

**Broadhempston Parish Council**

**Honorary Freeman of the Parish Policy**

This policy was adopted by the Council at its Meeting held on 12 December 2019.

The next date for review is 14 May 2020.

The Parish Council wishes to recognise the efforts of members of the community or organisations which demonstrate outstanding commitment to the well-being of the parish. The Council will do this in special circumstances which meet the criteria of this policy by awarding to an individual/organisation the title of Honorary Freeman or Honorary Freewoman of the Parish of Broadhempston.

There shall be no limit on the number of awards granted in any one year, but the honour will be awarded only on exceptional occasions and each will be judged on merit. At no time is political affiliation considered as part of the decision-making process and all nominations will be treated equally.

**Nomination Criteria**

The following will be taken into account when consideration is given to grant the ward of Honorary Freeman or Honorary Freewoman of the Parish:

1. Preference will be given to a person/organisation which performs in a voluntary capacity, but this should not preclude the honour being awarded to those whose dedication and contribution is significantly above that expected for their occupation.
2. Nominees need not necessarily be resident within the parish area but the contribution being recognised must be for the benefit of the parish.
3. Any nominated parish councillor should have retired from elected/co-opted post prior to consideration of nomination.
4. The contribution to the community of Broadhempston should comprise one or more of the following:
  - (a) A significant allocation of the person's/organisation'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 the Parish of Broadhempston may make a nomination but it must be sponsored by a parish councillor.
2. Nominations must be made in writing to the Parish Clerk and supported by evidence of the voluntary service provided by the individual/organisation to the community, and any other evidence of service which justifies the honour.
3. Received nominations will be distributed to all parish councillors, as part of the agenda process. The matter will be considered at an ordinary Parish Council meeting, with the press and public excluded. The purpose of this part of the process is to ensure that there is general support for the nomination.
4. If the Parish Council is "minded" to approve the nomination, the nominee will be informed and invited to accept the honour. Following the nominee's informal acceptance, a meeting of the Parish Council, specially convened for the purpose, and where notice of the object of the meeting has been given, shall be arranged (in accordance with S.249 (and appropriate sub-sections) of the Local Government Act 1972).
5. In accordance with S.249 of the Local Government Act 1972, at least two-thirds of the Members present and voting must agree the nomination.

Prepared by Rachel Avery – Clerk and Responsible Financial Officer