



FELIXSTOWE

TOWN COUNCIL

Honorary Freeman/Freewoman Policy 2019-20

Policy Statement

The Town Council wishes to recognize the efforts of members of the community who demonstrate outstanding commitment to the town of Felixstowe. 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 Felixstowe. 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.

Nomination Criteria

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

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 dedications and contribution is significantly above that expected for their occupation.
2. All nominees should have carried out their largely voluntary roles for a minimum period of at least 20 years.
3. Any nominated Town Councillor should have retired from the post. Existing councillors are not eligible to be nominated, unless there are 'exceptional circumstances'.
4. 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 Felixstowe 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 Felixstowe, 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 less than two-thirds of the Town Councillors must agree the nomination.

5. The decision of the Council on all nominations is final.

Confidentiality:

All Honorary Freeman of Freewoman nominations are to be treated in the strictest confidence. The nominee should not be informed that they have been nominated, as it is not fair to raise expectations in case they are not met. It is imperative that submissions are not discussed with any other persons (except the one person who may provide a letter in support of the application) or with the individual concerned. Any disclosure will make the application invalid.

Entitlement:

The honour will be awarded for the individual's lifetime and not as a hereditary award. Any person nominated may designate himself / herself Honorary Freeman or Freewoman of Felixstowe.

The award will be made at the Annual Town Meeting. A framed certificate will be presented to the recipient.

Benefits Following Receipt of Title:

The title of Honorary Freeman or Freewoman is the highest honour that the Town can bestow although it carries no privileges. However, those successful will be able to use the title of 'Freeman' or 'Freewoman' and may receive invitations to major civic events. Their name will also be displayed on the Roll of Honour.

Policy Approved:
Review Body:
Review Period:
Next Review:

HONORARY FREEMAN/FREEWOMAN NOMINATION FORM

NOMINEE

Please clearly print or type the following details about the person you are nominating. You must ensure that all sections of this form are completed or we will be unable to consider your nominee.

Surname

Forenames

Title

Address

Telephone number

Mobile number

Email

THE RECOMMENDATION

In this section please set out details of how the nominee has made a significant contribution in their area of activity whether it is in the public, private or voluntary sector. It is important that you give as much detail as possible about what your nominee has achieved which makes them stand out against others.

In what role(s) or area(s) has the nominee excelled?

How has the nominee demonstrated service worthy of recognition?

How has the nominee's contribution impacted on a particular field, locality, group or the community at large?

What makes this person stand out from others doing similar work?

Over what period of time has the nominee made a major commitment?

You may use additional sheets of paper, but please ensure that you state to which section the additional information you are providing relates. Please do not send in examples of the nominee's work (e.g. videos, photographs, books).

LETTER OF SUPPORT:

One letter of support may be submitted but it is important that confidentiality is maintained and details of the nomination must not be discussed with any other persons or with the individual concerned.

DETAILS OF PERSON MAKING THE NOMINATION:

Please provide your details.

Surname

Forenames

Title

Address

Telephone Number

Mobile Number

Email address

Relationship to nominee

Signature

Date

Confidentiality: it is imperative that your submission is not discussed with any other person (except the one person who may provide a letter in support of your application) or with the individual concerned. Any disclosure will make this application invalid.

Please send this form with any enclosures (marked confidential) to the Town Clerk.
