



Awards, Gifts and Honours

Adopted: Full Council on December 2023

Reviewed: December 2026

Purpose:

The purpose of the Awards, Gifts and Honours Policy is for Madeley Town Council to recognise the service given by local people as Councillors, individuals, charities, or organisations who have contributed significantly to community life of Madeley, Sutton Hill and Woodside.

This policy sets out the parameters and approved actions agreed by resolution at a Town Council meeting and provide the Town Clerk with the delegated authority to carry out the actions as detailed within the Policy.

Responsibility:

It is the responsibility of the Town Clerk to follow this policy and to carry out the actions, in consultation with the Mayor.

Regular update reports will be presented by the Town Clerk to Full Council on an adhoc basis throughout the year to update the Town Council on the awards, gifts and honours recognised by Madeley Town Council. The Clerk will present a report at the Full Council Ordinary Council meeting in April to provide a full list of those who have received an award, gift, or honour from Madeley Town Council.

Town Councillor Awards:

In recognition and to give thanks for the service given by Madeley Town Councillors, the following awards may be given to members as an appreciation of their service.

- Retiring Councillors

Councillors retiring or completing their term of office with Madeley Town Council will receive:

4 to 9 years (2 terms of office)	Gift up to the value of £30
10 years plus	Engraved tankard and a gift up to the value of £30

The gift will be purchased by the Town Clerk and the cost will be borne by Madeley Town Council. The gift for Councillors with 4-9 years' service will be sent via post to the retiring Councillors home. The gift for Councillors with 10 years plus service will be presented to the retiring Councillor by the Mayor at the Annual Mayors Community Awards Event at the Annual Parish meeting. The cost will be borne by the Town Council.

Madeley Town Council may wish to recognise an individual Councillors service of 25 years or over and/or significant service to the local community. This could be service above and beyond the call of duty, any other activities which have brought real, long-term benefits to Madeley, Sutton Hill or Woodside. Madeley Town Council can agree bestow the Honorary Freeman of the Town of Madeley, details of the Honorary Freeman are detailed as follows.

- **Honorary Freeman**

Madeley Town Council is governed by the Local Government Act 1972.

The Local Government Act 1972 (c.70) is an Act of the Parliament of the United Kingdom that reformed local government in England and Wales on 1st April 1974.

LGA 1972. S249 provides the information for Honorary Titles

Madeley Town Council can bestow the honorary title of Freedom of the Town to:

- (a) Persons of distinction, and
- (b) Person who has, in the opinion of the Town Council, rendered eminent services to that place or area.

A relevant authority under LGA 1972. s249(8) must have a resolution be passed:

- (a) At a meeting of the relevant authority which is specially convened for the purpose and where notice of the object of the meeting has been given: and
- (b) By not less than two-thirds of the members of the relevant authority who vote on it.

Town Council Volunteers

Madeley Town Council values its volunteers and the service and dedication they give to the people of Madeley, Sutton Hill and Woodside. To recognise the long serving and continuous work of the volunteers of Madeley Town Council will award them as follows:

Up to 10 years	Gift to the value of £30
10 years plus	Engraved tankard and a gift up to the value of £30

The gift will be purchased by the Clerk and the cost will be borne by Madeley Town Council. The gift for volunteers with up to 10 years' service will be sent via post to the volunteers' home. The gift for volunteers with 10 years plus service will be presented to the volunteer by the Mayor at the Annual Mayors Community Awards Event at the Annual Parish meeting.

Mayor Community Awards:

The Mayor of Madeley Town Council has an annual Mayors Community Awards Event to thanks or honorarium an individual person or group for their outstanding contribution to life of the Madeley, Sutton Hill and Woodside and services rendered to the parish of Madeley.

- **The Mayors Award**

The Mayor Community Awards are nominated by the local community and recommended to the Mayor for their final decision. The local community will be asked to evidence why the person or groups should receive a Mayors Community Award and the Mayor will carefully consider why the awards are not recognised.

The Mayor will formally invite the successful people or groups along with their nominators to the Annual Parish Meeting and a certificate will be presented to those in receipt of the Award and will be promoted in Madeley Matters and on social media.

Public Milestones:

Public Milestones recognition may be presented to members of the community to mark specific milestones

- Birthdays - 100 years old

Any person living within Madeley, Sutton Hill or Woodside is eligible to receive a mark of recognition for their 100th birthday from Madeley Town Council.

The Town Clerk must be notified of the person's name, address, and birth date of eligible person before the birthday. The notification may be made by anyone who has personal knowledge of the couple

The Town Mayor will present a gift up to the value of £30 and a card, and the cost will be borne by the Town Council.

- Funerals

When a serving or retired Town Councillor or member of staff dies, as a mark of respect Madeley Town Council will send a card of condolence to the family. This card will be sent by the Mayor.

A wreath may also be purchased, if appropriate, and the cost will be borne by the Town Council.

The Town Clerk will keep in touch with a family member and once informed of the funeral arrangements, will be forwarded to all Town Council Councillors and staff. Councillors will attend the funeral at the invitation of the family, and chains will be worn only if the family so wish. In all cases the family's wishes will be paramount and will be adhered to by Councillors and staff without exception.

The Town Clerk, in discussion with the Mayor, will decide if it appropriate to formally close the Town Council Offices on the day of the funeral. This will be notified to Councillors and staff in advance and notices will be placed on noticeboards and social media.

- Illness - Get Well Soon

The wellbeing and welfare of Councillors and staff is important and valued by Madeley Town Council.

In the event that a Councillor and staff member has a long-term health condition or ailment a get well soon card will be sent by the Town Mayor. The Town Clerk in discussion with the Mayor will decide if it appropriate for a gift up to the value of £30 is to be sent to the Councillor or staff member and the cost will be borne by the Town Council.