

## Patchway Town Council

### Honorary Freeman Procedure

Under the Local Government Act of 1972, section 249, Patchway Town Council can award an Honorary Freeman title to an outstanding member of the community.

#### Policy Statement

Patchway Town Council wishes to recognize the efforts of members of the community who demonstrate outstanding commitment to the town of Patchway. 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 of Patchway. This honour will be awarded only on rare and exceptional occasions. There is no limit to how many people can hold the title of Freeman of Patchway, however if an existing Freeman wishes to retract their title, they can do so.

#### Nomination Criteria

1. The following will be taken into account when consideration is given to granting the honour of Honorary Freeman of Patchway.
2. Preference will be given to a person who performs in a voluntary capacity, but this should not preclude the honour being awarded to a person whose dedications and contribution is significantly above that expected for their occupation.
3. All nominees should have carried out their largely voluntary roles for a minimum period of at least 10 years.
4. Any nominated Town Councillor should have retired from the post. Existing councillors are not eligible to be nominated, unless there are 'exceptional circumstances'.
5. The contribution to the community should involve one or more of the following:
  - a) A significant allocation of the person's time in serving members of the community for the improvement of their well-being
  - b) The promotion, achievement and/or delivery of community services in which a real personal contribution has been made.
  - c) A contribution which is seen to stand above the contributions of most others.

#### Nomination Procedure:

Nominations should be made in the strictest confidence without the nominee's knowledge.

Nominations must be made in writing to the Town Clerk and supported by evidence of the voluntary service provided by the individual to the community and any other examples of service which justifies the honour. On receipt of a nomination it will be circulated to all Councillors for confidential consideration.

If Councillors are in agreement that the nominee should be made an Honorary Freeman of Patchway, the nominee will be invited to accept the honour. If agreed, the nomination will then be put before the Council and a formal vote taken, again in confidence.

No less than two-thirds of the Town Councillors must agree the nomination.

Adopted: 19<sup>th</sup> October 2021.

Review: October 2022.

The decision of the Council on all nominations is final.

**Confidentiality:**

All nominations of Honorary Freeman are to be treated in the strictest confidence. The nominee should not be informed that they have been nominated, as it is not fair to raise expectations in case they are not met. It is imperative that submissions are not discussed with any other persons (except the one person who may provide a letter in support of the application) or with the individual concerned. Any disclosure will make the application invalid.

**Entitlement:**

The honour will be awarded for the individual's lifetime and not as a hereditary award. Awards cannot be made posthumously.

Any person nominated may designate himself / herself Honorary Freeman of Patchway.

The award will be made at the Annual Meeting of the Parishioners. A framed certificate will be presented to the recipient along with a gift from the Town Council.

**Expectations:**

The Freeman of Patchway, will be invited to all Civic events as a guest and will be introduced to the congregation as a Freeman of Patchway. There is no obligation to attend these events and it will be at the persons discretion as to what event they attend.