

Annual Community Awards report

The purpose of this report is to outline the key benefits of developing an annual community awards event, as well as any cost implications for the Town Council.

Merits of a establishing a community awards event

There are many benefits to the establishment of a local awards event, which offer clear social, cultural and reputational benefits for the Council and the local community.

- **Strengthening Community Cohesion**
 - Through celebrating local achievements and bringing diverse groups together around shared values.
 - Recognition of achievements fosters a sense of belonging, pride and encourages residents to engage in local community life
 - Awards can highlight grassroots initiatives that may otherwise go unnoticed, despite having a significant social impact.
- **Encourages Volunteering and Participation**
 - Publicly acknowledging the work of volunteers reinforces the value of volunteering
 - It can motivate other to get involved and contribute to a resilient and active community
 - Awards can support recruitment for local groups and community projects
- **Promotes Pride in Communities**
 - An annual ceremony can strengthen the narrative of community success and reinforce pride in our local communities. This is important for wellbeing, regeneration and positive identity.
 - A ceremony would showcase the Council's commitment to celebrating resident's contributions.
- **Supporting Strategic Council Priorities**
 - The Town Council can align awards with their strategic goals, such as inclusion, environment and community first
 - Awards can also help showcase progress against the Future Generations Act (Wales) 2015, supporting Council work in the long term with regards to decision making and the Annual Report.

- **Strengthens Council-Community Relationships**
 - Through demonstrating that the Council values community partnerships
 - Boosts trust and positive engagement
 - Provides more opportunities for Councillors and Officers to meet community leaders
- **Economic and Reputational Benefits**
 - Through potential sponsorship opportunities
 - Social media visibility
 - Promotion of success stories, contributing to positive branding
- **Flexibility**
 - Awards can start small and grow over time
 - Categories can be tailored to local priorities

Potential Award Categories

Based on the Council's Draft Strategic Principles and previous public feedback, the following award categories would strongly align with the focus areas that deliver the greatest benefit for residents:

- *Volunteer of the Year*
- *Young Volunteer of the Year*
- *Equality, Diversity and Inclusion Award*
- *Health and Wellbeing Award*
- *Local Business Community Support Award*
- *Community Group of the Year*
- *Climate/Environment Champion*

Other categories to be considered:

- *Carer or Compassion Award*
- *Welsh Language Award*
- *Community Safety Award*
- *Inspirational Leader Award*
- *Lifetime Contribution Award*

Venue

Most Town Councils seem to hold their ceremonies at the Town Hall, during the Annual Town Meeting. If Bargoed Town Council were to do something similar and hold it at the Town Hall, we would be very limited on space.

Other potential locations to consider:

- *Heolddu School*
- *Bargoed YMCA*
- *Cartref*
- *Bargoed Community Centre*

Prices attached.

Sponsorship

Financial Support

Sponsorship from *local businesses, construction companies or people delivering local developments* who want to contribute to the community. Could also approach *housing associations, Gwent Police, Cardiff University, sports clubs* for example..

Can include branding/ads as part of publicity/invites/event materials.

Sponsorship options could include *sponsoring an award category, providing gifts/vouchers, or contributing funding to run the event*. This will highlight the sponsors investment in the local community and their reputation locally.

In Kind Support

Useful contributions could include donations of:

- *An event venue space*
- *Catering*
- *Printing/Certificates*
- *Trophies/engraving services*

Awards

Prices attached with some trophy examples, from Everson Trophies in Hengoed. Also examples of smaller keepsakes, but framed certificates are also an option.

Financial Implications: Indicative Budget

Note: The table below summarises the approximate anticipated core expenditure, optional enhancements and potential offsets associated with an informal annual community awards ceremony. Figures are indicative and should be confirmed through quotations before a final budget is approved; unpriced items remain subject to Council decision.

Type	Budget item	Indicative cost	Notes
Core	Venue hire	Town Hall – Free Bargoed YMCA - £40.00 Cartref – £30.00 Bargoed Community Centre – £20.00 or free for community events Heolddu School – £150 for the night/event (usually 150 p/h)	All stated prices are based on a two-hour hire. Bargoed Community Centre is free for community events and includes use of the kitchen facilities. Confirm availability before approval; allow separately for additional hire time, cleaning, security or deposits.
	Awards	£35–£210	Awards at £5–£30 each; excludes engraving, certificates and delivery (Based on 7 awards)
	Certificates	£150 - £200	Framed Certificates for winners/nominees (Based on certificates)
	Essential administration	Officer time / existing budget	Nominations, eligibility checks, judging, invitations, scripts and event coordination.
	Basic refreshments	Quotation required	Water, tea, coffee and light refreshments for nominees and guests.
	Essential publicity	Quotation required/office printing costs	Nomination forms, posters, invitations, programmes and social media promotion – possibly paid advertising.
	Basic event equipment	Quotation required	Microphones, sound system, projector or lectern where not included with the venue.
	Contingency	10–15% of core costs	For price increases, additional guests, replacement awards and unforeseen costs.
Offsets	Sponsorship, grants and in-kind support	To be confirmed	Show separately from gross expenditure, including free venue use and donated goods or services.

What are other Councils doing?

Totnes Town Council

Nominations open in February and close mid-March. One name nominated per category.

April - Full Council considers Town Matters Committee recommendation. Top three nominees in each category invited to presentation.

Awards presented at Annual Town Meeting in May.

Certificates will be produced and presented to all nominees, the runner up and winner in each category. The winners of each award will be presented with a medal based on the town council logo, engraved on the back with the year, name of the winner and the category of award. The individual medal will be presented on a ribbon and the group medal in a presentation box.

All medals and associated costs come from the Civic Events budget.

Nominations should be for individuals or community groups that are carrying out their work within the Totnes parish boundary. It should not be awarded when the nominee has undertaken the community role as an exclusively paid position. Councillors are excluded from being nominated.

Abergele Town Council

First awards ceremony in Feb 2026. (Nominations for 2027 opened in Feb 26 and close in Dec 26)

Ceremony held at Town Hall, including a panel of judges, including representatives from the CVSC and One Voice Wales.

Prizes were glass awards and certificates

Event was funded by the North West Wales Community Cohesion Team and supported by Events Conwy.

Categories were:

- *Sports Group of the Year*
- *Youth Group of the Year*
- *Environmental Group of the Year*
- *The Richard Waters Memorial Award for Language and Culture*
- *Community Group of the Year*
- *Volunteer of the Year*

Welshpool Town Council

Awards running since 2008 and held at the Town Hall

Prizes – Glass awards and a framed certificate

Categories were:

- *Outstanding Service to the Community*
- *Local Hero*
- *Supporting the Community*
- *Fundraising for a special cause*
- *Lifetime of Service*

Arlesey Town Council

Nominees must either be a resident of, or work within Arlesey. Nominations may only be made by residents of, or those that work within the Arlesey Parish. Town Councillors may make nominations but will then be excluded from the decision-making process or any involvement therein. Existing Councillors are ineligible for nomination.

Nomination period early March – mid April

Nominations will be reviewed by the Council at its meeting in April and winners decided. The Council may decide to appoint a committee/working group to review the nominations in the event of a significant number being received. The winner(s) will be notified and invited to attend the annual town meeting, where the presentation will be made by the Town Mayor. ATC reserves the right to make more than one award each year, or to make no award if there are no suitable nominations.

Categories were:

- *Volunteer of the Year*
- *Local Group/Community Involvement Award*
- *Good Neighbour Award*
- *Lifetime Achievement Award*

Awards were glass trophies