

Clun Town Council  
HONORARY FREEMAN - THOUGHTS ON PROCESS

**Introduction**

Earlier in the year we agreed to establish the role of Honorary Freeman of Clun (see note dated 22 March setting out the back ground and principles). It was agreed that those so conferred would have names entered on an honours board located in the Town Hall and such a board has been prepared and paid for but not erected

**Background**

The freedom most commonly arising today is that of being made an Honorary Freeman of the Borough, which, under the Honorary Freedom of Boroughs Act, 1885, (now replaced by the Local Government Act of 1972), may be conferred by any borough, even though otherwise it has no freemen. Prior to the Municipal Corporations Act of 1835, a freeman was a citizen who was entitled to claim exemption from tolls and a share of the profits of his city or borough. The Act franchised non-freemen in positions of local government and the term is now occasionally conferred as an honorary title by a city or corporation.

**Purpose**

To be granted the title of Honorary Freeman is a mark of distinction upon the person whom the Council wishes to honour. The Freedom itself carries no privilege and is purely an honour reflecting the eminence of the person on whom it is conferred or as recognition of significant and valuable services rendered to the borough by that person. It shall apply to to the Whole Parish of Clun administered by Clun Town Council with Chapel Lawn Parish Council.

**Role**

Any persons declared Honorary Freeman of the Parish may designate him/herself 'Honorary Freeman of the Parish of Clun with Chapel Lawn'. Honorary Freemen will be invited to attend Official Functions hosted by the Council and be invited to take part in civic processions. Honorary Freeman will be invited to attend meetings of Annual Council and may attend Council meetings as a non-participating guest. The honour bestowed on an Honorary Freeman is life long, unless the Council wish to make steps to relinquish the honour.

**Limitations**

No payments will be made to an Honorary Freeman for any service or expenditure that they undertake. They may attend Annual Council, but not take part in the proceedings. A maximum of 2 Honorary Freemen can be appointed during the 2019-2020 year (that is between Annual Council Meetings), following this, a maximum of one award a year can be bestowed. This is a limitation only and not a requirement. Awards should only be when appropriate.

The Honorary title may be removed by way of Council resolution in light of circumstances such as imprisonable criminal conviction, or bringing the Council in to severe disrepute

#### Criteria

The honour can be bestowed on any person who lives, works or is intrinsically linked with the Parish of Clun with Chapel Lawn

Ideally the honour will be bestowed on 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 from their occupation

All nominees should have rendered eminent services by way of exceptional contribution to the district and their achievement should be exemplary and ideally link to the aims and activities of the Clun Town Council with Chapel Lawn (preferably as set out within a council planning document, Parish or Neighbourhood plan or similar)

Any nominated Town / Parish / County Councillor or Clun Town Council with Chapel Lawn staff member must have retired from post

#### Process

A nominee must be nominated in writing (including fax and electronic submissions) to the Parish Clerk. This nomination can be made by any resident or elector of the district of Clun Town Council with Chapel Lawn, but must be in the strictest of confidence without the nominees knowledge

The nomination must be sponsored by a currently serving councillor of Clun Town Council with Chapel Lawn

Submission on the nomination should be evidence based by outlining the voluntary service provided by the individual to the community and any other examples of 'community spirit' to justify the honour

A nomination for an Honorary Freeman will be measured against the criteria set out above and considered by the Honours Panel (comprising at least 3 Members of Council) prior to submission to an Extraordinary Meeting of the full Council for a final decision

Following measurement against criteria and prior to the Extraordinary Meeting, nominations will be circulated to all Members of Council on a confidential basis. Councillors will be given the opportunity to state to the Panel any objections to the nomination in a confidential manner and reasons for any objection to a nomination must be given

It will be determined prior to calling a meeting of Council whether a candidate fills a substantial amount of the criteria

A proposition must be approved by at least two thirds of the present Members at a meeting of Council called specifically for that sole purpose. This may be immediately prior or following a scheduled meeting of Council

The resolution should recite the particular grounds upon which the Council have come to their decision, and details of the public services rendered by the recipient should be included

On the passing of the recommendation it should be announced that at a future meeting of Council a signed oath will be taken by the Honorary Freeman and a Freedom Scroll will be presented to the candidate with a small reception following the meeting hosted by the Chairman in celebration

**Nomination Form**

The following form is to be completed but Councillors nominating persons to be considered for the honour

<b>The content of this form to remain confidential and to be use solely for assessing the eligibility and conferral of the Honour of Freedom of Clun</b>	
<b>Councillor submitting the nomination - the Sponsor</b>	
<b>Name of person being nominated</b>	
<b>Evidence the person nominated meets the criteria for conferment</b>	
<i>[Please provide hard evidence of how the criteria are met and in what way they are eminent, exceptional or exemplary, and where appropriate meet the aims and objectives of the Council]</i>	

[max 250 words]