

Banham Community Award Governance Document

Purpose

The Village Community Award recognises individuals, groups, or organisations that have made outstanding contributions to improving life within the village community. The award celebrates volunteers, leadership, kindness, and initiatives that strengthen community spirit.

Eligibility

- Nominees must live, work in, and significantly contribute to the village community.
- Both individuals and groups may be nominated.
- Self-nominations are not permitted.

Nomination Process

1. Nominations must be submitted using the official nomination form.
2. Each nomination must include, (If known):
 - Name of nominee
 - Contact information
 - Description of the contribution
 - Evidence or examples of impact
3. Nominations must be submitted before the published deadline (30.04.2026)

Selection Criteria

Nominees will be evaluated based on:

- Positive impact on the village community
- Evidence of sustained contribution
- Inclusiveness and community engagement
- Volunteer effort and dedication
- Inspiration to others

Selection Process

1. All nominations will be reviewed by the Community Award Committee.
2. Committee members will review nominations using the selection criteria.
3. Nominations will be reviewed collectively.
4. In the event of a tie, the committee will hold a discussion and vote.

Transparency Principles

To ensure fairness and trust, the following transparency measures apply:

- The nomination criteria will be publicly available.
- The closing date for nominations will be clearly advertised.
- The names of the Award Committee members will be published.
- A summary explanation of the winning nomination will be shared with the community.
- Conflicts of interest must be declared by committee members.

Conflict of Interest

Any committee member who has a professional relationship with a nominee must declare this relationship and abstain from scoring that nomination.

Announcement of the Award

The award recipient will be announced at the annual village event or community gathering. The recipient may receive a certificate, plaque, or other form of recognition.

Record Keeping

The committee will maintain records of:

- All nominations received
- Scoring summaries
- Conflict of interest declarations

These records will be retained for transparency and historical reference.

Amendments

The Award Committee may review and amend these rules periodically. Any changes will be publicly communicated before the next nomination cycle.