

Calne Without Parish Council Honorary Freeman Policy

1 Background to Honorary Freeman

In accordance with the Local Government Act of 1972 section 249 (5), a Parish Council may admit to be Honorary Freemen of the place for which it is the authority–

- a) persons of distinction, and
- b) persons who have, in the opinion of the Council, rendered eminent services to that place or area.

The title of Honorary Freeman will be granted to both males and females in accordance with guidelines from the president of The Freemen of England and Wales (FEW).

(As a matter of interest when the Freedom was opened to all Freemen it was the strong opinion of the ladies that they be known as Freemen, not Freewomen, in accordance with ancient tradition. There have been lady freemen in some towns for many years and they were always known as Freemen in their own right. – President of FEW)

2 Nomination process and criteria

Nominations must be made by completing the nomination form (Appendix A)

Nominations should be made in the strictest confidence without the nominee's knowledge. Any resident or elector of Calne Without parish may make a nomination. Nominations require a proposer and a seconder who are Parish Councillors.

The completed form should provide detailed evidence as to why an individual is being nominated for this title.

If evidence is missing, or the criteria is not achieved, the applicant will be contacted and asked to resubmit the form with further evidence.

The following criteria will be considered by the Council when a nomination for an Honorary Freeman of Calne Without Parish is received.

- 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 others

- d) Bravery
- e) Outstanding acts that promote the Parish
- f) Outstanding sporting achievement

Upon receipt of any nomination for Honorary Freeman, the application will be reviewed and voted on by the Council.

3 Process and governance

The power to appoint an Honorary Freeman must be exercised by a resolution of the Council at a confidential meeting¹ that has been specially convened for this purpose.

The title may be bestowed at any time as the Council sees fit.

There will be a maximum of three Honorary Freemen awarded in each term of office due to it being an extraordinary award.

There must be a two-thirds majority of the Councillors in attendance and voting in order to appoint the title of Honorary Freeman.

The Chairman will inform the successful nominee for Honorary Freeman. If they accept the title, arrangements will be made to bestow the title upon them.

This is an honorary title which is not hereditary and does not entitle the individual to any specific rights.

4 Removal of the honour

Any person nominated who is deemed by the Council to have brought the office into disrepute, may have the designation removed. No less than two-thirds of the Council, at a formal vote, must agree the removal.

5 Presentation of the Honour

The title of Honorary Freeman will be bestowed by The Chairman of the Council at an event to be arranged by the Council.

¹ The meeting is required to be confidential because it will be considering personal information and the Council must uphold the requirement of General Data Protection Regulations.

Appendix A

Honorary Freeman Nomination Form

Please provide full details for the person you are nominating below.

Date: _____

Name: _____

Address: _____

Telephone number: _____

Email address: _____

I nominate the individual above to be granted the title of Honorary Freeman for exceptional services to the Parish and people of Calne Without with details as follows (please continue on a separate sheet, if applicable):

I certify that the details given are correct, that I have not been influenced or canvassed in any way and that the person nominated has no knowledge of the present application.

I understand that all matters relating to the nomination are confidential and the personal details enclosed within this form will only be held until any Honour is bestowed. All information will be disposed of securely, in accordance with General Data Protection Regulations.

6 PROPOSED BY:

Councillor: _____

Dated: _____

6.1 SECONDED BY:

Councillor: _____

Dated: _____