

COMMUNITY ACHIEVEMENT AWARD SCHEME WORKING PARTY held at 2.30 pm at COUNCIL OFFICES LONDON ROAD SAFFRON WALDEN on 14 APRIL 1998

Present:- Councillor Mrs J E Menell - Chairman.
Councillors E C Abrahams, Mrs D Cornell, D W Gregory,
Mrs G M Preston and R W L Stone.

Officers in attendance:- S Izzard, M T Purkiss and Miss K Wardley.

I. NOTES

The notes of the meeting of the Working Party held on 6 January 1998 were received, confirmed and signed by the Chairman as a correct record.

I. REVIEW OF THE SCHEME

The Working Party reviewed the overall operation of the 1997/98 scheme.

The Leisure Officer reported that it was a condition of the Community Achievement Awards Scheme for 1997/98 that the Secunder must be a Town/Parish Council. It was generally agreed that this aspect had operated well and there was some discussion on how to involve the UCVS. There was a suggestion that a representative of the UCVS could be invited to sit with the Working Party when nominations were considered. However, it was pointed out that it was doubtful whether they had sufficient staff resources to take this on. The Working Party considered that the UCVS should be provided with an advertisement which could be placed in "The Volunteer" and the UCVS could also be asked to inform all voluntary bodies of the details of the scheme.

The Working Party also considered whether there should be a maximum number of nominations from each Parish/Town Council. It was

RECOMMENDED that for the 1998/99 scheme up to two nominations be accepted from each Parish Council and up to four from Great Dunmow and Saffron Walden Town Councils and Stansted Parish Council and that each Parish/Town Council be asked to place an advertisement in their parish magazines (art work to be supplied by the District Council).

The Council would also undertake its own advertising and issue a Press Release.

The Working Party considered whether to amend the categories contained within the scheme. The 1997/98 scheme had included the following:-

- (a) Service to children (aged up to 10 years).
- (b) Service to young people (aged 11 to 24 years).
- (c) Service to the elderly.
- (d) Service to people with disabilities.
- (e) Service to the environment.
- (f) Service to the local community.

The Working Party considered that the number of categories should be reduced and simplified. It was, therefore,

RECOMMENDED that

- (1) the following categories be included within the 1998/99 scheme:-

- (a) Service to children and young people (up to age 18)
- (b) Service to the elderly
- (c) Service to people with disabilities
- (d) Service to the local community and the environment.

- (2) a restriction be imposed to ensure that nominees receive no more than one Award.

In relation to publicity, officers agreed to circulate a letter to Councillors with details of the scheme and suggesting that each Councillor should put forward names to their respective Town/Parish Council. The Chairman of the Council would also be asked to remind Members during Chairman's announcements at the relevant Council meetings.

The Working Party discussed the arrangements for the presentation evening. It was

RECOMMENDED that:-

- (1) Drinks be provided upon arrival and the food be available after the presentation of the Awards in a separate room.
- (2) Nominees be presented with scrolls tied with ribbon together with scroll holders (if possible).
- (3) A photographer be employed for the evening and photographs be made available, free of charge, to all successful nominees.
- (4) The principle of restricting invitations to the proposer and nominee and one guest be agreed subject to this being reviewed at the next meeting when the number of nominations received would be known.

Councillor Mrs Cornell suggested that there might be some advantage in holding the Awards every two years rather than annually. However, it was felt that this would best be determined following the District Council Elections in 1999.

I. **THE NEXT MEETING**

It was agreed that the next meeting would be held at 2.30 pm on 12 November 1998.

The meeting ended at 3.35 pm.

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