



# PRESCOT

## TOWN COUNCIL

**Honorary Freeman/Freewoman of the Town Policy 2022**

**Version 1.1**

**Date approved: 21<sup>st</sup> July 2022**

**Date to be reviewed 31<sup>st</sup> October 2025**

<b>POLICY CONTROL SHEET</b>	
<b>POLICY AUTHOR</b>	Alex Spencer – Town Clerk
<b>POLICY STATUS</b>	Approved
<b>POLICY APPROVAL DATE</b>	21 <sup>st</sup> July 2022
<b>APPROVING COMMITTEE</b>	Finance, Policy & Human Resources Committee
<b>DATE OF POLICY REVIEW</b>	October 2025

<b>POLICY VERSION CONTROL SHEET</b>	
<b>PREVIOUS VERSION OF POLICY</b>	Honorary Freeman/Freewoman of the Town Policy 2021
<b>POLICY STATUS</b>	Approved
<b>POLICY APPROVAL DATE</b>	16 <sup>th</sup> September 2021
<b>APPROVING COMMITTEE</b>	Finance, Policy & Human Resources Committee
<b>DATE OF POLICY REVIEW</b>	21 <sup>st</sup> July 2022  <u>Notes:</u> Proposed amendments to the 2021 Policy were presented to Finance, Policy and HR Committee on 21 <sup>st</sup> July 2022. The Committee resolved:- That the award should only be given to living persons and cannot be given posthumously, and that the policy should be amended to explicitly state this. That the place of birth and current abode of nominees are not material considerations as to whether to give the award.



## **1.0 Introduction**

- 1.1 By virtue of section 249(5) and (6) of the 1972 Local Government Act, as amended by the Local Democracy, Economic Development and Construction Act 2009, the Town Council is able to award a Title of Dignity to a person in recognition of significant contributions being made to the local community.
- 1.2 Prescott Town Council may award an “Honorary Freeman of the Town” or “Honorary Freewoman of the Town”. The award of such a title should not be taken lightly. Rather more that it should be used sparingly to preserve the integrity of the honour and used to recognise the services of an individual at the end of such services.
- 1.3 There is no limit to the number of nominations or holders of the title, but the nature of the nomination criteria means that it is unlikely the honour will be bestowed frequently. It is intended that the award will confer distinction for eminent service.
- 1.4 The place of birth or current abode of the nominee are not material factors in consideration of whether the title of “Honorary Freeman of the Town” or “Honorary Freewoman of the Town” should be awarded.
- 1.5 The title of “Honorary Freeman of the Town” or “Honorary Freewoman of the Town” may not be awarded posthumously and can only be conferred to a living person.

## **2.0 Nomination Criteria**

- 2.1 The nominee must meet the following criteria:
  1. The nominee has served the Town of Prescott for a significant period of time, not less than 20 years having made an outstanding contribution or rendered eminent service to the Town.
  2. The nominee will have given extensive and distinguished service to the community of Prescott in a largely voluntary capacity over and above their paid occupation.

Or

  3. If the above criteria are not met that consideration is given to any extenuating circumstances.

## **3.0 Nomination Procedure**

- 3.1
  1. All nominations must be submitted by completing the nomination form and returning to the Town Clerk.

2. Submissions written by the nominated person will not be considered.
3. When a nomination has been received it will be considered by the Town Council.
4. The motion must be approved by no less than two-thirds of the Members at the meeting.
5. Following the resolution that an award is to be made the title of "Honorary Freeman or Freewoman of the Town" will be granted by the Town Mayor and the title holder presented with a certificate citing the grounds for the award along with a medal.
6. The honour shall be awarded for the individual's lifetime and not as a hereditary award.

#### **4.0 Confidentiality**

- 4.1 All nominations of Honorary Freeman or Freewoman of the Town are to be treated in the strictest confidence. The nominee should not be informed that they have been nominated and submissions should only be discussed with the person who has nominated them and the Town Council.