

## **HONOURED TOWNSMEN AND WOMEN**

### **1. Introduction**

The appointment by Wareham Town Council of an Honoured Townsman or Townswoman shall be carried out in accordance with the following procedure.

### **2. Nomination**

A nomination may be made by -

- A member or members of the public living within the town boundary.
- An organisation within the town boundary.

### **3. Nomination Criteria**

A successful nominee should –

- have made an exceptional and outstanding contribution to Wareham.
- have provided distinguished and valuable service to the town 'above and beyond the normal on several occasions.
- subscribe to the idea of 'service before self'.
- be generally held locally in high esteem.
- be well known for their involvement in town affairs.

All the above shall be considered except in exceptional circumstances.

### **4. How to Nominate**

- All nominations must be made in writing to the Town Clerk. Attached at the end of this guidance is a contact address for nominations to be directed to.
- This procedure should be completed confidentially without the knowledge of the nominated person until the Town Council informs the nominator and the nominee that the application has been successful.
- The application must be accompanied by a supporting statement outlining how the nominated person meets the criteria.

### **5. Selection Procedure**

- A group comprising the Town Mayor as Chairman, and four Councillors shall be appointed by the Council.
- The group shall be tasked with considering the application, taking account of the nomination criteria [and drawing comparisons with the deeds of previously successful nominees if appropriate], compiling a report and making a recommendation to the Council. The group's deliberations shall take place in private.
- The report, which shall remain confidential, shall be presented to an ordinary

Council Meeting for final decision as an item of private business.

- A secret ballot shall be used to decide the outcome of the application at the group.
- A successful nominee will be informed by letter [or email] that they have been nominated as an Honoured Townsman or Townswoman and asked to accept or decline the nomination by replying to the Town Clerk within 28 days from the date of the communication.
- The nominator will be informed of the Council's decision by letter [or email] whatever the outcome. The Council will not communicate the reason for rejecting a nomination, [but might redirect an unsuccessful nominee to the Volunteer of the Year award scheme].
- If the nominee accepts, the Council will organise a presentation of an Honoured Townsman or Townswoman of Wareham Certificate at The Council's Christmas Reception.

At the Council's convenience the successful nominee's name will be inscribed on the Honoured Townsman and Townswoman of Wareham honours board in the Council Chamber.

## **6. Contact Details**

The Town Clerk  
Town Hall  
East Street  
Wareham  
BH20 4NS

Email : [townclerk@wareham-tc.gov.uk](mailto:townclerk@wareham-tc.gov.uk)