



## **BISHOPSTOKE PARISH COUNCIL**

### **BISHOPSTOKE CHAMPION AWARD PROCEDURE**

**The Bishopstoke Champion Procedure was adopted  
at the Council meeting on 27 September 2022**

**D Wheal**

**Clerk to Bishopstoke Parish Council**

**BISHOPSTOKE PARISH COUNCIL**  
**BISHOPSTOKE CHAMPION AWARD PROCEDURE**  
**Amendment Sheet**

<b>Amendment No.</b>	<b>Date Incorporated</b>	<b>Subject</b>
----------------------	--------------------------	----------------

# BISHOPSTOKE CHAMPION AWARD PROCEDURE

## 1 Introduction

- 1.1 This document describes how to nominate a Bishopstoke Champion, what kind of thing the Council is looking for, and how the Council makes a decision on who can become a Bishopstoke Champion. It also has a section giving the legal basis by which Bishopstoke Parish Council can give the awards.

## 2 What Is A Bishopstoke Champion?

- 2.1 A Bishopstoke Champion is someone who either on their own or as part of a group goes above and beyond what would be considered normal in working for the benefit of Bishopstoke and its residents.
- 2.2 There are three categories of Bishopstoke Champion. There is the Junior category, awarded to Champions that are under 18; the Senior category for those 18 and over, and a Group category.
- 2.3 There are no set rules on what qualifies someone to be a Bishopstoke Champion. They could spend their free time collecting litter or helping raise money for charity. They could be a group dedicated to making Bishopstoke a better place to live and work. There are so many ways to show that Bishopstoke and its people matter that it is not possible to create a complete list. The key is that the person or group is doing that bit more, giving that bit extra, to help Bishopstoke residents. Councillors will also consider the nomination against the themes, aims and objectives that the Council has set.

## 3 How Does Someone Get Recognised As A Bishopstoke Champion?

- 3.1 Anyone who lives or works in Bishopstoke can nominate someone to be a Bishopstoke Champion.
- 3.2 In order to be considered for the award, someone must receive at least 5 nominations.
- 3.3 Nomination forms provide space for 5 people to support the nomination (including the person making the nomination in the first place). Other names can be added on separate paper if there are more people wishing to support the award.
- 3.4 The closing date for nominations will be the 31<sup>st</sup> December each year. Officers of the Council will contact each person or group nominated to check whether they are willing to be considered, and whether they know of any reason why they should not be given the award. Those nominated for the Junior award will also require the consent of their parent or guardian.
- 3.5 Nominations will be considered at the Full Council meeting in January in confidential business under the agenda item "Consideration of nominations for the Bishopstoke Champion award". No names will appear on the agenda. Anyone who has made a nomination may be invited to present the nomination to the Council, and Councillors may ask questions. Each nomination being considered by the Council will be presented in turn following which everyone not either a Bishopstoke Parish Councillor or Officer will be asked to leave. Each nominee will then be discussed and voted on. In order to be awarded the title of Bishopstoke Champion, at least two thirds of Councillors present must be in favour. In cases where more than one nominee meets this threshold the Council may decide to give two (or more) awards that year, or may decide to give the award to the person / group

with the most Cllr support. Following the meeting all those nominated will be informed of the outcome.

- 3.6** At the following Council meeting in March the agenda will include “To approve recognising . . . as a Bishopstoke Champion”. The reasons for the award being made will be read out at the meeting and there will be an opportunity for members of the public to ask questions. Each member of the public may speak for up to 3 minutes, once, on any given nominee. Following this the Council will enter confidential business, excluding the press and public from proceedings. Cllrs will have a final opportunity to consider the nominees. The meeting will return to standard business before a vote is taken. Again, at least two thirds of those present must vote in favour for the award to be granted.
- 3.7** Assuming the motion is passed then the title of Bishopstoke Champion is officially bestowed upon the nominee. The nominee will be invited to the Parish Assembly in April in order to receive their commemorative framed certificate from the Parish Chair. The new Champion will then have an opportunity to speak to those assembled. Following the Assembly refreshments will be provided. This gives an opportunity for the public and invited guests to offer their congratulations to the newly appointed Bishopstoke Champion.
- 3.8** The roll of Bishopstoke Champions shall be maintained by the Parish Clerk and shall be publicly displayed on the Council website.

#### **4 Legal Basis**

- 4.1** Section 249 (5) of Local Government Act 1972, as amended by Section 29 of the Local Democracy, Economic Development & Construction Act 2009, allows the Council of a relevant authority (including a Parish Council) to admit to be honorary freemen or honorary freewomen of the place or area for which it is the authority:

- a. Persons of distinction, and
- b. Persons who have, in the opinion of the authority, rendered eminent service to that place or area.

Bishopstoke Parish Council is using this authority to create the Bishopstoke Champion award.

- 4.2** A resolution must be passed:
- a. At a meeting of the Parish Council that has been convened especially for the purpose and where notice of the object of the meeting to pass a motion relating to the granting of the award has been given; and
  - b. By not less than two-thirds of the members of the Council who vote on it.
- 4.3** Section 249 (9) of Local Government Act 1972 allows Councils to spend “such reasonable sum as it thinks fit” on presenting an address to the person or group to be recognised. A commemorative framed certificate will be provided. Currently there is no budget provision for this but under the S137 of the Local Government Act 1972 the costs of the frame can be allocated.