



GRANTING OF FREEMAN STATUS PROCEDURE

1. This procedure is to ensure that appropriate consideration is given to any requests received by the Town Clerk in line with the Honorary Freeman Policy adopted in September 2012.
2. Requests for consideration need to be made in writing setting out why the nominee considers the proposed recipient should be considered for the honour including but not limited to:
 - Why they consider them to be a person of distinction, and/or
 - What eminent service they have rendered to the town or area.
3. On receipt of an appropriately presented nomination the Town Clerk will convene a meeting of the 'Honorary Freeman Consideration Working Party' which will consist of the Town Mayor, Deputy Town Mayor, immediate Past Mayor and the Town Clerk.
4. The working party will consider the information provided by the nominee, and may if deemed necessary ask the nominee to provide additional information to assist with their deliberations.
5. Should the working party consider the nomination to be worthy of recognition the Town Clerk will make arrangements for a specially convened Council meeting to be called in line with the policy.
6. Should the working party consider that the nomination is not worthy of recognition the nominee will be informed including the reason why the nomination will not be taken forward.

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