



Freedom of Lydney Town

(Policy date: 11th September 2023: Review date July 2026)

Policy for conferring of the Title of Honorary Freeman/Freewoman and Freedom of Lydney Town

1. Introduction

This document sets out the criteria, procedure and arrangements relating to the selection and appointment process for Honorary Freemen/Freewomen and organisations for conferring Freedom of the Town.

2. Conferring the Freedom of the Town

Conferring the Freedom of the Town is the highest honour that the Town Council can bestow and should not be given too often in order to preserve its status and value.

This is an award, solely in the gift of the Council and confers no material honours or special privileges nor does it entitle the person or organisations to participate in the proceedings of the Council meetings or in any ceremonial events. It is purely and simply awarded for merit.

Individuals who receive the Honour are able to use the title of '*Freeman/Freewoman to Lydney Town*', which can be awarded posthumously.

The title of '*Freedom of Entry to Lydney Town*' will be conferred on organisations.

Both titles are Freedom of the Town.

3. Legislation

3.1 Section 249 (5) of Local Government Act 1972, as amended by Section 29 of the Local Democracy, Economic Development & Construction Act 2009, allows the Council of a relevant authority (including a Town Council) to admit to be honorary Freeman/Freewoman of the place or area for which it is the authority:

a. Persons of distinction, and

b. Persons who have, in the opinion of the authority, rendered eminent service to that place or area.

3.2 The Power to spend a reasonable sum LGA 1972 (s.249(9))

3.3 The absence of rights accruing to the title LGA 1972 (s.249(10))

3.4 A resolution must be passed:

- a. At a meeting of the Town Council that has been convened especially for the purpose (Extraordinary Meeting) and where notice of the object (Summons) of the meeting to pass a motion relating to the conferring of the award has been given; and
- b. By not less than two-thirds of the members of the Council who vote on it.

4. Criteria

There is no statutory guidance that sets out any criteria for the appointment of Freeman/Freewomen.

As the Freedom of the Town is awarded in recognition of exceptional service to the Town, it would be inappropriate to set out strict judging criteria.

Instead, guidance on the attributes that successful candidates/organisation would be expected to have demonstrated is outlined within this policy.

Nominations are to be agreed by the Mayor, Deputy Mayor and Town Clerk, prior to any resolution being put before Council;

Once agreed arrangements will be made for an Extraordinary Meeting of the Council to be held, in order to discuss the award.

The recipient will be informed of the Council's wish to bestow the honour of Freeman/Freewomen onto them and they will be invited to attend the Extraordinary Meeting of the Council.

Considerations for the award should include recognition of:

- exceptional contribution, or service or over a prolonged period of time.
- a resident of the Town who renders an identifiable and consistent contribution/service to the Town or wider community.
- their role in the distinction to Lydney Town Council and its enhanced reputation as a direct result of their actions
- the work of the individual/organisation and as a direct result of their sustained and proactive actions the benefits to Lydney
- the work that the individual/organisation has made to the life of others – such service over a continuous period of time or through one significant single action or initiative for Lydney
- how the individual/organisation exemplifies selflessness and sustained commitment to voluntary service in their community

When considering applications, the Council may wish to split nominations into categories to allow further clarity in their decision making.

The following categories are suggested:

- Charitable
- Community
- Culture
- Business, Innovation and Science
- Education
- Health and Environment
- Military
- Miscellaneous other

It is accepted that some requests may fall into more than one category and applicants therefore need to address that in their submission.

5. Cost

Section 249 (9) of Local Government Act 1972 allows Councils to spend “such reasonable sum as it thinks fit” on presenting an address to an Honorary Freeman/Freewoman or Freedom of Entry.

A commemorative ‘scroll’ or certificate will be issued by Lydney Town Council.

Currently there is no budget provision for this but under the S137 of the Local Government Act 1972 the costs of the scroll and frame can be allocated.

6. Procedure for Conferring Freedom of Lydney

6.1a. Any Town Councillor may nominate to the Council individuals/organisations who in their opinion, have rendered eminent services to the Town and who should be considered to be conferred the Freedom of the Town or Freedom of Entry.

6.1b. A member of the public may petition any Town Councillor to nominate an individual/organisation to the Council for consideration.

6.2. Individuals/organisations who have profited from their service would not normally be eligible, however this is subject to the discretion of the Council.

6.3. The nomination for the Honorary title will be considered at an Extraordinary Meeting of the Council.

Council should seek to follow the following process:

- 1) Nominees are able to comment on their nomination in the 'Open Forum' prior to the commencement of the Extraordinary Meeting.
- 2) The Chairman shall open the Meeting/Agenda item and remind the Members of this Policy Document giving guidance on those criteria for suitable nominations.
- 3) The Chairman shall invite the Member(s) ('the sponsor) to present the application for nomination, (***see nomination form***)
- 4) The Member(s) of the Council making a nomination for the Honorary title should be able to demonstrate to the Council that the criteria have been met.
- 5) The Chairman shall invite all Members to discuss and debate the merits of the nomination.
- 6) The Chairman shall then invite the committee to vote on the motion relating to the conferring of the award.
- 7) If the resolution has been passed at the Extraordinary Meeting the Honorary Freeman/Freewoman or Freedom of Entry will be bestowed on the individual/organisation.
- 8) The Honorary Scroll will be signed by the Mayor and Proper Officer, to be presented at a public meeting at a later date.
- 9) The council will aim to hold the presentation ceremony at a public event (i.e., Annual Town Assembly or a community event) within Lydney.
- 10) A "Freedom" scroll will be issued stating the name and purpose for which the honour is being bestowed;
- 11) The roll of Honorary Freeman/Freewoman or Freedom of Entry shall be maintained by the Town Clerk and shall be publicly displayed.



Nomination Form for Freedom of Lydney Town

I Councillor wish to nominate the following person/organisation to be considered for the status of Freedom of the Town of Lydney.

Nominee:.....

Address:.....

.....

Telephone number:.....

Email address:.....

Category:

I am aware that the following criteria need to be applied to the achievements of the nominee/organisation.

They have:

- Delivered in a way that has brought distinction to the Town of Lydney.
- They have enhanced the reputation of the Town of Lydney.
- They have demonstrated and provided support to Lydney Town residents.
- They have demonstrated and provided support to others within Lydney Town.

I believe that they have met the criteria in the following way

Signed Councillor.....

Date.....