



MABLETHORPE & SUTTON TOWN COUNCIL

Honorary Freedom of the Parish Policy

1) Policy Statement

Mablethorpe & Sutton Town Council recognises the ongoing efforts of members of the community who demonstrate outstanding commitment to the well-being within the parish.

The Council has the option to recognise such commitment where individuals qualify and meet the criteria set out within this policy, by awarding to an individual the title of Honorary Freeman/Freewoman of the parish of Mablethorpe, Sutton on Sea and Trusthorpe.

This honour will be awarded for exceptional or long standing / outstanding achievement within the parish.

Such awards are made using powers contained within the Local Democracy, Economic Development and Construction Act 2009, in which Councils were given the right to grant honorary Freedoms in their area of jurisdiction.

2) Nomination Criteria

The following will be considered when consideration is given to granting the honour of Honorary Freeman/Freewoman of the Parish:

- 2.1 Preference will be given to a person who performs in a voluntary capacity, but this should not preclude the honour being awarded to any person, whose dedication and contribution is significantly above that expected for their occupation, including uniformed services.
- 2.2 All nominees should have carried out their [largely] voluntary roles for a significant period.
- 2.3 Nominees must be or have been a resident within the Parish area.
- 2.4 Current or former elected Members will not usually be considered but will not be arbitrarily discounted; however, such Members could be considered for dedicated voluntary, or charity works within the parish.
- 2.5 Current or former staff members will not usually be considered but cannot be arbitrarily discounted. Recognition may be made following significant impact their service has delivered to the community or council, or service given (years).
- 2.6 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. Sustained or continued involvement in voluntary or charitable works.
 - d. Bravery.
 - e. Outstanding acts that promote or improve the Parish.
 - f. Outstanding sporting achievement.

3) Nomination Procedure

- 3.1 Nominations should be made with the strictest confidence **without** the nominee's knowledge.

Any resident or elector of the parish may make a nomination, but this must be supported by a statement of sponsorship by a **serving** Town Councillor.

- 3.2 Nominations must be made by writing (letter or e-mail) to the Town Clerk and supported by evidence of the contribution made by the individual to the community and any other examples of service which justifies the honor.

On receipt of a nomination, it will be circulated to members of the Town Council Personnel Committee or the Ceremonial Services working group for confidential consideration.

- 3.3 Where elected Members agree that the nominee should be made an Honorary Freeman/Freewoman of the parish, the nominee will be contacted informally to discuss and invited to accept the honour.

Once agreed, the nomination will then be put before the Council and formalised by resolution of the full Council.

- 3.4 The majority vote of those present and voting at this time will determine the award.

- 3.5 The decision of the Council on all nominations and awards is final.

- 3.6 Where a nominee has been declined, a re-application will not be accepted for a period of 12 calendar months.

4) Entitlement

- 4.1 Individuals cannot nominate themselves for the Honorary Freeman/Freewoman of the parish.

- 4.2 Awards can be made at any time as the Council sees fit.

- 4.3 A framed scroll, signed by the serving Mayor and Town Clerk & RFO will be presented (by the signatories) to the recipient and funded by the Town Council.

5) Withdrawal

- 5.1 Any nominated person who is deemed by the Council to have brought the office or reputation of the Council into disrepute may have the designation withdrawn.

- 5.2 The majority vote of those present and voting at this time will determine any withdrawal under normal circumstances.

- 5.3 In the case of any legal issue, the Town Clerk will obtain legal advice from the Lincolnshire Association of Local Council's (LALC) and the Council must receive, respect and implement such advice without question.