



MALVERN TOWN COUNCIL

COMMUNITY ENGAGEMENT SUB-COMMITTEE

REPORTS

**For meeting on Wednesday 18 March at 6.00 pm
In the Park View Meeting Room, Community Hub, Victoria Park Road,
Malvern Link**

MALVERN TOWN COUNCIL

Town Clerk
Community Hub
Victoria Park Road
Malvern Link
WR14 2JY



12 March 2026

townclerk@malvern-tc.org.uk
Tel: 01684 566667

MEETING OPEN TO MEMBERS OF THE PUBLIC

To Members of the Community Engagement Sub-Committee (Quorum 4):

Councillors Karen Newbigging (Chair), Emma Green (Vice-chair), Sean Austin, Josie Leibrandt, Nathan Wanklin and Wayne Whittaker

All other Members of the Town Council for information only.

You are hereby invited to attend a meeting of the Community Engagement Sub-Committee to be held in the Park View Community Room, Victoria Park Road, Malvern Link on Wednesday 18 March 2026 commencing at 6pm for the transaction of the business show on the Agenda below

A handwritten signature in black ink, appearing to read 'L. J. Blake'.

Linda Blake
Town Clerk

No.	Agenda Item
1.	Apologies for Absence To receive and note apologies for absence
2.	Declarations of Interest
3.	Minutes of previous meeting held on Wednesday 28 January 2026 <ul style="list-style-type: none">➤ To confirm as a correct record, the notes of the previous Community Engagement Sub-Committee meeting
4.	Update on actions from the last meeting Verbal reports on the following: <ul style="list-style-type: none">➤ Sherrard's Green➤ Free Meals➤ Recognition of key dates – LGBTQ & Life Stories feedback, Mental Health Awareness Week and Refugee Week planning➤ Community Workshop➤ Community Development Officer➤ Tzu Chi Foundation
5.	Councillor's Surgeries <ul style="list-style-type: none">➤ Report CE01/25 to follow
6.	Terms of Reference for the Community Engagement Sub Committee <ul style="list-style-type: none">➤ Report CE02/25 to follow
7.	Notice of Motion – Resident Housing Support <ul style="list-style-type: none">➤ Report CE03/25 to follow

8.	Mayor's Awards ➤ Report CE04/25 to follow
9.	Date and Time of Next Meeting ➤ Wednesday 15 July 2026 at 6pm

UNADOPTED

MALVERN TOWN COUNCIL

COMMUNITY ENGAGEMENT SUB-COMMITTEE

NOTES OF MEETING HELD ON WEDNESDAY 28 JANUARY 2026 AT 7.15PM
IN THE PARK VIEW MEETING ROOM, COMMUNITY HUB, VICTORIA PARK ROAD

Present:

Councillors Karen Newbigging (Chair), Sean Austin, Nathan Wanklin, Wayne Whittaker and Mel Jones (substitute for Cllr Emma Green)

Apologies: Councillors Emma Green and Josephine Leibrandt

Absent: None

In attendance:

Linda Blake, Town Clerk
Julia Winkworth, Minute Clerk
Cllr Marilyn Birks
Cllr Clive Hooper

The Chair informed the committee that an update had been distributed in advance of the meeting due to time constraints at tonight's meeting

10. Apologies for Absence

Apologies were noted from Cllrs Emma Green and Josephine Leibrandt.
Councillor Mel Jones had substituted for Councillor Green.

11. Declarations of Interest

None.

12. Notes of previous meeting held on Monday 18 August 2025

It was **AGREED** that the notes of the previous meeting held on Monday 18 August 2025 be approved as a correct record of the proceedings.

13. Community Engagement Workshop Planning

The Chair gave an update and further information regarding the workshop.

Actions to be implemented:

A date for the workshop (two dates offered of 12 March or 19 March 2026 evening)

Format – 2 hours

Venue for the workshop – Park View meeting room

Who to invite

Invites to be sent out and collate replies

Agenda for the event

Costings (refreshments, staff time)

UNADOPTED

It was **AGREED** that a group of volunteers would form a small working group to assist with the workshop planning. Cllrs Mel Jones and Wayne Whittaker offered to assist the Chair at a time mutually convenient in the near future.

14. **Mayor of Malvern's Awards Scheme**

Report CE01/25 was received and accepted.

The Mayor briefed the sub-committee on the reason for implementing an awards scheme.

The sub-committee was asked to consider the establishment of The Mayor of Malvern's Awards Scheme run by Malvern Town Council to recognise the good work which goes on within the community of Malvern. The inaugural awards, if agreed, would be funded by the Mayoral Allowance.

It was **RECOMMENDED** to support in principle the Mayor of Malvern's Awards Scheme for 2026.

It was **NOTED** that funding would come from the Mayor's Allowance.

It was further **NOTED** that full details of the guidelines/scope/criteria needed for procedural transparency and accountability would also need to be agreed by Full Council in the future.

15. **Recognition of Key Dates**

Report CE02/25 was received and noted.

The sub-committee are asked to compile an initial balanced and structured list of Key Dates for the Town Council to recognise during the year.

A discussion took place with all Councillors present stating which key dates they would like to see recognised.

The Chair suggested that six days could be agreed for this year as a starting point and this could be expanded in the future.

It was **NOTED** that Malvern Town Council recognise the following days already and should continue to do so:

- Remembrance
- Armed Forces
- White Ribbon

It was **RECOMMENDED** that the following dates/days be recognised by the Town Council in 2026:

- Volunteer Week – 1 to 7 June 2026
- Youth Day – 12 August 2026
- White Ribbon – 25 November 2026

and for a 'light touch' recognition:

UNADOPTED

- LGBT History Month – February 2026
- Mental Health Awareness – 10 to 16 May 2026
- Refugee Week – 15 to 21 June 2026
- Windrush Day – 22 June 2026

It was further suggested that the Council could possibly link Bands in the Park with Youth Day if we were to recognise this international event on a larger scale. Also Armed Forces Day could be linked with Bands in the Park too.

16. Review of Councillors Surgeries'

This item was deferred to a future meeting.

17. Date of Next Meeting

The date of the next meeting is planned for Wednesday 18 March 2026 at 6pm.

The meeting finished at 8.17pm

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(Chair)

DRAFT

**A REPORT OF THE TOWN CLERK TO
A MEETING OF THE COMMUNITY ENGAGEMENT SUB-COMMITTEE
MALVERN TOWN COUNCIL**

**to be held on Wednesday 18 March 2026 at 6.00pm
in the Park View Meeting Room, Victoria Park Road, Malvern Link**

REVIEW OF COUNCILLORS' SURGERIES

1. Purpose of report

1.1. For discussion.

2. Recommendation

Sub-committee are asked to consider feedback from members on Councillor Surgeries carried out to date and to make recommendations for any future surgeries.

3. Background

3.1. During the final quarter of 2024, councillors held surgeries at the Community Hub. The purpose of these was to provide an opportunity for members of the public to raise issues directly with councillors. Sessions took place at various times during the afternoon and evening, but attendance was minimal or non-existent.

3.2. It was, therefore, agreed at Full Council to have a presence at the summer Bands in the Park programme with two councillors available to offer information, answer queries and signpost to other services.

3.3. At Full Council in September, it was decided that the Community Engagement Sub-committee would seek members' opinions on how successful this initiative has been and the chair of the sub-committee has collated responses as summarised in Appendix A.

3.4. This sub-committee is asked to review the feedback and make any recommendations to Full Council as deemed necessary.

4. Financial Implications

4.1. Costs to date for the surgeries at Bands in the Park have been minimal as there have been no venue hire costs or equipment costs.

5. Legal Implications

5.1. None pertaining to this report.

End

Linda Blake
Town Clerk

Feedback from Members

Ten out of eighteen members responded to an invitation to share their views. The majority welcomed the initiative. It was noted that we received significantly more inquiries compared to our previous sessions at the Hub. However, this included individuals who were not residents of Malvern, and queries aimed at MHDC or WCC level. Nonetheless, these queries provided an opportunity to build an understanding of the roles of the different Councils, and to signpost or contact the relevant Councillors. Strengthening our engagement as we move towards devolution is to be welcomed. Other positive comments on the surgeries were:

- They raise the profile of MTC and communicate ownership of the Bands in The Park events.
- An effective use of time for councillors and staff, and more flexible than set times at the hub or sessions outside supermarkets.
- Councillors can be approached more informally in a relaxed environment.
- They offer an opportunity to attract potential councillors when there are vacancies.
- Pete's contribution with leafleting and engaging people to get feedback on the bands.

There were mixed views on whether having two councillors was worthwhile. It was observed that finding even one councillor willing to volunteer is challenging, let alone two. On the other hand, informal interactions between councillors were appreciated.

The disadvantages identified were:

- People are coming to Bands in the Park for entertainment and not to raise issues with MTC.
- Having a stand is off putting because people might think we are trying to sell something.
- People who don't have a voice or lack confidence may not approach us.

Moving forward

Overall, conducting the surgeries at Bands in the Park was seen as a promising initial step that could be further developed, with all members participating. The need to better promote the surgeries using social media, the website and advertising our presence was emphasised. Also the quality of the stand and the information available needs to be improved.

It was also proposed that it would be helpful to clarify the purpose of surgeries and the type of interactions that we are seeking.

Members drew attention to other ways of engaging the public. In general, longer serving members were more likely to comment that people could easily contact them via phone or email, with one member questioning the need for anything else. However, more recently appointed members valued the opportunity and considered having structured opportunities to meet local residents would be helpful. Ideas for this included:

- Having a surgery in tandem with a district councillor
- A regular local surgery in different venues e.g. the Help Centre.
- Attending local groups for residents who may feel underrepresented, seldom heard, or are hesitant to approach or lack trust in the Town Council.

Community Engagement Subcommittee

Draft Terms of Reference

1. CONSTITUTION

- 1.1 The Subcommittee will consist of five councillors appointed by Full Council at the Annual Council meeting (or another Council meeting should a vacancy occur during the year).
- 1.2 Subcommittee meetings will be arranged by the Town Clerk with a quorum of no less than three or as agreed by Full Council.
- 1.3 The purpose of the Community Engagement Subcommittee is to engage with the local community to ensure issues of concern are communicated and addressed, to encourage effective local community engagement, and to ensure that any feedback can have an impact in the design and delivery of Town Council services.
- 1.4 Subcommittee meetings will be held in public and all Town Councillors, District Councillors and representatives from CALC, as well as members of the public are welcome to attend. Only Subcommittee members will be eligible to vote.
- 1.5 The Subcommittee will make recommendations with the aim of strengthening community engagement. These will be sent to Full Council for endorsement

2. RESPONSIBILITIES

- 2.1 To ensure that throughout Malvern Town Council there is a clear understanding of the need to engage with communities about decisions that affect them.
- 2.2 To implement an Asset Based Community Development approach through encouraging and supporting community involvement, effective communication with residents, and partnership working.
- 2.3 To ensure that feedback/comments/suggestions obtained from community engagement can have an impact on decision-making and the way in which services are being delivered.
- 2.4 To Identify how the Council can enhance its profile by improving engagement with the wider community, with a clear focus on community members who are less represented and/or seldom heard.
- 2.5 To evaluate the impact of the Malvern Town Council's initiatives to strengthen community engagement.

**AGENDA ITEM 6
REPORT CE02/25**

- 2.6 To identify and facilitate relevant community engagement training and development opportunities.
- 2.7 To work closely with staff employed to support Community Engagement.
- 2.8 To work with the Communications Officer or other relevant officer, to develop the Council's social media and communications strategies.

3. FINANCE

- 3.1 To identify any additional resources as required for effective community engagement and to make recommendations to the Policy and Resources Committee no later than October annually so that they can be incorporated within the budget.



RESOLUTION MOVED ON NOTICE

A Meeting of The Community Engagement Subcommittee

Malvern Town Council

to be held on Wednesday 18 March 2026 at 6.00pm

**in the Park View Meeting Room, Community Hub, Victoria Park Road,
Malvern Link, WR14 2JY**

NOTICE OF MOTION – RESIDENT HOUSING SUPPORT

Motion

To consider developing a Resident Housing Support and Signposting Initiative locally.

Background

Malvern Town Council recognises its important role in supporting the wellbeing of residents and maintaining strong, constructive relationships between the Council and the community it serves.

Council further recognises that residents across Malvern, including tenants, leaseholders, and private homeowners, occasionally seek guidance from councillors when experiencing housing disrepair, safety concerns, or uncertainty about how to access appropriate support services.

Such issues can have significant implications for health, wellbeing, and quality of life, particularly for vulnerable residents.

Malvern Town Council acknowledges that while the Town Council does not hold statutory housing enforcement powers, it plays a valuable role in community engagement, signposting, and facilitating access to appropriate organisations and services.

Council also notes that councillors are already being approached by residents seeking assistance and information, reflecting public expectation that elected representatives will assist in helping residents access appropriate support.

To formally support the establishment of a Resident Housing Support and Signposting Initiative, with the purpose of:

Providing residents with general guidance and signposting to appropriate organisations, including housing providers, environmental health services, and relevant statutory bodies.

Supporting residents in understanding available routes for resolving housing-related concerns.

Encouraging early engagement and resolution of issues where appropriate.

Strengthening communication between residents and local services.

Enhancing the Town Council's community engagement role.

Delivery

Council notes that the Community Engagement Sub-Committee may appoint a working group of three councillors to undertake this work, and therefore:

No additional staffing resources will be required.

No financial expenditure will be required.

No additional workload will fall upon Council officers.

Relevant ward councillors will be informed where matters arise within their ward, ensuring transparency and collaboration.

The initiative will operate strictly within the Town Council's existing community engagement function and will not exercise enforcement powers.

Governance and engagement context

Council recognises the importance of clear ward representation and effective communication between councillors and residents and supports ongoing efforts to ensure councillors are able to engage effectively within their respective ward areas.

Benefits to the Council and community

This initiative will:

Strengthen community trust and engagement

Provide reassurance to residents seeking guidance

Support vulnerable residents in accessing appropriate

Please see Appendix A for further information provided by Cllr Wanklin.

Proposer: Cllr Nathan Wanklin (Chase Ward)

Seconder: Cllr Wayne Whittaker (Pound Bank Ward)

**Resident Support Initiative
Supporting Note for Community Engagement Sub-Committee**

1. Purpose

This note provides context for the proposed Resident Housing Support Initiative and responds to questions raised via Cllr. Newbigging regarding the role of councillors, the involvement of Citizens Advice, and the housing responsibilities held by district councils such as Malvern Hills District Council.

The proposal does not seek to duplicate the roles of existing organisations, far from it. Instead, it recognises the practical reality that vulnerable residents frequently approach friends, family and town councillors when they are struggling to resolve housing issues affecting their homes.

2. The Issue Residents Are Experiencing

Through my work with residents, I have encountered a number of cases involving social housing tenants experiencing serious problems within their homes.

In many of these situations residents have already attempted to seek assistance through existing routes, including:

- contacting their housing association
- seeking help and assistance from Citizens Advice, Social Services and various charities
- attempting to raise issues with the relevant district council.

Despite doing so, residents can often remain uncertain about how to move their case forward or which organisation ultimately holds responsibility for resolving the issue.

For vulnerable residents, particularly elderly tenants or those with disabilities, navigating these systems can be extremely challenging.

3. The Gap Between Process and Reality

In theory, a number of organisations exist to support tenants and address housing issues.

In practice, however, housing responsibilities are divided between several bodies including housing associations, district councils, advice services and ombudsman processes.

Understanding which organisation is responsible for resolving a particular issue can therefore be difficult for residents.

As a result, individuals may find themselves moving between organisations without a clear understanding of:

- who holds responsibility for their case
- what the next step should be
- how long the process may take.

This can lead to delays and frustration for residents who are trying to resolve problems affecting their homes which, in many cases, are already causing ill health.

4. Why Councillors Become the Point of Contact

Residents often turn to councillors because councillors are accessible and trusted within the community.

When this happens, councillors are frequently asked to help residents understand:

- the appropriate complaint pathway
- which authority or organisation should be engaged
- how to escalate an unresolved issue.

Residents do not experience local government in tiers. They simply turn to the councillor they trust when the system has failed them.

While councillors already assist residents informally, there is currently no structured approach within the Town Council for responding to complex housing cases when residents seek help.

If colleagues feel this already forms part of a councillor's role, it would be helpful to better understand the approaches currently being taken and how councillors are supporting residents facing serious housing issues.

I have had residents come to me who have told me they have already contacted their town councillor,

district councillor, housing association and Citizens Advice but still remain without a resolution to serious problems affecting their homes. This appears to contrast with the view that councillors are already addressing these situations as part of their role, and it would therefore be helpful to better understand how residents are currently being supported and signposted when they seek help.

5. A Clearer Approach for Residents Seeking Help

The purpose of the proposed initiative is to provide clearer guidance and support for residents who approach councillors with housing concerns.

This could include:

- helping residents understand the most appropriate route for addressing their issue
- identifying the organisation responsible for resolving the problem
- improving communication between residents and relevant organisations where necessary.

The intention is not to replace existing services but to ensure that residents who approach councillors receive practical guidance that helps them move their case forward.

6. Supporting Vulnerable Residents

Many of the residents seeking assistance are elderly, vulnerable, or unfamiliar with complex housing systems.

Providing clearer guidance and support when these individuals approach councillors could help prevent situations where residents remain stuck within lengthy or confusing processes.

The aim of the initiative is therefore to strengthen the Town Council's community engagement role by ensuring residents are better supported when seeking help with housing issues.

In one recent case involving a vulnerable resident, communication with the relevant services led to social services re-engaging with the individual after it became clear he had unintentionally dropped off their radar for approximately two years. While they were unable to intervene directly in the housing matter, they have since begun providing regular welfare visits and access to support services, which has made a meaningful difference to the resident concerned.

7 - Antisocial Behaviour and Other Resident Concerns

While many of the cases I have encountered relate to housing conditions, residents also approach councillors regarding antisocial behaviour and other serious issues affecting their quality of life.

In these situations, residents are often unsure which organisation is responsible or how their concerns should be progressed. As with housing matters, individuals can find themselves moving between different organisations without a clear understanding of who is able to resolve the issue.

The Resident Support Initiative is therefore intended to ensure that when residents approach councillors for help with serious issues affecting their homes or wellbeing, they can be given clearer guidance and support in navigating the appropriate routes for resolution.

**A REPORT OF THE TOWN CLERK TO
A MEETING OF THE COMMUNITY ENGAGEMENT SUB-COMMITTEE
MALVERN TOWN COUNCIL
to be held on Wednesday 18 March 2026
in the Park View Meeting Room, Victoria Park Road, Malvern Link**

MAYOR OF MALVERN'S AWARDS

1. Purpose of Report

1.1. For discussion and recommendation to Full Council.

2. Recommendation

2.1. The Sub-Committee is asked to consider the draft guidelines for the inaugural 'Mayor of Malvern's Awards' as attached at Appendix A and to make any recommendations for additions / changes as necessary.

3. Background

3.1. At the last meeting of this sub-committee, a recommendation was made to Full Council to support in principle the Mayor of Malvern's Awards Scheme for 2026 with funding coming from the Mayor's Allowance.

3.2. It was further noted that full details of the guidelines/scope/criteria needed for procedural transparency and accountability would also need to be agreed by Full Council in the future.

3.3. Full Council endorsed the recommendation and following a meeting held between officers and the current Mayor, a first draft of guidelines for the new scheme has been created and is attached at Appendix A to this report.

3.4. These guidelines have been created using schemes already in place at other Councils as well as tailoring the scheme to fit local needs and the administrative capacity of the Town Council.

3.5. Suggested categories are as follows

- A. Outstanding Individual Contribution to the Local Community**
- B. A Young Malvern Hero**
- C. Outstanding contribution to care, support and wellbeing**
- D. Community Group / Local Organisation Award**
- E. Business contribution to the community. (Can be private/public sector)**

3.6. A call for nominations will be advertised and the agreed criteria published. There will be one award in each category and a 'runner up.' The decision of who will receive an award will be made by a panel of three.

3.7. Committee members are invited to make comments on additions and amendments and the final draft will need to be approved by Full Council.

4. **Financial Implications**

4.1. All funding will come from the Mayor's Allowance

5. **Legal Implications**

5.1. None.

End

Linda Blake
Town Clerk



DRAFT GUIDELINES - MAYOR OF MALVERN'S AWARDS 2026

1. INTRODUCTION

Malvern Town Council recognises remarkable individuals and groups in Malvern through the Mayor's Community Awards. The awards aim to celebrate the individuals, volunteers or community groups that have made an exceptional contribution to making Malvern a better place to live and work.

The Mayor's Awards are for individuals or organisations that live, work or are based in Malvern. To make a nomination, you should also live, work or be based in Malvern. You must not be a relative or partner of the nominee or nominees and you cannot nominate yourself. You must also not be related to any Town Council employee or current Town Councillor. You can nominate a maximum of one person in each category.

2. ELIGIBILITY

All nominees for the Mayor's Community Awards should fulfil the following criteria:

- Live, work or are based within the Malvern Town area.
- Should not be an employee or currently elected town councillor.
- Have made a material contribution towards the improvement of services and facilities in Malvern and / or;
- Have made a significant contribution towards improving the welfare or wellbeing of residents of Malvern.

Awards will not normally be given to individuals who are employed and paid to perform a specific community role. These awards are intended to recognise individuals and groups who are volunteers and give up their own time to help others.

Nominations of those in paid roles will be considered in exceptional circumstances, particularly if the individual goes above and beyond that required and / or participates in other voluntary work.

3. SUGGESTED CATEGORIES AND CRITERIA –

A. Outstanding Individual Contribution to the Local Community

This category recognises the work that an individual has done for the local residents or for a specific cause:

1. The work they have done has had a recognised effect on supporting vulnerable people, enriching lives, improving community wellbeing, reducing community tension, or promoting inclusion and equality.
2. They stand out from other people doing similar work because of their exceptional contribution to people or a cause.

3. They are held in high regard amongst their peers.
4. You can describe/show or evidence how they overcame difficulties to achieve the outcomes they have.

B. A Young Malvern Hero

A person under the age of eighteen that:

1. Goes above and beyond the call of duty to help, support or develop their local community or the town as a whole.
2. Clearly puts others before themselves and selflessly supports those that need help regardless of the sacrifices required.
3. Has shown immense courage in the face of adversity.

C. Outstanding contribution to care, support and wellbeing

The judging criteria for this category will be around what an individual has done to support those within the town to achieve meaningful outcomes alongside demonstrating what makes them stand out. This may include:

1. They go above and beyond to achieve positive outcomes for the community they support. Their passion and efforts are recognised by those they support and/or by their peers. They demonstrate a commitment to enabling adults to live independently with choice and control over their care and support arrangements.
2. They are committed to providing person centred quality care and support for people to be safe and connected to their communities and are included. They ensure care and support is tailored to individuals, respecting their wishes and circumstances and help connect people to community resources and support networks. They demonstrate good values of dignity and respect and social inclusion for those they support.
3. They take pride in what they do even through difficult or challenging times, advocating for adults to access the care and support they need, whether through formal services or informal networks. They empower adults and their carers to make informed decisions, access advocacy services where needed and participate fully in their communities.
4. They are committed to improving their knowledge and/or sharing best and innovative practice with others to further support those in our community with choices over the care and support they can receive. They support others, in formal and informal roles, by sharing knowledge, resources and best practice.

D. Community Group / Local Organisation Award

This award will recognise a group of people or an organisation who work together to deliver a community effort. This could include organising community events, improving the environment, supporting vulnerable people, or improving facilities for a neighbourhood.

E. Business contribution to the community. (Can be private/public sector)

Where a business contributes to the community, either through donations, or staff being allowed time off for voluntary work etc. An example of this would be a local business who allow and encourage their employees to take time off to do charity work.

4. THE DECISION MAKING PROCESS

A panel of three members including one non Town Council representative. The panel will consider all complete and eligible nominations and choose a winner and runner up for each category.

Each nominee will be notified of the outcome by email; this will state in the first instance whether their candidate has been shortlisted or has been unsuccessful. Winners will also receive a separate confirmation immediately after the panel's final decision has been made.

- The panel's decision is final and cannot be appealed
- Full details on eligibility and nomination guidance will be available from the Town Council Website and from Town Council staff.

5. TIMESCALE / PROCESS

The application window for nominations will commence on 1 November and close on 14 December.

Nominations received after the deadline will not be considered.

The panel will be asked to review nominations by the beginning of January

Shortlisting will take place in early – mid January after which dates for the panel to meet the shortlisted candidates will be arranged.

The panel will decide on a winner and runner up for each category, with winners receiving a charitable donation towards a cause of their choice. (amount TBC)

The awards ceremony will take place in February each year (Exact date to be decided)

6. HOW YOUR NOMINATION INFORMATION IS USED

All nomination information will be treated confidentially and only shared securely with the members of the panel.

Whilst the panel will know the names of nominees, nominators and nomination supporters, any contact information will be redacted.

Only the names of winners and runners up will be made public. All other nominations will remain confidential.

All winners must agree to their names being published and used in Town Council publicity / press releases as part of the Awards Process.