



Edenbridge Town Council

Town Clerk: Caroline Leet



CIVIC MEDALLION GUIDELINES/PROCEDURES

1. Civic Medallions are awarded by the Town Council to members of the community who have made an outstanding contribution.
2. Nominations are considered and awarded approximately two yearly
3. Nominees are considered by the full Council and are to be unanimously voted for by all Councillors. Nominees are received under a ***confidential*** item on the agenda.
 - 3.1 Completed nomination forms are circulated to Members – these are ***confidential*** and are not to be discussed with anyone outside the Town Council
 - 3.2 At the meeting, an opportunity is given to the proposer to make a statement about their nominee
 - 3.3 Members may ask questions to the proposer
 - 3.4 No vote is taken at the meeting
4. Voting - After the meeting, Councillors will be asked to submit their vote in confidence to the Town Clerk, usually within one week of the Council meeting
5. No response will be considered as not supportive and the nomination will not go any further
6. If all Councilors have not responded or not supported a nomination, it will go no further
7. For a nomination to be successful **all 15 Councillors** (or current Members in the event there are vacancies) will need to support the nominee
8. The outcome of nominations will be reported at the next meeting under ***confidential*** business
9. Successful nominees are asked how they would like to receive the award. This can be a low key, private, presentation or a more formal presentation can be arranged.
10. The Town Council will issue a press release, unless the person does not want this.