

NON-CONFIDENTIAL



Borough of Tamworth

Marmion House,
Lichfield Street, Tamworth,
Staffordshire B79 7BZ.

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NOMINATIONS COMMITTEE

17 September 2014

Dear Councillor

A meeting of the Nominations Committee will be held in **Committee Room 2 - Marmion House on Wednesday, 24th September, 2014 at 6.00 pm**. Members of the Committee are requested to attend.

Yours faithfully

A handwritten signature in black ink, appearing to be 'A. G. S.', written over a circular stamp or mark.

A G E N D A

NON CONFIDENTIAL

- 1 Appointment of Chair**
- 2 Appointment of Vice-Chair**
- 3 Apologies**
- 4 Minutes from the Previous Meeting (Pages 1 - 2)**
- 5 Declarations of Interest**

To receive any declarations of Members' interests (pecuniary and non-pecuniary) in any matters which are to be considered at this meeting.

When Members are declaring a pecuniary or non-pecuniary interest in respect of which they have dispensation, they should specify the nature of such interest. Members should leave the room if they have a pecuniary or non-pecuniary interest in respect of which they do not have a dispensation.

6 Review Nomination Form (Pages 3 - 4)

(Current form attached)

Restricted

NOT FOR PUBLICATION because the report could involve the disclosure of exempt information as defined in Paragraphs 2 of Part 1 of Schedule 12A to the Local Government Act 1972 (as amended)

7 Nominations - Honorary Alderman of the Borough (Pages 5 - 16)

(Report of the Solicitor to the Council and Monitoring Officer)

People who have a disability and who would like to attend the meeting should contact Democratic Services on 01827 709264 or e-mail committees@tamworth.gov.uk preferably 24 hours prior to the meeting. We can then endeavour to ensure that any particular requirements you may have are catered for.

To Councillors: M Clarke, T Clements, J Goodall, T Madge, and E Rowe
Independent Member: R Hughes



MINUTES OF A MEETING OF THE NOMINATIONS COMMITTEE HELD ON 20th FEBRUARY 2014

PRESENT: Councillor T Clements (Chair), Councillors K Gant, M Clarke, E Rowe and R Hughes

The following officers were present: Lara Allman (Democratic & Election Services Officer)

11 APOLOGIES

Apologies for absence were received from Councillor D Foster.

12 MINUTES FROM THE PREVIOUS MEETING

The minutes of the meeting held on 4 September 2014 were approved and signed as a correct record.

(Moved by Councillor K Gant and seconded by Councillor E Rowe)

13 DECLARATIONS OF INTEREST

R Hughes declared a personal interest in agenda item 6.

14 REVIEW NOMINATION FORM

The Nomination Form has been updated to include the name, address and email address of the nominator.

15 FORUM FOR PRESENTATION OF AWARDS

The Committee discussed the forum for presentation of awards given by the Nominations Committee.

RESOLVED: That:

1. An annual awards ceremony be held in April each year to present all the awards for the municipal year;
2. A certificate to be produced in house for Public Recognition, signed by the Chair of Nominations Committee and the Mayor and rolled in purple ribbon, and;

3. The Chair of Nominations Committee to announce the award and the Mayor to present the certificate.

EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That members of the press and public be now excluded from the meeting during consideration of the following item on the grounds that the business involves the likely disclosure of exempt information as defined in Paragraph 1 and 3, Part 1 of Schedule 12A to the Local Government Act 1972 (as amended).

16 NOMINATION RECEIVED PUBLIC RECOGNITION (INDIVIDUAL)

The Report of the Solicitor to the Council and Monitoring Officer was considered.

RESOLVED: That John Smith be awarded a Public Recognition Award for his services to the blind.

(Moved by Councillor T Clements and seconded by Councillor M Clarke)

17 NOMINATIONS RECEIVED PUBLIC RECOGNITION (GROUP)

The Report of the Solicitor to the Council and Monitoring Officer was considered.

RESOLVED: That the Tamworth Boxing Club be awarded a Public Recognition Award for exceptional services to the Community.

(Moved by Councillor M Clarke and seconded by Councillor E Rowe)

18 NOMINATIONS RECEIVED HONOUR/FREEMAN OF THE BOROUGH (INDIVIDUAL)

The Report of the Solicitor to the Council and Monitoring Officer was considered.

RESOLVED: That Alan Keast be nominated for Freeman of the Borough at the next Council meeting on 18 March 2014.

(Moved by Councillor T Clements and seconded by Councillor E Rowe)

Chair



TAMWORTH BOROUGH COUNCIL NOMINATION FORM

Please read the guidance notes and provide a covering note or letter with your details

NOMINEE
<i>Please clearly print or type the following details about the person you are nominating. You must ensure that all sections of this form are completed otherwise we will be unable to consider your nominee</i>
<i>Please send the completed form to Democratic Services, Marmion House, Lichfield Street, Tamworth, B79 7BZ</i>

I **Mr/Mrs/Ms**..... of (address)
..... (email)

**nominate the following for a Public Recognition Award/Freeman/
Alderman/Honour** (Please circle relevant nomination)

Company/Group:

Please ensure that names/details are accurate and that the spelling is correct

Full Name:
(Individual)

Known as:

If different from above

Date of Birth/Formation:
(as applicable)

Address:

Please include as full an address as possible

County:

Postcode:

Telephone No:

If known, (incl area code if land line number)

The information contained in this nomination is strictly confidential and will not be communicated to any person other than those involved in the administration of the nomination system, with the exception of background information provided which may be used in association with the announcement of any honour granted.

THE RECOMMENDATION

In this section, space has been provided for you to set out details of how the nominee has made a significant contribution in their area of activity whether it is in the public, private or voluntary sectors.

We are looking for people/organisations with exemplary service, which may be paid or unpaid, who have changed things, with an emphasis on practical achievement; have demonstrated innovation and entrepreneurship; are examples of the best sustained and selfless voluntary service or have delivered in a way that has brought distinction to UK life. The legislation defines this as eminent services.

It is important that you give as much detail as possible about what your nominee has achieved which makes them stand out against others and make it clear if the achievement is in one area or in a number of different areas. Please provide this detail on a separate sheet of paper at the end of this form so as to provide the Committee with as much information as possible.

Please describe the benefits resulting from the nominee's service to a particular field, area, group, community or humanity at large

- What has their impact been?
- How wide is their influence?
- What are their achievements?
- What made their contribution stand out from any other person

Please provide any evidence eg., newspaper cuttings/letters of support etc

Please state the service for which you consider that the nominee should receive an honour (for example, services to disabled people).

Please list the post(s), with start and end dates, in which the nominee has excelled.

- If you do not know exact dates, please estimate the period of time
- Please state if the post was paid or unpaid or you do not know

By virtue of paragraph(s) 2 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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