



Community Awards Sub-Committee - Terms of Reference

1. The Community Awards sub-committee is constituted to assist Odiham Parish Council's Community Committee in providing an award for residents of Odiham and North Warnborough to recognise outstanding service to the community.
2. The sub-committee is made up of representatives from the Community Committee, All Saints Church, The Odiham Society, InOdiham, Neighbourhood Watch, RAF Odiham, RAF Fire Station, All Saints Church Administrator and the Head teacher of Mayhill School.
3. The Chair of the Community Committee will Chair the meeting of the sub-committee.
4. Each year, OPC will request nominations in the spring newsletter and give the details of where to send the nominations to (currently admin.assistant@odiham.org.uk). This will also be detailed on social media and in our noticeboards.
5. A maximum of three awards per year will be given out. This will be reviewed in future years if a large number of nominations are received.
6. Posthumous awards will only be given out to nominated persons who were alive during the previous 12 months.
7. The sub-committee will meet after the closing date for nominations to review the nominations and agree on a recommendation to be given to the Community Committee.
8. The final decision for nominations will be made by the Community Committee.
9. Nominations for Cllrs or representatives on the sub-committee will be discarded.
10. The Community Committee will include the expenditure for the awards in its budget.
11. These terms of reference will be reviewed annually by the Community Committee.