

## Filey Town Council Policy for awarding Civic and Freeman/Freewomen Awards

Initially reviewed January 2018

Approved August 2021



### **Civic and Freeman/Freewomen Awards**

The Town Council granting the civic awards and the status of Freeman/Freewomen of Filey as a means of paying tribute and the recording of it for posterity.

None of the awards offered by the Council provide a material honour or special privilege. It does not entitle the person to participate in the proceedings of the Council or represent the Council at ceremonial events.

All awards offered by the Council are purely and simply for merit.

### **Civic Awards - Certificates**

Council may consider awarding a 'Long Service Certificate' to recognise the length of service of an individual or group has given to Filey.

The 'Long Service Certificate' can only be given where the length service exceeds 20 years and the benefits of the service have been directly felt by the community.

Council may consider awarding a 'Achievement Certificate' to recognise the achievement of an individual or group.

Full Council may resolve to award the certificates at any time. However, it is expected that nominations should be put forward at the same time as Freeman/Freewomen applications are sought.

Only Town Councillors may propose that an individual or organisation receive the 'Long Service Certificate' or 'Achievement Certificate'.

To nominate an individual or group the Town Councillor must write to the Clerk one calendar week before the Full Council meeting where the item is to be discussed.

The nomination must set out the nominee's name, title, and address. Critically the Town Councillor must set out why would be appropriate for Council to award the certificate, outline the length or type of service and provide supporting evidence.

For a certificate to be awarded the proposal must appear as an item on a Full Council agenda, be seconded by another councillor and passed as a resolution of Council by a majority of members present at the meeting.

Councillors may also consider conferring a certificate to an individual instead of a Freeman/Freewomen award. For this to happen a proposal must be made at the meeting where Freeman/Freewomen's awards are discussed, it must be seconded by another councillor and passed as a resolution of Council by a majority of members present at the meeting.

### **Freemen/Freewomen Award**

The Town Council wishes to recognise the efforts of members of the community who demonstrate outstanding service and commitment to the community of Filey.

The Council will appoint Freemen/Freewomen, in special circumstances that meet the criteria of this policy. This honour will be awarded in the second and fourth term of the municipal cycle and on other exceptional occasions.

A maximum of five persons, unless otherwise decided by the Council, may be awarded the Freemen/Freewomen title in any one year.

Any resident of Filey may be nominated for the award although nominees who do not have residential qualification will be considered at the Town Council's discretion.

### **Nomination Criteria**

The following will be taken into account when consideration is given to granting the award:

- i. Preference will be given to a person who perform in a voluntary capacity, but this should not preclude the honour being awarded to a person whose dedication and contribution is significantly above that expected for their occupation.
- ii. All nominees should have carried out their largely voluntary roles for a significant period of time (i.e., a minimum of 5 years).
- iii. Any nominated Town Councillor must have retired from the post. If the nomination is made only on the role they played as a councillor they must have sat for a minimum of two terms or 8 years in total and have been appointed and undertaken the duties of Town Mayor, Deputy Mayor or Committee Chairman for at least one municipal year.
- iv. The nominee must be alive at the time the application is made and the award presented.
- v. The nominees must be persons of distinction or those, in the council's opinion, that have rendered eminent services to the Filey.
- vi. The contribution to the community of the nominated person should involve one or more of the following:
  - A significant allocation of the person's time in serving members of the community for the improvement of their well-being.
  - The promotion, achievement and/or delivery of community services in which a real personal contribution has been made.
  - A contribution which is seen to stand above the contributions of most others.

Those nominating should reference the criteria above and outline how the nominee has meet the desired qualities.

All nominations of Honorary Freeman/Freewomen are to be treated in the strictest confidence. The nominee should not be informed that they have been nominated, as it is not fair to raise expectations in case they are not met. It is imperative that submissions are not discussed with any other persons (except those who may provide a letter in support of the application) or with the individual concerned. Any disclosure will make the application invalid.

**Application**

All nominations for consideration of the title of Freeman/Freewomen must be submitted to the Town Clerk by completing a nomination form and be subject to fulfilling the above criteria.

Nominations should be made in the strictest confidence without the nominee's knowledge.

The nomination application must be proposed and seconded by two people. A sitting Town Councillor must not propose or second the nomination in order that they remain impartial throughout the process.

Supporting information must be outlined on the form giving reasons for why the nominee has been put forward for consideration referencing the criteria provided above.

All nominations received will be acknowledged by the Town Clerk and distributed to members in advance of the meeting where the item is to be discussed.

**Appointment**

In order that this award remains exclusive the Council will consider applications at an extraordinary meeting of the Town Council.

A resolution must be passed by two thirds of those present at the meeting Council.

Those successfully nominated for the Freeman/Freewomen award will be informed by the Clerk.

The award will be conferred at a Special Presentation Award Ceremony which would usually be expected to take place at the earliest convenience.

The nominee's proposer will be invited to deliver a presentation speech about the nominee at the ceremony.

The recipient of the award to be afforded the opportunity to invite members of his/her family to be present at the award presentation.

Members of the local press to be invited to attend the presentation.

**Entitlement**

The Freeman/Freewomen will receive an award certificate and badge of honour for his or her use only. Both will be presented to the recipient by the Town Mayor.

The recipient's name will be inscribed on the 'Freeman/Freewomen of Filey Title Board' in the Council Chamber.

Freeman/Freewomen may be invited to attend civic occasions and at such event may wear their badge of honour.

Any person awarded the title may for the rest of their life designate himself/herself a Freeman/Freewomen of Filey.

**Withdrawal**

The Honorary title may be removed by way of Council resolution in light of circumstances such as imprisonable criminal conviction or bringing the council into disrepute.

The Clerk must be informed one calendar week before the meeting at which the time will be discussed.

The reasons for the removal must be made clear and appear on the agenda.

Such a resolution must be passed by two thirds majority of those members present at the meeting.

Filey Town Council Clerk & RFO  
David Liddle  
11 August 2021