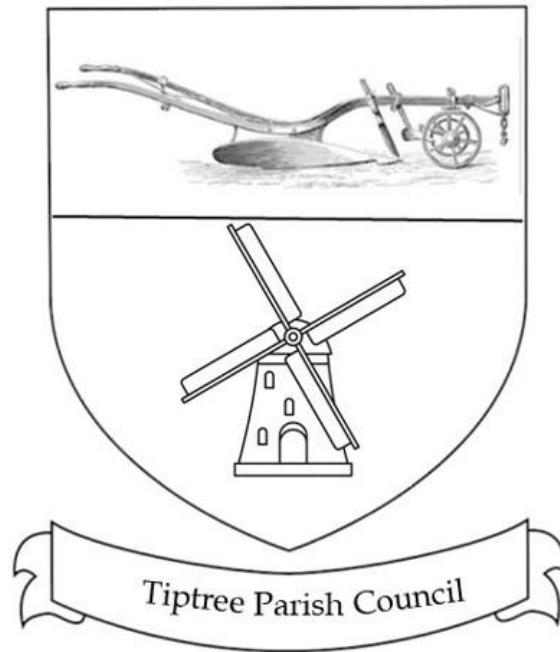




Freedom of the Parish Policy

Author	Amended	Adopted	Summary of amendments
Ross Gurney		66/26 Full council	➤



1. Purpose

The purpose of this policy is to set out the process by which the Council may confer the honorary title of Honorary Freeman or Honorary Freewoman of the Parish. This honour recognises persons of distinction and those who have rendered eminent service to the Parish or its residents.

This is the highest civic honour the Council can bestow and should therefore be awarded sparingly.

This policy is made under the powers contained within Section 249(5) of the Local Government Act 1972 (as amended).

2. Eligibility Criteria

The title of Honorary Freeman or Freewoman may be conferred upon individuals who:

have made a significant and sustained contribution to the Parish; or

have provided outstanding service benefiting the residents of the Parish; or

are persons of distinction associated with the Parish.

The honour will not normally be awarded to:

serving Councillors; or

current employees of the Council.

In exceptional circumstances, the Council may choose to depart from this guidance.

3. Nomination Process:

Nominations may be submitted by:

any serving Councillor; or

members of the public via a Councillor (if the Council wishes to allow this route).

Each nomination must:

be submitted in writing to the Clerk;

include supporting reasons for the nomination; and

demonstrate how the nominee meets the eligibility criteria.

Nominations will be treated in confidence.



4. Consideration of Nominations

The Clerk will arrange for nominations to be considered at a properly convened meeting of the Full Council.

The agenda for the meeting must clearly state that the Council will consider the admission of a person to be an Honorary Freeman or Freewoman of the Parish.

The Council may resolve to exclude the press and public when discussing nominations where appropriate.

5. Decision-Making Procedure

Admission as an Honorary Freeman or Freewoman requires:

a resolution at a meeting of the Full Council; and

a majority of not less than two-thirds of the Members present and voting.

The resolution must be recorded in the minutes.

6. Frequency of Awards

The title of Honorary Freeman or Freewoman should be awarded only on rare and exceptional occasions in order to preserve the dignity and value of the honour.

Normally, no more than one award should be made in any civic year unless exceptional circumstances apply.

7. Form of the Award

Recipients will normally receive:

a certificate or scroll confirming the honour; and

a formal presentation at a Council meeting or civic event.

The Council may also choose to record the recipient's name on an Honours Board if one exists.



8. Post-Nominal Title

Recipients may use the style:

Honorary Freeman of [Parish Name]

or

Honorary Freewoman of [Parish Name]

This title is honorary only and conveys no legal rights or responsibilities.

9. Register of Honorary Freeman/Freewomen

The Clerk will maintain a register recording:

the name of the recipient;

the date the honour was conferred; and

the resolution reference.

10. Revocation of the Honour

In exceptional circumstances, the Council may revoke the title of Honorary Freeman or Freewoman.

Revocation requires:

a resolution at a meeting of the Full Council; and

a two-thirds majority of Members present and voting.

11. Review of Policy

This policy will be reviewed periodically to ensure it remains appropriate and compliant with legislation and Council practice.



12. Model Agenda Item

Agenda Item Wording:

Consideration of Nomination for the Title of Honorary Freeman/Freewoman of the Parish

Purpose: To consider the nomination of [Nominee Name] for admission as an Honorary Freeman/Freewoman of the Parish for services rendered to the community.

13. Model Resolution Wording

Resolution:

That [Nominee Name] be admitted as an Honorary Freeman/Freewoman of the Parish of [Parish Name] in recognition of their distinguished service to the community, pursuant to Section 249 of the Local Government Act 1972, and that this decision be recorded in the minutes of the Council.

14. Model Certificate Text

Certificate Wording:

Honorary Freeman/Freewoman of [Parish Name]

This is to certify that [Nominee Name] has been admitted as an Honorary Freeman/Freewoman of the Parish of [Parish Name] in recognition of their distinguished service to the community.

Given under the seal of [Parish Name] Parish Council on this [Day] of [Month], [Year].