

CONFIDENTIAL

Horley Town Council



Nomination for Town Award

Proposer & Secunder Details

Name of Proposer	
Address	
Email Address	
Name of Secunder	
Address	
Email Address	

Nominee Details

Full Name of Nominee	
Address	
Email Address	

Brief Description of work done	
List of Organisations, groups or individual that benefit from nominee's work	
How long has nominee been doing the work?	
Is the Nominee paid for this work?	
If so why does the Nominee deserve special recognition?	
List any honours or awards previously received by the nominee for public service	

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CITATION

To be written by the Proposer and Seconder. Please continue on a separate sheet, if necessary

CRITERIA (Reviewed and approved by Horley Town Council on **Date!**)

1. The nomination paper is to be treated as strictly confidential when completed.
2. The Award to be given at any appropriate time, not necessarily on an annual basis.
3. The Award can be presented to a visiting dignitary as a gift from the Town Council
4. The Award to be presented for voluntary work, or for service to Horley above and beyond the call of duty.
5. The Award to be presented for demonstration of service over a period of time and not necessarily recognised by the organisation in question..
6. Nominations to be invited from members of the general public.
7. Nomination forms to be available at the Town Council Offices

AWARDS COMMITTEE DECISION:

Approved / Rejected/ Deferred

Chairman's Signature and Date: _____