

Wimborne Minster Town Council Annual Volunteer of the Year Procedure

Author: Louise Harrison, Town Clerk to Wimborne Minster Town Council, 20 April 2024.

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1. Background

- 1.1 Wimborne Minster Town Council (the Town Council) recognises the fantastic volunteer work that takes place within our community.
- 1.2 The Town Council's Annual Volunteer of the Year award(s) aims to recognise and celebrate our volunteers who have made an outstanding contribution to Wimborne Minster and its residents.

2. Award nomination categories

- 2.1 Outstanding Volunteer Contribution (no age restriction)
- 2.2 Outstanding Volunteer Group Contribution

3. Nomination criteria

- 3.1 Nominations must be made via official application by two residents in the parish and are not limited to one submission. Full contact details must be provided.
- 3.2 Nominations must be submitted by 31 March 2025 – any received after this deadline will not be considered.
- 3.3 The following nominations are not permitted: previous winners in the last five years, self-nominations, town councillors or town council staff.
- 3.4 There is no minimum length of time nominees volunteer for but volunteer work must be carried out within Wimborne Minster.
- 3.5 Nominees must give consent to be nominated and provide contact details.
- 3.6 All nominees will be notified.

4. Judging criteria

- 4.1 The judging panel will be made up of town councillors on the Community Engagement Liaison Committee or Full Council, the Town Mayor, the Deputy Town Mayor, the Town Clerk and Community Events and Liaison Officer.
- 4.1 Following the deadline date, the panel will meet to consider nominations and select winners based on the following criteria – volunteer work (short, medium or long-term) projects or activities that have added to the quality of life of the residents and area of Wimborne Minster.
- 4.1 The judging panel's decision is final and awards do not have to be awarded if nominations are considered unsuitable by the judging panel.
- 4.2 Winners will be notified.

5. Award presentation

- 5.1 Winners will be invited to annual Mayor Making event (27 May 2025) to receive their award.
- 5.2 The awards will be presented by the Town Mayor, photos will be taken and used for publicity purposes.

[end]