

**Honorary Freeman/Freewoman**

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HONORARY FREEMAN/FREEWOMAN**DRAFT SCHEME OF ENROLMENT**

The Town Council wishes to recognise the efforts of members of the community who demonstrate outstanding commitment to the well-being of Bewdley. 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 Bewdley. This honour will be bestowed only on rare and exceptional occasions. A maximum of four persons, unless otherwise decided by the Council, may be awarded the title Honorary Freeman (or Freewoman) of Bewdley in any one Council cycle.

1. Qualifications Required for Enrolment

A person shall be deemed to be eligible for consideration to be nominated to the position of Honorary Freeman or Freewoman if he or she:

- i) on retirement has rendered a minimum of 12 years' service as a Member of Bewdley Town Council; and/or
- ii) has rendered eminent or notable service generally, or by service as Mayor, Chairman of a major Council Committee or holding one or more senior positions on the Council in any political group; and/or
- iii) has rendered eminent or notable voluntary service to the community of Bewdley (including Wribbenhall) which has enhanced the lives of a significant number of the population over a period of not less than 20 years.

2. Method of Enrolment

2.1 Applications for nomination as an Honorary Freeman or Freewoman shall be made by a Member of the Council and submitted, in writing, to the Town Clerk for consideration by the Policy and Resources Committee.

2.2 Prior to the submission of any application for nomination, the person nominated shall be asked by the Member nominating him or her if he or she is willing to accept nomination for enrolment as an Honorary Freeman or Freewoman.

2.3 Election to the position of Honorary Freeman or Freewoman shall be by a resolution of the Council, passed on the recommendation of the Policy and Resources Committee, by not less than two-thirds of the Members voting thereon at a meeting of the Council specially convened for the purpose by the Mayor.

2.4 Following the election of a person to the position of Honorary Freeman or Freewoman, the Town Clerk will arrange for the name of the person to be admitted to the Roll of Honorary Freemen, which shall be/is already established for such purpose.

3. Rights and Privileges

3.1 An Honorary Freeman or Freewoman shall be entitled to the following rights and privileges:

- i) to enjoy the courtesy title of “Honorary Freeman or Freewoman” and to be addressed as such;
- ii) to attend as an observer at meetings of the Council or any other meetings to which the press and public are admitted and to have a seat reserved for this purpose;
- iii) on request, to receive a copy of the Council Summons and Agenda and a copy of the Council’s Annual Report.
- iv) on request, to review invitations to all Civic events to which members of the Council are invited;
- v) to walk in Civic Processions in a position immediately senior to serving Members;
- vi) to wear the Badge of Office of Honorary Freeman or Freewoman on Civic occasions;
- vii) on death, to have the Town Council flag flown at the Guildhall at half-mast;
- viii) to enjoy such other privileges as the Council may confer upon them from time to time.

3.2 It shall be competent for the Council in any particular case to withdraw the title of “Honorary Freeman or Freewoman” and the attached rights and privileges on the recommendation of the Policy and Resources Committee. Such withdrawal of the title shall be by resolution of the Council, passed by not less than two-thirds of the Members voting thereon at a meeting of the Council specially convened for the purpose by the Mayor. On the passing of such resolution, the Town Clerk shall delete the name of the person concerned from the Roll of Honorary Freemen and advise that person accordingly.