

# Operational Protocol for The Jane Bellward Award 2024

## **Committee comprises:**

Janice Muckian - PC  
Mary Morrey - PC  
Phil Smith - LCC  
Rachel Chick - Lavenham School

## **Eligibility criteria for nominees:**

- Must be resident in Lavenham Parish
- If an individual, must be currently of school age (4 years old up to 18)
- If a group/ club, must be for young persons aged < 18

## **Who can nominate?**

Anyone can be a nominee including a family member.

## **Age ranges/ award distribution categories:**

Distribution of awards may be better decided once nominations have been made, to best represent the demographic of the nominees.

Suggested categories are:

- Under 12 years
- Under 18 years
- Group/ club for young persons aged < 18

## **How to nominate:**

Nominations will be made using a dedicated paper nomination form. These must be posted by the closing date into the post box at the Parish Office.

## **Availability of forms:**

These can be downloaded and printed from the Parish Council website.

Paper copies will also be available from:

- The Hub
- Heeks shop
- Lavenham School (during term time)
- Village hall

## Time frames:

Forms available from **Thursday 1<sup>st</sup> February 2024**

Entries to be submitted by **Tuesday 2<sup>nd</sup> April 2024**

Recipients to be decided by the Committee by **Tuesday 9<sup>th</sup> April 2024**

## Promotion of the award/ public engagement:

- Article in Lavenham life dependent upon publishing deadline
- In minutes of PC meetings
- Poster on PC website
- Physical posters in key locations / noticeboards:
  - Notice boards
  - School
  - Village Hall
  - Sports Pavilion
  - Co-ops
  - Butchers

## Announcement of Awards:

This will be at the Annual Parish Meeting 18<sup>TH</sup> April 2024 as first item to allow younger children and parents to leave afterwards should they wish to do so.

Certificate will be given plus the financial award which may be in voucher form, such as Amazon vouchers.

## GDPR:

The award committee will only collect data that is essential to ensure awards are made appropriately.

Nominations are only made via paper forms which will be held securely in a dedicated file in the Parish Office and will only be viewed by members of the awarding committee.

After the award has been made, all paper forms and any copies will be disposed of appropriately.