



EARLEY TOWN COUNCIL

Service to Earley Community Awards Policy

OVERVIEW

Earley Town Council is keen to recognise and celebrate the positive and often unnoticed voluntary work undertaken by individuals within the Earley community.

CATEGORIES

Service to Earley Award is an annual award, given by the Town Council, to honour a person who has made, or is making, significant voluntary contributions to the Earley community through their time, actions, talents and dedication.

The Good Neighbour Award is an annual award, given by the Town Council, to honour a person whose actions, help and/or support, have made a positive difference to the life or lives of others in their neighbourhood.

ELIGIBILITY

Any person who gives their time to volunteering or helping within the Earley community may be nominated except where that volunteering is part of their employment or they are a current Earley Town or Wokingham Borough Councillor.

CRITERIA

Service to Earley Award

The Service to Earley Award will recognise an individual who has made, or is making, a significant voluntary contribution to the community. Nominations will be judged by using appropriate criteria. These include, but are not limited to, how the nominee has demonstrated:

- sense of purpose
- inspiration
- inclusivity
- innovation
- lasting impact

Good Neighbour Award

The Good Neighbour Award will recognise an individual who offers acts of kindness, care or support to others, such as offering a helping hand, running errands, offering companionship etc, in their own neighbourhood or community demonstrating they:

- think of others
- spirit of selflessness
- community spirit

NOMINATIONS

A nomination period of six weeks (September – November), will be advertised via the Earley Town Council website/social media, on all Town Council noticeboards, in the Lower Earley Library and by word of mouth. Nomination forms will be available to download from the Earley Town Council website at <https://www.earley-tc.gov.uk/council-documents/>

Any resident of Earley, including Councillors, may nominate a person for an award by completing a nomination form and returning it to: - Town Clerk, Earley Town Council, Council Offices, Radstock Lane, Earley, Reading, RG6 5UL or by emailing it to townclerk@earley-tc.gov.uk before the end of the nomination period. Nominations for the Service to Earley Community Award category and the Good Neighbour Award should include supporting testimonials or other evidence to support the nomination.

SELECTION

An award panel comprising of five Earley Town Councillors shall review all nominations and make an award recommendation to the November Council Meeting. This shall be considered as a Part 2 Item.

If, in any given year, the panel concludes that there have been no nominees who unequivocally meet the selection criteria, it shall recommend that no award be made that year.

Soon after the November Council Meeting, the successful nominee(s) will be told of their award and asked if they are prepared to accept it.

Awards will usually be presented at the Mayor's Reception.

The names of recipients will be recorded on the Service to Earley Award Board on display at the Council Offices.

Policy Adopted – 24th September 2025

Policy to be reviewed – August 2027