



STOTFOLD TOWN COUNCIL

COUNCILLOR LONG SERVICE AND CIVIC OFFICE HOLDER RECOGNITION POLICY

VERSION: 1.0

1. Purpose

To provide a clear, transparent, and proportionate framework for recognising:

- Long-serving Town Councillors who have given sustained commitment to the Council and community; and
- The service given by outgoing civic office holders, including the Mayor, in recognition of the additional responsibilities undertaken during their term of office.

2. Scope

This policy applies to:

- All elected Town Councillors, whether currently serving or having recently retired from office; and
- Councillors serving in civic office, including the Mayor

Service may be accrued over multiple terms, whether continuous or non-continuous, reflecting recognised sector good practice

3. Principles

Recognition under this policy will:

- Be modest, proportionate, and transparent
- Avoid any perception of reward or inducement
- Be approved by Full Council

No award under this policy creates an automatic entitlement.

4. Eligibility – Councillor Long Service

A councillor will be eligible for long service recognition where they have accrued:

- 20 years or more of service as an elected Town Councillor
- Does not need to be continuous
- May include multiple separate terms
- Will be verified by the Town Clerk using Council records



5. Form of Recognition – Councillor Long Service

Eligible councillors may receive:

- A framed certificate of appreciation
- A commemorative shield or civic token
- A personal gift, selected by the Council, to a maximum value of £50

The gift:

- Must not be cash or a cash equivalent
- Will be purchased by the Council

6. Civic Office Holder Recognition – Outgoing Mayor or Chair

6.1 Purpose

To acknowledge the service of an outgoing Mayor or Chair at the conclusion of their term of civic office, recognising the additional duties, time commitment, and representative role undertaken on behalf of the Council.

6.2 Eligibility

- Applies to the outgoing Mayor or Chair at the end of their term of office
- Recognition is not automatic and is subject to approval by Full Council

6.3 Form of Recognition

The Council may approve one of the following:

- A framed certificate of thanks
- A civic memento (e.g. engraved plaque, shield, or glassware)
- A small personal gift, to a maximum value of £50

The same individual may receive this recognition more than once only where they have served separate, distinct terms as Mayor or Chair.

6.4 Controls

- No cash or cash equivalents
- Expenditure capped and recorded
- One award per term of office

7. Approval and Process

- a) The Town Clerk will identify eligible councillors or civic office holders.
- b) Eligibility will be verified using Council records.
- c) A recommendation will be presented to Full Council.
- d) Recognition will be approved by resolution and minuted.
- e) Awards will normally be presented at a Full Council or civic meeting by the Mayor or Chair.



8. Budgetary Arrangements

- Costs will be met from the Council's existing Mayoral Allowance budget
- No automatic entitlement is created

9. Equality and Conduct Considerations

An award may be withheld where:

- There is reasonable evidence that conferring the award would bring the Council into disrepute

10. Review

This policy will be reviewed every two years, or sooner if required.

Version History:

Version No	Date Approved/Reviewed	Summary Of Changes	Review Date
1	28 January 2026	Initial Adoption	Jan 2028