

# TELSCOMBE TOWN COUNCIL



## Honorary Freedom of the Town Policy

### Policy Statement

The Town Council wishes to recognise the efforts of members of the community who demonstrate outstanding commitment to the well-being of Telscombe. 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 Telscombe. This honour will be awarded only on *rare and exceptional occasions*. At any one time, a maximum of four persons, unless otherwise decided by the Council, may hold the title Honorary Freeman or Freewoman of Telscombe.

### Nomination Criteria

The following will be taken into account when consideration is given to granting the honour of Honorary Freeman or Freewoman of Telscombe:

1. 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 dedication and contribution is significantly above that expected for their occupation.
2. All nominees should have carried out their largely voluntary roles for at least 20 years.
3. Nominees need not necessarily be resident within the Telscombe Town Council area.
4. Any nominated Town Councillor should have retired from the post.
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

1. Nominations should be made in the strictest confidence without the nominee's knowledge. Any resident or elector of Telscombe or East Saltdean may make a nomination, but it must be sponsored by a Town Councillor.
2. 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.
3. If Councillors are in agreement that the nominee should be made an Honorary Freeman or Freewoman of Telscombe, 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.
4. No fewer than two-thirds of the Town Councillors must agree the nomination.
5. The decisions of the Council on all nominations are final.

### Entitlement

Any person declared may designate himself/herself Honorary Freeman or Freewoman of Telscombe.

The award will normally be made at the Annual Council meeting. A scroll will be presented to the recipient.

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## **Withdrawal**

Any person nominated who is deemed by the Council to have brought the office into disrepute may have the designation withdrawn.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