

**COMMUNITY ACHIEVEMENT PANEL held at CHAIRMAN'S OFFICE -
COUNCIL OFFICES, LONDON ROAD, SAFFRON WALDEN, ESSEX CB11
4ER, on THURSDAY, 14 JUNE 2018 at 12.00 pm**

Present: Councillor J Loughlin
Councillors J Freeman, P Lees and V Ranger

Officers in attendance: B Ferguson (Democratic Services Officer) and S Hayden
(Community Development Officer)

CAP1 ELECTION OF CHAIRMAN

Councillor Loughlin was nominated and duly elected as Chairman.

CAP2 APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

Apologies for absence were received from Councillor Redfern.

CAP3 COMMUNITY ACHIEVEMENT AWARD NOMINATION FORMS

The Community Development Officer said the meeting had been arranged to discuss procedure concerning the Community Achievement Awards nomination process. She said District Councillors were prohibited from nominating individuals for the award, primarily for reasons of transparency and to protect Members from controversy.

Members agreed this was correct practice.

Nomination Categories

The Community Development Officer said the categories for the Community Achievement Award Scheme were the same as previous years. She asked Members whether they wanted to change the categories outlined on the nomination form.

Members discussed the categories, as follows:

- (a) Service to children and young people up to 18 years of age.
 - No change – agreed.
- (b) Service to the elderly.
 - No change – agreed.
- (c) Service to people with disabilities.
 - Members discussed this category and agreed it would be appropriate to replace the category title from '*people with disabilities*' to '*people with assisted needs*'.
 - Changed – agreed.
- (d) Service to the local community and/or the environment.

- Members discussed this category and felt the ‘*and/or environment*’ was unnecessary. Volunteers nominated for services to the environment would still fall under the ‘service to the local community’ category.
 - Changed – agreed.
- (e) Youth Initiatives – nominations for young people – (aged 15-18)
- No change – agreed.

Number of nominations from each parish/town council

Members were informed that two nominations could be accepted in each category from every parish council and up to four from Stansted and Thaxted Parish Councils, as well as Great Dunmow and Saffron Walden Town Councils.

Members discussed the size of Thaxted and agreed that it no longer warranted four nominations, and would now only have two.

In response to a question from Councillor Lees, the Community Development Officer said if a particular parish/town council had more nominations than the two or four allocated, there was a mechanism by which an exceptional nominee could be accepted, although their nomination would not be officially put forward by the parish.

Nomination criteria

Members discussed the requirement for all nominees to have a minimum of five years volunteering experience. It was agreed to retain this requirement.

RESOLVED to:

- 1 Amend category ‘c’ on the nomination form to read ‘Service to people with assisted needs’.
- 2 Amend category ‘d’ on the nomination form to read ‘Service to the local community’.
- 3 Reduce the number of nominations accepted from Thaxted Parish Council from four to two.

CAP4 FORMAT OF THE EVENING (VERBAL)

The Community Development Officer explained how previous ceremonies had been organised and outlined the proposed structure of the evening.

The order of service would begin with a drinks reception. Then the Community Development Officer would read out citations for all of the nominees before the presentation ceremony commenced. The Chairman of the Council would be invited to present the awards, along with Councillor Loughlin as Chairman of the Community Achievement Panel. The ceremony would be followed by a

photograph session and then drinks and food would be offered to guests. She said the main purpose of the event was to celebrate the achievements of Uttlesford's voluntary sector and to say thank you to those that had volunteered in the local community.

CAP5 DATE OF EVENT

The Community Development Officer said she would send parishes the updated nomination forms in the next two weeks. The closing date for nominations would be the 6 September 2018. The Panel would then meet again to decide which of the nominees were successful.

The date of the event would be 22 November 2018.

CAP6 ANY OTHER BUSINESS

In response to a question from Councillor Ranger, the Community Development Officer said Members should declare a non-pecuniary interest if any of the people nominated for an award were known to them.

The meeting ended at 12.35pm.