



## OTTERY ST MARY TOWN COUNCIL AWARDS AND GIFTS POLICY

Version	Author	Details	Dates created	Date approved and ref
1	Christine McIntyre	Draft and Approved	July 2019	1 July 2019 19/07/25
2	Kerry Kennell	Reviewed	June 2023	5 June 2023 23/05/23

**1 PUBLIC AWARDS (merit)**  
Honorary Freeman / Freewoman

**2 PUBLIC AWARDS (milestones)**  
Golden/Diamond  
Weddings 100<sup>th</sup> birthdays

**3 TOWN COUNCILLOR AWARDS**  
Retiring Councillors

**4 TOWN COUNCIL STAFF AWARDS/GIFTS**  
Long service  
award  
Leaving/retiring  
gift

**5. MISCELLANEOUS**  
Funerals  
Illness

Originally approved by Ottery St Mary Town Council on 1<sup>st</sup> July 2019 – Minute No. 19/07/25

Updated 5<sup>th</sup> June 2023 – Minute reference 23/06/23

## **1. PUBLIC AWARDS (MERIT)**

### **Honorary Freeman / Freewoman**

Ottery St Mary Town Council (‘the Council’) can confer the title of **Honorary Freeman or Freewoman of the Parish** in recognition of their exceptional contributions and eminent services being made to, or in, the local Community.

This is, in essence, a “**Title of Dignity**” and is similar to being given Freedom of Entry to the Town or similar, which can be awarded by principal higher authorities.

The admission of an Honorary Freeman or Freewoman must be made by resolution of full Council, specifically convened for such a purpose, and be passed by no less than 2/3rds of the members of council.

The nominee must have been a Town Councillor for a minimum of 20 years, but has now retired from this post; or

the nominee has served the community in one or more voluntary capacities for at least 20 years, performing a service which is of significant and meritorious benefit to the parish /community; or

the nominee is a person of distinction and has made a major contribution to national life and in doing so, has enhanced the reputation of the Parish of Ottery St Mary

The nominee cannot be a serving councillor.

There is no limit to the number of nominations or concurrent holders of the title, but the nature of the nomination criteria means it is unlikely that the honour will be frequently awarded and will therefore remain distinctive.

Once nominations have been received, they will be scrutinized by the full Council. Members may conduct inquiries to verify the merits of a nomination, probably through discussions with residents who may be acquainted with the voluntary work carried out by the nominee.

Following a recommendation to full Council that an award is justified, the honour of Freeman or Freewoman will be granted by the Mayor and the title holder presented with a certificate citing the grounds for the award. This will be done at a suitable event where parishioners will be invited to attend to celebrate the honour bestowed

## **2. PUBLIC AWARDS (MILESTONES)**

### **Diamond (60 and 75 years), Platinum (70) Wedding Anniversaries**

Any couple living within the parish boundary is eligible to receive a mark of recognition for these significant anniversaries from the Council. The Town Clerk must be notified of eligible couples before the anniversary date. The notification may be made by anyone who has personal knowledge of the couple, whether or not they live in the town. The Mayor may visit the couple to present a card (for 60 years) and a bouquet not exceeding £40 in value (for 65 and 70 years). The cost will be borne by the Council.

### **100 + birthdays**

Any person living within the parish boundary is eligible to receive a mark of recognition for these significant birthdays from the Council. The Town Clerk must be notified of the name, address and birth date of eligible persons before the birthday. The notification may be made by someone who has personal knowledge of the person, whether or not they live in the town. The Mayor will present a card and a bouquet or other suitable gift not exceeding £40 in value. The cost will be borne by the Council.

### **3.TOWN COUNCILLOR AWARDS**

A certificate will be awarded in recognition of the service given by councillors upon retirement or completion of their term of office, after a minimum of four years' unbroken service. Any gifts will be purchased through personal donations.

### **4.TOWN COUNCIL STAFF AWARDS**

The Council values its staff the service they give to the local community. A certificate will be awarded upon retirement or completion of significant periods of service (5 years and every five years thereafter). Any gifts will be purchased through personal donations.

### **5. MISCELLANEOUS**

#### **Funerals**

When an existing or past councillor or member of staff dies, the Council will purchase a floral tribute or make a charity donation not exceeding £50 in value. A wreath or flowers may also be purchased on the deaths of other prominent townspeople if appropriate.

When an existing or long-standing councillor or member of staff dies, the Mayor and/or Deputy Mayor of the Council will attend the funeral (plus any other members of the Council, if they so wish) unless the deceased's family have indicated that it is a private funeral for family members only, or that the venue of the funeral makes it prohibitive. In all cases the family's wishes will be paramount.

#### **Illness**

The Council may purchase a 'get well' card and a bouquet or other suitable gift not exceeding £45 in value for any existing councillor or member of staff with a serious or long-term illness.