



TOWN CLERK: Alison Melnyczuk BA (Hons) FILCM Town Hall, Market Hill, The Old Riverport, St Ives, Cambridgeshire PE27 5AL Telephone: 01480 388929



email: clerk@stivestowncouncil.gov.uk

# **GRANTING OF FREEMAN STATUS POLICY**

# 1.0 **INTRODUCTION**

Under the Local Democracy, Economic Development and Construction Act 2009 the Town Council may grant Honorary Freeman and/or Honorary Freewoman status to those individuals who are:-

- Persons of distinction, or
- Persons who have, in the opinion of the authority, rendered eminent services to the town or area.

#### 2.0 **PROCESS**

This process must be undertaken by means of a resolution at an especially convened Council meeting for the purpose and it must be passed by two-thirds of the Members who are present to vote.

### 3.0 **ROLE**

The role does not convey to the person honoured any other rights or privileges other than the title.

### 4.0 **NOMINATIONS**

Nominations for consideration should be made via a Town Councillor to the Town Clerk who will arrange for the calling of a special meeting to consider the nomination in line with this policy.

## 5.0 **PRESENTATION OF AWARD**

The award will take the form of a sealed and illuminated certificate incorporating a copy of the resolution, contained in a suitable casket, and presented at a formal ceremony at a mutually agreed time and date after the resolution is passed.

| Responsible Officer | Town Clerk | Date effective    | 2012     | Review date | March |
|---------------------|------------|-------------------|----------|-------------|-------|
|                     |            | from              |          |             | 2017  |
| Author              | Town Clerk | Date last amended | May 2016 |             |       |