



STOTFOLD TOWN COUNCIL

COUNCILLOR LONG SERVICE AND CIVIC OFFICE HOLDER RECOGNITION POLICY 2026

VERSION: 2.0

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 on conclusion of their term of office, whether by completion of term, by resignation, or by other circumstances bringing the term of office to an end
- Recognition is not automatic and is subject to approval by Full Council
- In considering whether to confer recognition where a term of office has ended otherwise than by completion, Council shall have regard to: the length of service in civic office; the contribution made during that service; and any matters relevant to the test set out at section 9 of this policy;
- Eligibility is independent of, and does not require any minimum length of service as a Mayor or Chair

6.3 Form of Recognition

The Council may approve one or more of the following:

- A framed certificate of thanks
- A civic memento (e.g. engraved plaque, shield, or glassware)

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. Consideration in Closed Session

Where, in the view of the Town Clerk, consideration of a proposed award under this policy would require Members to discuss any of the matters listed below, the Clerk may recommend that Council resolves to exclude the press and public under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960:

- Personal information relating to an identifiable individual that is not already in the public domain;
- Legal advice received by the Council relevant to the proposed decision, or matters in respect of which legal proceedings are contemplated;
- Evidence to be relied on in the application of the test set out at section 9 of this policy (Equality and Conduct Considerations);
- Communications received by the Council or its members in circumstances where public disclosure would not be appropriate.

In such a case the following safeguards apply:

- The resolution to exclude the press and public must state the special reason, drawn from the categories above, arising from the nature of the business to be transacted;
- The deliberation alone is taken in closed session; the resolution conferring, declining, or deferring an award, together with the recorded basis for that decision, will be entered in the open minute;
- The Council will not exclude the press and public on grounds of preference, convenience, or general sensitivity;
- The Town Clerk will record the rationale for any recommendation to move into closed session in the report to Council.

This section operates independently of the substantive provisions of sections 4 to 6. It does not alter the criteria for an award, the form of recognition, or the financial controls; it provides only for the manner in which the deliberation may be conducted.

9. Budgetary Arrangements

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



10. Equality and Conduct Considerations

An award may be withheld where:

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

In applying this test, the Council shall act on the basis of objective evidence, shall not withhold an award on grounds of disagreement with the Council alone, and shall record the specific basis for the decision in the minute.

11. Review

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

Version History:

Version No	Date Approved/Reviewed	Summary Of Changes	Responsible Officer	Review Date
1	28 January 2026	Initial Adoption	Town Clerk	Jan 2028
2	3 June 2026	Review adding clause regarding resignation and adding confidential session consideration	Town Clerk	June 2028