

Calstock Parish Council

Citizen of the Year Guidelines and Nomination Form

2023

Calstock Parish Council, Tamar Valley Centre, Cemetery Road, Drakewalls, PL18 9FE. 01822 748847 clerk@calstockparishcouncil.gov.uk www.calstockparishcouncil.gov.uk

Calstock Parish Council

Citizen of the Year - Guidelines

Notices about the Citizen of the Year will be displayed at the start of 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).

A presentation will be made in May at the Annual Parish Meeting.

The cost for a certificate or trophy will come out of the Chairman's expenses.

No councillor or 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
 - o fundraising,
 - o carrying out activities voluntarily,
 - o co-ordinating services for vulnerable/elderly or young people voluntarily,
 - o or done any other service for the parish or wider community
- Are a resident or have lived in the parish for a significant number of years

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.

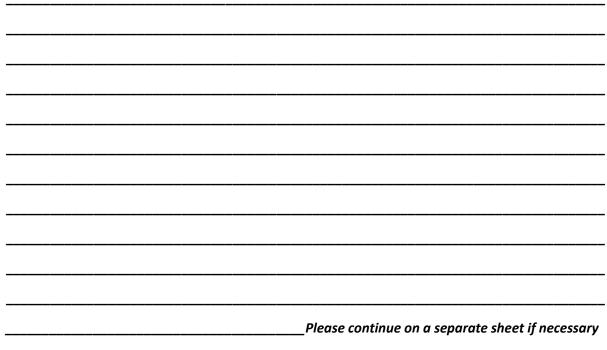
Citizen of the Year Nomination Form

Name of the person/group you wish to nominate:

Address of the person you wish to nominate (in the case of a group, the main contact person):

Age of the person you wish to nominate or number of years the group has been functioning (approximate if you are unsure):

Please tell us why you wish to nominate this person/group for Citizen of the Year. E.g. what kind of work do they do, where do they carry out the work, how do they help people and what are they like as a person (in the case of an individual)? Please can you confirm that they do not get paid for the work that they do? *An individual nominated should not be a parish councillor, they should carry out work voluntarily and make a difference to individuals and/or communities.*



Your name:

Your contact details (phone number, email address):

How do you know the person/group you have nominated?

Please provide your name and contact details (phone or email) in case we need to contact you to find out more – we will keep your details confidential. You can remain anonymous if you prefer.

Please return the form by *date provided on request* to Calstock Parish Council, Tamar Valley Centre, Cemetery Road, Drakewalls, Gunnislake, PL18 9FE or email clerk@calstockparishcouncil.gov.uk