

TELSCOMBE TOWN COUNCIL

Honorary Freedom of the Town Policy

Background

With effect from 12th January 2010, local Councils were given powers to confer honorary titles in accordance with Section 249 (5 & 6) of the Local Government Act 1972, to (a) persons of distinction and (b) those who in the Council's opinion have rendered eminent service to the Council's area.

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 Town. For the purposes of this policy, 'town' refers to the Parish of Telscombe which includes Telscombe Cliffs, Telscombe Village and East Saltdean. 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 Town:

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 Cliffs, Telscombe Village or East Saltdean may make a nomination, but it must be sponsored by a Town Councillor.

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2. Nominations must be made on the attached Nomination Form and sent 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.
3. On receipt of a nomination, an acknowledgement will be sent and it will be circulated to all Councillors for confidential consideration to ensure that at least two thirds of Councillors (10) are in agreement. The Council may request further information from the proposer if required.
4. If Councillors are in agreement that the nominee should be made an Honorary Freeman or Freewoman of Telscombe Town, (a) a resolution must be passed at a meeting which is specially convened for the purpose and where notice of the object of the meeting has been given and (b) by not less than two thirds of the members of the relevant authority who vote on it. The formal vote should be in confidence.
5. The decisions of the Council on all nominations are final. Once agreement has been made, the nominee will be invited to accept the honour at a special meeting.
6. Awards will be presented annually and this will normally be at an extra-ordinary meeting of the Council in June, followed by a small reception.

Entitlement

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

A certificate will be presented to the recipient.

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.

Policy	Honorary Freedom of the Town
Review Cycle	Every 3 years, or earlier in the event of legislative changes
Date Last Adopted	November 2023
Previous Adoption Dates	November 2020, November 2017, November 2014
Responsibility	Policy & Resources Committee and then adoption by Full Council

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FREEDOM OF THE TOWN NOMINATION FORM

Nominator's Details - Name:

Address:

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Tel: Email:

Date:

Councillor Sponsor:

SECTION A - NOMINATION OF AN INDIVIDUAL AS HONORARY FREEMAN / WOMAN OF THE TOWN

Name & Address of individual

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In what category are you nominating them (charity/voluntary/former councillor, other)

Please state category and dates when they served:

.....

Are you related to the person you are nominating?

In what capacity are you nominating them?

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How long have you known the individual?

SECTION B - This section must be completed with a much detail as possible

Please explain (200 words) why you are making your nomination (please continue on a separate piece of paper if required.)

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How the information you provide will be used

General Data Protection Regulations - Any personal information such as name, postal address, telephone number, and email address given via this form will only be used to provide a requested service, kept for as long as necessary to provide that service and will not be disclosed to any other third party without your prior permission or unless we are required to do so by law.