

TOWN COUNCIL

Telephone 01706 548135

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COLLEGE

E-mail clerk@todmordencouncil.org.uk

Website www.todmordencouncil.org.uk



OF TODMORDEN

TOWN CLERK'S OFFICE
TODMORDEN COMMUN

BURNLEY ROAD
TODMORDEN
OL14 7BX



Sue Berry
Assistant Town Clerk

12th December 2016

Dear Sir/Madam

CITIZENSHIP AWARDS FOR TODMORDEN 2017

The Town Council is delighted to invite nominations for the Citizenship Awards for Todmorden 2017. The awards will be presented by the outgoing Mayor prior to the commencement of the Annual Meeting in May.

Nominations for these awards can come from Councillors or members of the public in Todmorden. The individuals or organisations who receive them will be chosen because they have given exceptional service to the township of Todmorden, and they have shown true community spirit. For example, this could be working with young people or the elderly, helping those in need, keeping an area tidy, or it could be that they have given time over a number of years to a worthwhile cause.

There will be up to two awards presented annually, and the Town Council will decide the successful nominations. Presentations will be made on Mayor's Day, Saturday, 13th May 2017. Nomination forms can be obtained from the Town Council Office at the above address, the Tourist Information Centre, the Library, or downloaded from the Town Council's website.

The closing date for nominations is Friday, 10th February 2017.

If you know of a worthy recipient, please complete and return a nomination form.

Yours faithfully

Mrs S M Berry
Assistant Town Clerk

Enc: Nomination Form

TODMORDEN TOWN COUNCIL
CITIZENSHIP AWARD FOR TODMORDEN
NOMINATION FORM

Name of Person or Organisation nominated

Address
.....
.....

Telephone No (Daytime).....(Evening)

Reason for Nomination **NB – The more relevant information that you have on a person or group that you are nominating, the better! Please use up to one sheet of A4 paper if desired, and attach to this form.**
.....
.....
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.....
.....

Nominated by

Address
.....

Email

Telephone No

Signature

The criteria for the Award are that the recipient must have given exceptional service to the Township of Todmorden.

Please ensure that you inform the person you are nominating.

Please be aware that although nominated, the person or organisation may not be chosen as a recipient for a Citizenship Award for Todmorden.

Please return the completed form no later than Friday, 10th February 2017 to:

Todmorden Town Council Office, Todmorden Community College, Burnley Road, Todmorden, OL14 7BX.

Email: clerk2@todmordencouncil.org.uk