



## **HONORARY FREEMAN/HONORARY FREEWOMAN AWARD CRITERIA**

### **1. Policy Statement**

From 12 January 2010, all local councils may exercise powers to confer the title of “honorary freeman” or “honorary freewoman” to persons of distinction and those who, in the council’s opinion, have rendered eminent services to the council’s area (section 249(5) and (6) of the 1972 Act).

From time to time, members of the community demonstrate outstanding commitment and contribution to the wellbeing of the Parish and it is recognised that their efforts should be acknowledged. The Council will do this, in special circumstances that meet the criteria of this policy, by awarding to an individual the title of ‘Honorary Freeman (or Honorary Freewoman) of the Parish of Melbourne and Kings Newton. This honour will be awarded only on rare and exceptional occasions.

There shall be no limit on the number of awards granted in any one year, but the honour will be awarded only on exceptional occasions and each will be judged on merit.

At no time is political affiliation considered as part of the decision-making process and all nominations will be treated equally.

### **2. Nomination Criteria**

The following will be taken into account when consideration is given to grant the ward of Honorary Freeman or Honorary Freewoman of the Parish of Melbourne and Kings Newton:

- a) Nominees need not necessarily be resident within the Melbourne and Kings Newton Parish area but the contribution being recognised must be for the benefit of the parish.
- b) Preference will be given to a person/organisation which performs in a voluntary capacity, but this should not preclude the honour being awarded to those whose dedication and contribution is significantly above that expected for their occupation.
- c) Any nominated serving parish councillor can be considered for nomination.

- d) The contribution to the community of Melbourne and Kings Newton Parish should comprise one or more of the following:
- (i) A significant allocation of the person's/organisation's time in serving members of the community for the improvement of their well-being;
  - (ii) The promotion, achievement and/or delivery of community services in which a real personal contribution has been made;
  - (iii) A contribution which is seen to stand above the contributions of most others.

### **3. Nomination Procedure**

- a) Nominations should be made in the strictest confidence without the nominee's knowledge. Any resident or elector of the Parish of Melbourne and Kings Newton may make a nomination but it must be sponsored by a parish councillor.
- b) Nominations must be made in writing to the Parish Clerk and supported by evidence of the voluntary service provided by the individual/organisation to the community, and any other evidence of service which justifies the honour.
- c) Received nominations will be distributed to all parish councillors, as part of the agenda process. The matter will be considered at an Extraordinary Parish Council meeting, with the press and public excluded. The purpose of this part of the process is to ensure that there is general support for the nomination.
- d) Councillors' reasons for any objection to a nomination must be given. If the Parish Council is "minded" to approve the nomination, the nominee will be informed and invited to accept the honour. Following the nominee's informal acceptance, a meeting of the Parish Council, specially convened for the purpose, and where notice of the object of the meeting has been given, shall be arranged (in accordance with S.249 (and appropriate sub-sections) of the Local Government Act 1972).
- e) In accordance with S.249 of the Local Government Act 1972, at least two-thirds of the Members present and voting must agree the nomination.
- f) The decisions of the Council on all nominations (whether affirmative or negative) are final.

### **4. Entitlements**

- a) Any person declared an Honorary Freeman (or Honorary Freewoman) of the Parish may designate himself/herself 'Honorary Freeman' (or Freewoman) of the Parish of Melbourne'.

- b) The award shall be made at a small ceremony which may take place at a Council meeting. A scroll will be presented to the recipient.
  
- c) The award does not confer on any recipient any entitlements to attend, participate in meetings of the parish council, or carry out any role on behalf of the council, or bestow any other entitlements, but is intended to be a recognition of the valuable contribution made by that person to the local community.

## **5. Limitation on Holders of Award**

At any one time, a maximum of five persons, unless otherwise decided by the Council, may hold the title 'Honorary Freeman' (or Freewoman) of the Parish of Melbourne'

Adopted: March 2019

Review: Every two years