

SEALAND COMMUNITY COUNCIL

CERTIFICATE OF APPRECIATION POLICY

Version 1 – 2026

1. Purpose

Sealand Community Council operates a Certificate of Appreciation to recognise individuals, groups, organisations or businesses that have made a positive contribution to the Sealand community.

2. Aim

To provide a simple, fair and transparent way to formally recognise community contribution and service.

3. Award

The Council may issue a Certificate of Appreciation to recognise volunteering, community support, and positive impact on residents or the local area. There is no fixed limit on the number of certificates awarded.

4. Eligibility

Open to individuals, groups, organisations and businesses. Must demonstrate a clear benefit to Sealand. Posthumous recognition may be considered.

5. Nominations

Nominations must be submitted by email or letter to the Clerk. Sufficient information must be provided. Self-nominations are not permitted. Nominees must not be canvassed.

6. Assessment and Decision-Making

Nominations will be reviewed by the Council. Conflicts of interest must be declared. Decisions are based on community impact, level of contribution, and benefit to others. The decision is final.

7. Presentation

Certificates may be presented at a Council meeting or other appropriate setting. Recognition may be publicised, subject to consent.

8. Data Protection

Personal data will be processed in accordance with data protection legislation and the Council's privacy policy.

9. Disqualification

The Council may reject nominations where false information is provided or rules are not followed.

10. Review

This policy will be reviewed annually.

This policy was approved and enacted by Council at its meeting held on 18 May 2026.

AG - May 2026.