are a true and correct record.

In accordance with The Openness of Local Government Bodies regulations 2014, persons attending this meeting may make their own recordings of the proceedings subject to the Council's Policy on Filming, Recording & Reporting on Council and Committee Meetings (copy available on request).

DRAFT
6th December 2023

Minutes of the proceedings of the **CIVIC COMMITTEE** meeting held on this day in the **Council Chamber, Town Hall, Wokingham** from 10.02am to 11.05am.

PRESENT

Chair: Cllr A Mather (Chair)

Councillors: A Betteridge and A Jones (Vice-Chair)

IN ATTENDANCE

Mrs Lucy Zeal (High Steward of Wokingham)

Rev Catherine Bowstead (Churches Together in Wokingham)

APOLOGIES FOR ABSENCE (Agenda Item 1)

Apologies for absence were received and accepted from Roger Ilett (Former District Scout Chairman), Mr Phil Creighton (Wokingham Today) and Supt Andrew Cranidge (The LPA Commander)

MEMBERS' INTERESTS (Agenda Item 2)

A member advised that they knew a certain individual, leaving the meeting when this individual was discussed, and did not participate in this vote.

EXCLUSION OF THE PRESS AND PUBLIC (Agenda Item 3)

It was proposed by Cllr Mather and seconded by Cllr Jones, and it was

RESOLVED
30763

that in view of the confidential nature of the business about to be transacted, it was advisable in the public interest that the press and public be temporarily excluded and instructed to withdraw.

PART TWO

MINUTES OF PREVIOUS MEETINGS (Agenda Item 4)

It was proposed by Cllr Mather and seconded by Lucy Zeal, and it was

RESOLVED
30764

that the Minutes of the Civic Committee meeting held on 7th December 2022 (pages 16661 to 16662), be received as a true and correct record and that they be confirmed and signed by the Chair.

CIVIC AWARD NOMINATIONS (Agenda Item 5)

a) The nominations for Civic Awards were received and scrutinised by the Committee.

It was proposed by Cllr Mather and seconded by Cllr Betteridge, and it was

RESOLVED
30765

that seven individual nominees should receive a Civic Award, and the Civic Officer should notify everyone accordingly.

CHAIR'S INITIALS _____



DRAFT

b) The following feedback was received about the process, from committee members and representatives:

- To consider a change of wording on the nomination form, collecting greater information about the relationship of the nominator and the nominee, which in some cases provides greater weight to the nomination. Therefore, the question “what connection do you have with this person?”, should end with “on a personal basis, and in relation to this nomination”.
- A question was raised, whether asking for a nominee and a seconder complicates the process? Changing this to just the number of nominations should be considered.
- A question was raised, regarding the restriction whereby a resident can only receive an award once. It was discussed that it should be possible for a previous winner to be reconsidered after a five-year period. Alternatively, they should be reconsidered, if the nomination is for a substantially different reason than for the original award, for example, individual acts of humanity.
- The number of nominations was noted as being low.
- A suggestion was made to expand the reach of the awards. Encouraging nominations at visits undertaken (by the Mayor, Councillors, and other representatives) to organisations with suitable staff and/or volunteers.
- These organisations could be collated on a central list, and prompted by the Civic Officer, if necessary, as the closing date for nominations approaches.

ACTION: Civic Officer

CHAIR'S SIGNATURE _____

CHAIR'S INITIALS _____



Wokingham Town Council Civic Award Process



Background

The Civic Award Scheme was initiated in 1997 for the purposes of recognising exceptional contributions to community life by people in our town.

Each year, the Town Council looks for people who deserve recognition for their outstanding achievements and support to others in Wokingham. This is your opportunity to give something back to those who care.

What we are looking for

We are looking for Wokingham people from all parts of our community and of all ages, who have made an exceptional contribution to our town.

We are looking for those who have:

- worked to make Wokingham a truly welcoming and inclusive town
- provided exceptional service to their family or community
- added to the cultural life of the town
- found ways of making us a more environmentally friendly and sustainable town

Some examples may include:

- making Wokingham a better place to live and work, and ensuring that the benefits of the town are open to all
- building bridges between different parts of the community and increasing tolerance and understanding
- caring for the wellbeing and safety of others and enhancing the wellbeing and safety of those who live in the town
- enhancing the education and development of young people and children
- making us a more environmentally friendly town
- helping others to enjoy the history and heritage of the town
- enhancing and increasing access to and participation in arts, including music and creative leisure activities
- enhancing and increasing access to and participation in sport, physical activity and recreational pursuits

The Award process and Ceremony

The nomination process is open from February to November each year.

An on-line nomination form is required to be completed for each individual who is being recommended for an award. Two people are required to make a nomination, and each is required to complete a separate on-line form (one by the nominator and one by the seconder).

The nominations will be judged in early December, by a selection panel of judges which include representatives from the community, members of Wokingham Town Council's Civic Committee and the High Steward of Wokingham.

Wokingham Town Council Civic Award Process



Successful nominees will be notified by Friday 20th December 2024 and they will be invited to an Awards Ceremony at Wokingham's Town Hall on Friday 24th January 2025 at 7.30pm. The Town Mayor will present the winners with an award which will be engraved with their name. Photographs will be taken during the evening.

The people recommending successful candidates will also be invited to the ceremony and one person will be asked to give a citation to share why they have nominated the individual.

Please note: if no nominations are received or if it is decided that no nominees are eligible for a civic award then a ceremony will not be held.

A ceremony will only be held for two or more successful nominees. If there is only one successful nominee, their civic award will be presented and they will be invited to attend the following year's ceremony.

Criteria for nominations

- Nominees for a Civic Award may be of any age but they should reside in the town of Wokingham, or their voluntary work should be for an individual or organisation based within the town
- Under 18s may be nominated for a Young Persons Award
- The voluntary work should have been carried out for a minimum of 3 years (unless there are exceptional circumstances), and not connected to their employment
- If under 18s are nominated, the judging panel may consider a reduced length of time for their contributions
- Whilst it is acceptable for more than one individual from the same organisation to be nominated for a Civic Award, any nominees should be individuals whose voluntary work is over and above other members within the organisation
- The voluntary work should be current and been carried out in recent years; it will not be possible to recognise historical achievements
- Couples may be nominated on one form (if successful, they will each receive an award)
- Wokingham Town Councillors, their employees and previous winners are not eligible (please check the [list of recipients](#) before submitting a nomination)
 - A previous recipient of a civic award can be re-considered after a five-year period, provided their latest nomination is for a substantially different reason than for the original award
- Town Councillors should not nominate individuals; requests should be submitted by members of the community only
- Nominations will not be accepted from family members unless there are exceptional circumstances.
- The judges' decisions are final

Submitting a nomination form

Before completing the form, please note the following:

- The information you provide will form the basis on which the nominee is judged so please provide as much information as possible about why the individual is being nominated, including examples

Wokingham Town Council Civic Award Process



- We strongly recommend that you are very careful about sharing this information with any friends and family of the nominee to avoid any disappointment should the nomination be unsuccessful
- All nominations must be made using the online application form.

Please remember two people are required to make a nomination and each is required to complete this on-line form separately

If it is not possible for you to complete a nomination in this way, please contact the Civic Officer on 0118 974 0882 to discuss. Or email – civic@wokingham-tc.gov.uk

The deadline for applications for the 2024-25 Civic Awards is Friday 29th November 2024. No applications will be accepted after this date.

Wokingham Town Council Civic Award Nomination Form



Details of Person you would like to recommend for a Civic Award

Their name:

Title		First name		Last name	
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Their address and contact details:

Street address	
Address line 2	
Town	
Postcode	
Phone number	
Email address	

Your details

Your name:

Title		First name		Last name	
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Your address and contact details:

Street address	
Address line 2	
Town	
Postcode	
Phone number	
Email address	

Wokingham Town Council
Civic Award Nomination Form



Please answer the following questions about the person you are recommending for a Civic Award:

What connection do you have with this person on a personal basis, and in relationship to this nomination?

How long have you known them for?

Are they members of any organisations, e.g. Wokingham Lions?

What key qualities do you think they have?

Wokingham Town Council Civic Award Nomination Form



Please provide examples of the charitable work they do and explain how Wokingham residents benefit (200 words max)

Please tell us why you think they should receive a Civic Award (200 words max)

Wokingham Town Council
Civic Award Nomination Form



How many years have they been volunteering for?

How many hours per month do they spend volunteering?

Please return to Wokingham Town Council

Closing date Friday 29 November 2024