



Calstock Parish Council

Citizen of the Year - Guidelines

Notices about the Citizen of the Year will be displayed during February asking for nominations – they will be on a noticeboard in each ward; on the website and social media and in any timely newsletters

Nominations should come from the public to the Clerk's office to be given to the Chairman.

In the absence of any public submissions, ward members should select some representations and pass them into the Clerk's Office.

The Chairman will select from the nominations and make a recommendation to full council in April (part 2).

Presentation in May at the Civic Service. Cost for certificate or trophy to come out of Chairman's expenses.

No close relative of a councillor or member of staff should be nominated.

People should be considered who have:

- Contributed to community living within the parish either by
 - fundraising,
 - carrying out activities voluntarily,
 - co-ordinating services for vulnerable/elderly or young people voluntarily,
 - or done any other service for the parish or wider community
- Are a resident or have lived in the parish

A past councillor may be considered if they have continued to support community activities voluntarily since standing down as a councillor.

In the case of the Junior Citizen of the Year, this will be for people under the age of 18.

Ward members may decide to contact local schools and community organisations to make representation.