



# Granting of Freeman Status Policy

## Ilfracombe Town Council

### 1. INTRODUCTION

This policy outlines the Council's procedures for conferring the title Honorary Freeman/woman of Ilfracombe.

**(Extract form National Association of Local Councils Legal Topic Note LTN 12 date March 2013)**

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). The admission of an honorary freeman or honorary freewoman must be by resolution made at a meeting of the full council specially convened for such purpose and passed by no than less than two-thirds of the members of the council (Section 249(8) of the 1972 Act). That section also requires "notice of the object of the meeting" to be given. This confirms the need for the agenda with the public notice and summons to members in respect of the council meeting to itemise a motion to confer the title of honorary freeman or honorary freewoman. A local council may spend a reasonable sum as it thinks fit for the purpose of presenting an address or a casket containing an address to a person on whom it has conferred the title of honorary freeman or honorary freewoman (Section 249(9) of the 1972 Act).

### 2. POLICY

#### 2.1 Scheme of Enrolment

The Town Council wishes to recognise the efforts of members of the community who demonstrate outstanding commitment to the well-being of Ilfracombe. 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 Freewoman) of Ilfracombe. This honour will be bestowed only on rare and exceptional occasions. A maximum of four persons, unless otherwise decided by the Council, may be awarded the title Honorary Freeman (or Freewoman) of Ilfracombe in any one Council cycle. A maximum of two persons may be awarded the title in the first year of the scheme.

#### 2.2 Qualification required for enrolment

A person shall be deemed to be eligible for consideration to be nominated to the position of Honorary Freeman or Freewoman if he or she:

- i. on retirement has rendered a minimum of 12 years' service as a Member of Ilfracombe Town Council; and/or
- ii. has rendered eminent or notable service generally, or by service as Mayor, Chairman of a major Council Committee or holding one or more senior positions on the Council and/or
- iii. has rendered eminent or notable voluntary service to the community of Ilfracombe which has enhanced the lives of a

significant number of the population over a substantial period at the discretion of the council

### **2.3 Method of enrolment**

**2.3.1** Applications for nomination as an Honorary Freeman or Freewoman shall be made by a Member of the Council and submitted, in writing, to the Proper Officer for consideration by the Full Council

**2.3.2** Prior to the submission of any application for nomination, the person nominated shall be asked by the Member nominating him or her if he or she is willing to accept nomination for enrolment as an Honorary Freeman or Freewoman.

**2.3.3** Election to the position of Honorary Freeman or Freewoman shall be by a resolution of the Council, by not less than two-thirds of the Members voting thereon at a specifically called EGM.

**2.3.4** The presentation of the Honour will be at the Chairman's (Mayor's) discretion either at their Civic Reception or at the Town AGM.

**2.3.5** Following the election of a person to the position of Honorary Freeman or Freewoman, the Proper Officer will arrange for the name of the person to be admitted to the Roll of Honorary Freemen, which shall be established for such purpose.

### **2.4 Rights and Privileges**

**2.4.1** An Honorary Freeman or Freewoman shall be entitled to the following rights and privileges:

- i. to enjoy the courtesy title of "Honorary Freeman or Freewoman" and to be addressed as such;
- ii. to attend as an observer at meetings of the Council or any other meetings to which the press and public are admitted and to have a seat reserved for this purpose;
- iii. on request, to receive a copy of the Council Summons and Agenda and a copy of the Council's Annual Report.
- iv. to walk in Civic Processions in a position immediately senior to serving Members;
- v. on death, to have the Town Council flag flown at the Council Offices at half-mast;
- vi. to enjoy such other privileges as the Council may confer upon them from time to time.

**2.4.2** It shall be competent for the Council in any particular case to withdraw the title of "Honorary Freeman or Freewoman" and the attached rights and privileges on the recommendation of the Full Council. Such withdrawal of the title shall be by resolution of the Council, passed by not less than two-thirds of the Members voting thereon at a meeting of the Council specially convened for the purpose by the Mayor. On the passing of such resolution, the Proper Officer shall delete the name of the person concerned from the Roll of Honorary Freemen and advise that person accordingly.

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