



## ALL SAINTS PARISH COUNCIL

*Creating a Parish where the  
community feels as one*

# The All Saints Community Contribution Award

## 1. Introduction

Over the years, we have all seen many individuals who have significantly contributed the community of All Saints Parish. The Parish Council of 2025/26 felt that a refreshing approach to acknowledging the unerring work undertaken by residents would be to present an annual award for “Community Contribution”. This would be awarded to an individual who had been nominated by their peers, the parishioners of All Saints, or those resident outside the parish with knowledge of the nominee’s contributions.

## 2. Award Name

The Award will be called the “**All Saints Community Contribution Award**”.

## 3. Purpose

The Award is to recognise an individual who has actively carried out good deeds that have been beneficial to the All Saints community. This may be through, but not exclusively to, the organisation of community groups, selfless support to others, improving our environment or any other reason described during a nomination.

## 4. Timing and the Award Selection Process

### 1. **Timing**

#### For 2026 only:

- Nomination forms (paper and online) will be available from 1<sup>st</sup> March 2026, and parishioners will be asked to complete them by 30<sup>th</sup> April 2026.

#### Subsequent years:

- Each January, the Parish Council will request nominations for the Award from Parishioners of All Saints. Nomination forms (paper and online) will be available from January.
- The nomination form will allow individuals or groups to nominate a person and state why they feel that they should receive the award. The form will enable the nominator to detail the contributions made and the impact on the community.
- Nominations will close on March 31<sup>st</sup> each year.
- The Parish Council will review the nominations from April 1<sup>st</sup> and make their decision before May 1<sup>st</sup>.

## 2. Award Selection Process

The Parish Council will choose who they believe to be the most appropriate recipient(s) against a set of agreed criteria (Appendix A) and the statements on the nomination form (Appendix B).

## 5. The Award

The recipient will receive a certificate reflecting the contribution made, presented at either the Annual Parish Meeting or a suitable community event at the beginning of May.

A list of all recipients will be held on the Parish Council websites.

## 6. Conditions for Nomination

The individual must be a resident of All Saints Parish.

The nominations may come from individuals or groups who reside outside the parish.

The evidence given for nomination must be related to contributions to All Saints Parish.

## 7. Responsibilities

Parish Clerk to communicate the need for nominations in January of each Year, via the parish magazine, social media and Council websites.

Parish Clerk to collate the nominations on April 1<sup>st</sup> of each year.

Parish Councillors to review nomination during April of each year and decide on the recipient by 30<sup>th</sup> April each year. The process for decision making will be by consideration of the nominations against the criteria in Appendix A.

## 8. Funding

The cost will be borne from the Parish Council funds.

**+End+**

## **Appendix A**

### **Acceptance criteria for “The All Saints Community Contribution Award”**

1. The nominee must reside in the Parish of All Saints.
  2. The nomination paper has been completed correctly.
  3. There is clear evidence on the nomination paper, with explicit examples of the contribution given to the community of All Saints by the nominee.
  4. The nominee has not been a previous recipient of the Award.
  5. The nominee may not be a Parish Councillor.
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## Appendix B



**ALL SAINTS  
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## The All Saints Community Contribution Award

### Nomination Form

#### Please tell us about yourself

It is important that all nominations are valid and so to ensure that we may validate your nomination, please let us know your name and post code.

All information supplied will not be shared with anyone outside All Saints Parish Council.

Your Name:	
Your Post Code:	

#### Your Nomination

Please ensure that your nominee fulfils the following criteria:

1. Is resident in the Parish of All Saints.
2. There is clear evidence, with explicit examples, of the contribution given to the community of All Saints.
3. Has not previously been a recipient of the Award.
4. Is not a member of All Saints Parish Council.

Name of your Nominee	First name:	Last name:		
Does your Nominee know you are putting their name forward?		Yes		No

## About your Nominee

Please tell us what you feel your nominee has done for the local community of All Saints and why you think they deserve the Community Contribution Award.

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**Please use an additional sheet if you need more space and staple it to this nomination form.**

Please return this form to:

Parish Clerk  
All Saints Parish Council  
1 Springfield Cottages  
Smallridge  
EX13 7LY

Alternatively email it to [clerk@allsaints-pc.gov.uk](mailto:clerk@allsaints-pc.gov.uk)

**All nominations must be received before April 1<sup>st</sup>. Any late submissions may not be considered.**