

TOWN AND CINQUE PORT OF HYTHE



Hythe Town Council
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HONORARY FREEMANS POLICY

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This Policy was adopted by the Council at its meeting held on: 1 February 2018

Minute

GOVERNING BODY: HYTHE TOWN COUNCIL, TOWN COUNCIL OFFICES, OAKLANDS, 1 STADE STREET, HYTHE,
KENT. CT21 6BG



HYTHE TOWN COUNCIL HONORARY FREEMAN* POLICY

* This term relates to both Men and Women

1. BACKGROUND

Members are referred to the previously issued Town Clerk's report (08/09) on this matter which provides the general background to the awarding of this honour by the Town Council. It is attached for ease of reference. At the request of the Mayor, this document has been prepared detailing the policy on minimum qualifications and processes necessary for the granting of such an award, within the statutory framework as embodied in the legislation, viz for:

- a) Persons of distinction.
- b) Persons who have, in the opinion of the authority, rendered eminent services to that place or area.

2. ELIGIBILITY

- 2.1. Individuals from all walks of life who have contributed to Hythe are eligible to be nominated as an Honorary Freeman.
- 2.2. In keeping with the special nature of the award it shall be strictly limited to those who have made a very significant voluntary contribution to the community of Hythe and who have demonstrated "service above self", or a significant national contribution relative to the Town of Hythe.
- 2.3. The honour shall be awarded for the individual's lifetime and not as a hereditary award.
- 2.4. The maximum number of Freeman at any one time is not restricted.
- 2.5. It would be expected that the nominee will have given extensive and distinguished service to the community which transcends local government i.e., service to other organisations, voluntary and community groups, in a largely voluntary capacity and not usually for long service on the Town Council.
- 2.6. The nominee must have made an outstanding contribution to the Town so that the nominee's contribution can be demonstrably seen to stand head and shoulders above the contributions made by most other people.

3. NOMINATION PROCEDURES

- 3.1. Nominations can only be made via Hythe Town Councillors. The nomination should be made by written submission and by forwarding it in a confidential envelope to the Town Clerk. Correspondence will not be entered into on the merits of a particular nomination whilst it is under consideration.
- 3.2. All Councillors will be invited to discuss nominations received for the Honorary Freeman role. The Council may request further information from the proposer if required at an Extra-Ordinary meeting of the Full Council.
- 3.3. The submission should detail the voluntary service provided by the individual to the community, together with examples of community spirit to justify the honour. On receipt of a nomination, it should be circulated to all elected members for confidential consideration at a Council meeting.



- 3.4. If elected members agree that the nominee should be made an Honorary Freeman of the Town, then the nominee should be invited to accept the honour. If agreed the nomination shall then be put before the Council and a formal vote taken, in confidence.
- 3.5. If the above procedure yields a majority, then an especially convened meeting shall be called at which no less than two-thirds of the members of the Council are present and voting must agree on the nomination.
- 3.6. All nominations of Honorary Freeman are to be treated in the strictest of confidence. The nominee **should not** be informed that they have been nominated as it is not fair to raise expectations if they are not met. It is therefore imperative that submissions are not discussed with any other persons.
Any disclosure will make the application invalid.
- 3.7. The awards will be presented at an individual ceremony.

4. ENTITLEMENTS

- 4.1. Any person declared an Honorary Freeman of the Town may designate him/herself as "Honorary Freeman of the Town of Hythe".
- 4.2. The recipient will be awarded a scroll to commemorate receiving the award and their name will be added to the Hon Freeman Board at the Town Hall.
- 4.3. Any Honorary Freeman of the Town shall be:
 - Invited to all subsequent civic events and functions hosted by the Town Council.
 - Invited to be present at the Annual Mayor Making event.
 - Be placed in the civic procession ahead of Past Mayors and immediately after the Chairman of the DC, the MP and any visiting Mayors or other visiting dignitaries.

5. FINANCIAL IMPLICATIONS

- 5.1. The current level of expenditure incurred for the creation of Hon Freeman is not insignificant, being more than £1k, considering the production of the scroll, framing, board inscription and reception. Given the lack of prediction in the holding of these investitures it is recommended that the costs be borne from revenue contingency. Given the nature of this policy and the necessity of those being put forward being of the highest calibre there is every likelihood that these events will not be held frequently.

