

## Civic Awards 2023

As a resident of Southborough and High Brooms you are invited to make one nomination per household of a person that you feel deserves to receive this award.

The criteria for the nominations are as follows: -

- He or she needs to have provided exceptional service to the Community of Southborough and High Brooms for a significant period of time
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- The awards are for made for voluntary work only. (This would not include the duties carried out by a Town Councillor)

The Town Council recognises that not only residents of the town play a part in service to our community, and we wish to ensure that all those worthy of an award are considered. Therefore, recipients of the award may reside outside of Southborough and High Brooms.

If you are aware of a worthy recipient who meets the criteria listed above, and whom you would like to be considered for a Civic Award, please complete the nomination form on the next page and return it to the Town Clerk by **13 January 2023**. We may need to contact you to obtain further information, so your details are important, please make sure that the form is fully completed.

Southborough Town Council will make the final decision on the recipients and no correspondence will be entered into.

If you require further clarification on the Civic Award process, please do not hesitate to contact me on 01892 529176.

**The closing date for receipt of the nominations is Friday 13 January 2023.**

Tracy Kelly  
Town Clerk

Nominations forms should be sent to the Town Clerk, Southborough Town Council, Council Offices, 137, London Road, Southborough, Kent TN4 0NA

**Civic Award Nomination Form – 2023**

**Name of Person Nominated**

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**Address**

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**Telephone**

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**Reasons for the Nomination**

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**Please complete clearly**

**Name of Proposer**

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**Address**

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**Telephone**

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