

Leiston-cum-Sizewell Town Council

LONG SERVICE AWARDS POLICY

Approved	10 February 2026
Review Body	Full Council
Review Period Policy	Annually
Next Review	February 2027
Signed	Cllr Lesley Hill, Mayor

Recommendation to Full Council:

To approve this Long Service Award Policy, implement a Council Roll of Honour published on the website and on display in the Council Offices and to set a modest budget of up £200 for 2026-2027 to recognise past service.

Long Service Awards Policy

1. Purpose

This policy sets out how the Council recognises and thanks councillors and staff for long and dedicated service. The aim is to acknowledge commitment to public service in a fair, transparent, and proportionate way, reflecting civic values and good governance.

2. Scope

This policy applies to all elected councillors of the Council and staff. Service includes continuous elected service as a councillor or continuous employment of this authority. Periods of service are calculated from the date of election or co-option.

3. Principles

Recognition under this policy will:

- Be non-political and non-partisan
- Be proportionate and consistent
- Represent value for money
- Avoid any perception of remuneration or personal benefit
- Be recorded publicly and transparently

4. Service Milestones and Recognition

The following milestones will normally be recognised:

8 Years' Service

- Certificate of Appreciation signed by the Mayor
- Formal presentation at a public meeting
- Entry recorded in Council minutes

16 Years' Service

- Framed Certificate of Appreciation
- Letter of thanks from the Mayor
- Public acknowledgement at a civic or annual meeting

20 Years' Service

- Engraved commemorative plaque or equivalent civic award chosen by the serving Mayor
<https://www.trophystore.co.uk/>
- Formal presentation at a public meeting
- Entry added to the Council's Roll of Honour

5. Additional Recognition

Consideration for Freedom of Town Title where appropriate, and personalised citation noting significant roles held (e.g. Mayor, committee leadership) or notable contributions. This recognition is honorary and does not confer any additional rights or privileges.

6. Presentation and Public Record

Awards will normally be presented at the Annual Town Meeting (May) or another suitable public meeting. All awards will be recorded in the minutes and, where appropriate, on the Council's website and annual report.

7. Costs and Budget

The Council will set a modest annual budget for long service awards. Awards will be civic in nature and sourced responsibly. Cash payments or cash-equivalent gifts will not be given.

8. Review and Administration

The Clerk is responsible for maintaining service records and advising when milestones are reached. This policy will be reviewed annually.

The serving Mayor will nominate recipients annually.

9. Implementation of Roll of Honour and 2026 Proposals

<https://www.trophystore.co.uk/>

Roll of Honour to include		
Cllr Frank Huxley	Freedom of Town Scroll May 2011	Elected May 1964 lost seat for 9 years, served 38 years.
Cllr Trevor Hawkins	Freedom of Town Scroll May 2015	Elected 1973, served 42 years, returned as Co-option 2024.
Cllr Terry Hidgson	Freedom of Town Scroll June 2019	Elected sadly passed in service June 2019.
Cllr Bill Howard	Freedom of Town Scroll May 2019	Elected May 1979 served 40 years.
Cllr Colin Ginger	Freedom of Town Scroll May 2019	Elected May 1989 served 30 years.
Cllr Philip Harle	Freedom of Town Scroll May 2022	Elected May 2015, sadly passed in service, served 7 years.