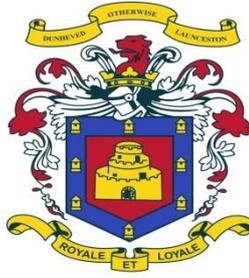


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Launceston Town Council
The Town Hall
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AWARDS, PRESENTATIONS AND COMMEMORATIVE GIFTS POLICY

- 1 PUBLIC AWARDS (merit)
 - Honoured Burgess
 - Award of Appreciation

- 2 PUBLIC AWARDS (milestones)
 - Golden/Diamond Weddings
 - 100th birthdays

- 3 TOWN COUNCILLOR AWARDS
 - Retiring Councillors
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- 4 TOWN COUNCIL STAFF AWARDS/GIFTS
 - Long service award
 - Leaving/retiring gift

- 5 MISCELLANEOUS
 - Funerals
 - Illness

Originally approved by Launceston Town Council
15 September 2009
Revised June 18

PUBLIC AWARDS (MERIT)

Honoured Burgess

The award of Honoured Burgess is made in recognition of significant service made by an individual to the community over a considerable period of time. Significant service means service above and beyond the call of duty, voluntary service or any other activities which have brought real, long-term benefit to the town of Launceston or its people.

No rights, duties or privileges are conferred with the title of Honoured Burgess.

The nomination criteria are as follows:

- The nominee has served the community for at least 10 years, performing services which are of benefit to the whole or part of the town or community
- The services are voluntary and not undertaken during paid employment

There is no limit to the number of nominations which may be made or the number of concurrent holders of the title of Honoured Burgess. However, it is a great honour and is not bestowed frequently or lightly and it is therefore unlikely that there will be more than two or three at any one time.

Nominations can be made at any time. Nominations can be made by councillors or members of the public but if a serving councillor is nominated the nomination must come from someone unconnected to the Council. An ad-hoc panel of five Town Councillors will consider the nomination and will make a recommendation to the Full Council. The panel will be selected to ensure that an objective decision can be taken, a personal or prejudicial interest will bar that councillor from being a member of the panel. Members of the panel may conduct their own enquiries to verify the merits of a nomination. Normal voting rules will apply when the nomination is considered by the Full Council.

The award of Honoured Burgess will normally be made once a year at the Annual Meeting of Launceston Town Council in May. The Honoured Burgess will receive a scroll, and his/her name will be added to the roll of honour.

Nominations are made using the appropriate form, which can be obtained from the Town Hall.

Award of Appreciation

Launceston Town Council may confer an Award of Appreciation to an individual or organisation in recognition of services to the town of Launceston. Nominations for posthumous Awards can be made, within 12 months of the death of the nominee. Nominations can be made by serving Town Councillors or members of the public and are considered at the November meeting of the Finance & General Purposes Committee. Award certificates will be presented at the Annual Meeting of Launceston Town Council in May.

PUBLIC AWARDS (MILESTONES)

Golden (50 years) and Diamond (60 and 75 years) Wedding Anniversaries

Any couple living within the town boundaries is eligible to receive a mark of recognition for these significant anniversaries from Launceston Town 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 Town Mayor will visit the couple to present a card and a bouquet not exceeding £30 in value. The cost will be borne by the Town Council.

100+ birthdays

Any person living within the town boundaries is eligible to receive a mark of recognition for these significant birthdays from Launceston Town 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 Town Mayor will present a card and a bouquet or other suitable gift not exceeding £30 in value. The cost will be borne by the Town Council.

TOWN COUNCILLOR AWARDS

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

Launceston Town Council will award a Mayor's Medal to the outgoing Mayor at the Annual Meeting.

TOWN COUNCIL STAFF AWARDS

Launceston Town 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 (20 years and every five years thereafter). Any gifts will be purchased through personal donations.

FUNERALS

When an existing or past Town Councillor or member of staff dies, the Town Council will purchase a wreath not exceeding £50 in value. A wreath may also be purchased on the deaths of other prominent townspeople if appropriate.

When an existing or long-standing (16 years or more service) Town Councillor dies, members of the Town Council will attend the funeral, at the invitation of the family, and robes will be worn if the family so wish. In other circumstances individual members will decide whether or not to attend and robes will not be worn. In all cases the family's wishes will be paramount.

ILLNESS

The Town Council may purchase a 'get well' card and a bouquet or other suitable gift not exceeding £30 in value for any existing councillor or member of staff with a serious or long term illness.