

Tewkesbury Town Council

**Civic Awards Panel Terms of Reference.**

All matters of the panel will be treated in confidence and

meetings will be held in closed sessions.

**Chairman:** The Mayor

**Panel members:** Deputy Mayor and three other Councillors.

Nominations will be accepted in writing, email or fax and will be held in a ‘closed file’.

Nominations should give the full name, address and telephone number of the candidate for verification purposes.

Nominations will be accepted at any time throughout the year up to the end of February each year.

The successful candidates will be presented to Full Council for approval in the March Full Council Meeting under confidential business.

The candidate will then be advised of the nomination and their agreement will be sought before the order for the Certificates and Board are made.

The successful candidate(s) will be announced at Mayor Making each year.