

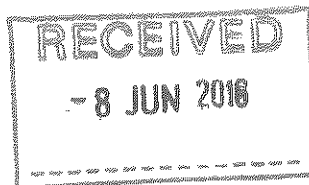


## From the Chairman of Mid Sussex District Council

Oaklands, Oaklands Road, Haywards Heath, West Sussex. RH16 1SS  
Telephone (Personal Assistant) 01444 477225

7 June 2016

To: All Parish and Town Clerks



Dear Clerk,

### Community Service Awards

As you may know, the Council has, for some years, acknowledged the dedication and efforts of people who serve the community through their voluntary efforts.

I invite your Council to identify someone (either an individual or an organisation) you would like to nominate for a Community Service Award. Elected members of the District Council will also be asked to nominate possible recipients and some liaison may be advisable.

I will be hosting a Garden Party with an Afternoon Cream Tea at the Ravenswood, Sharpthorne on Sunday 25 September 2016 from 3 p.m. to 5.15 p.m. as a thank you to the nominees for their achievements, when the Community Service Awards will be presented. It would be appreciated if you could discreetly check if your nominee would be available on that day and they can bring a guest if they wish.

The award takes the form of a certificate and recipients will be provided with a photograph as a memento of the occasion. Dress could best be described as "smart casual".

Formal invitation cards will be sent to the nominee upon the completion and return of the attached form. Lucinda Joyce, will be co-ordinating the responses, and I would ask that you return the form to her no later than Friday, 5 August 2016.

It is a popular event which recipients appreciate and we would be happy to receive no more than two nominations should you feel this to be appropriate.

Yours faithfully,

Councillor Peter Reed  
Chairman of the Council