



Whitby
Town Council

Honorary Freeman Scheme

Document Control	
Version Number:	V1.0
Approved on:	
Council Minute Reference:	
To Be Reviewed by:	

1. Policy Statement

From time to time, members of the community demonstrate outstanding commitment and contribution to the wellbeing of the Town and it is recognised that their efforts should be acknowledged. 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 Honorary Freewoman) of the Town of Whitby'. This honour will be awarded only on rare and exceptional occasions.

2. Service

The nominee may have given extensive and eminent service to the Town of Whitby and its local community (e.g. service to other organisations and voluntary and community groups) in a largely voluntary capacity. The nominee must have made an outstanding contribution to the Town such that the nominee's contribution can be seen to stand above the contributions made by most other people.

3. Nomination Criteria

The following will be taken into account when consideration is given to granting the honour of Honorary Freeman (or Honorary Freewoman) of the Town:-

- A. Preference will be given to a person who performs 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 from their occupation.
- B. All nominees should have carried out their largely voluntary roles for a period of at least 20 years.
- C. Nominees need not necessarily be residents of Whitby.
- D. The award will not be restricted to Town Councillors or Town Council staff.
- E. Any nominated Town Councillor should have retired from the post.
- F. The contribution to the wellbeing of the community must involve one or more of the following factors:-
 - i. A significant allocation of the person's time in serving members of the community for the improvement of their wellbeing.
 - ii. The promotion, achievement and/or delivery of community services in which a real personal contribution has been made.
 - iii. Whilst difficult to define, the contribution must be outstanding in that it can be seen to stand above the contributions of most other persons.

4. Nomination Procedure

- A. Nominations must be made in the strictest confidence without the nominee's knowledge. Any resident or elector of the Town of Whitby may make a nomination but it must be sponsored by a Town Councillor.

- B. Nominations must be made in writing to the Town Clerk. The submission should be evidence-based by outlining the voluntary service provided by the individual to the community and any other examples of 'community spirit' to justify the honour. On receipt of a nomination, it will be circulated to all Councillors for confidential consideration.
- C. Councillors' reasons for any objection to a nomination must be given. If the Councillors are in agreement that the nominee should be made an Honorary Freeman (or Freewoman) of the Town, the nominee will be invited to accept the honour. If agreed, the nomination will then be put before Council and a formal vote taken, again in confidence.
- D. No fewer than two-thirds of the Town Councillors must agree the nomination.
- E. The decisions of the Council on all nominations (whether affirmative or negative) are final.

5. Entitlements

Any person declared an Honorary Freeman (or Honorary Freewoman) of the Town may designate himself/herself 'Honorary Freeman (or Freewoman) of the Town of Whitby'.

The award shall be made at a small ceremony which may take place at a Council meeting. A scroll will be presented to the recipient.

6. Limitation on Holders of Award

At any one time, a maximum of four persons, unless otherwise decided by the Council, may hold the title 'Honorary Freeman (or Freewoman) of the Town of Whitby'.

7. Procedure

From 12 January 2010, all local councils may exercise powers to confer the title of "honorary freeman" or "honorary freewoman" to persons of distinction and those who, in the council's opinion, have rendered eminent services to the council's area (section 249(5) and (6) of the 1972 Act). The admission of an honorary freeman or honorary freewoman must be by resolution made at a meeting of the full council specially convened for such purpose and passed by no than less than two-thirds of the members of the council (Section 249(8) of the 1972 Act). That section also requires "notice of the object of the meeting" to be given. This confirms the need for the agenda with the public notice and summons to members in respect of the council meeting to itemise a motion to confer the title of honorary freeman or honorary freewoman. A local council may spend a reasonable sum as it thinks fit for the purpose of presenting an address or a casket containing an address to a person on whom it has conferred the title of honorary freeman or honorary freewoman (Section 249(9) of the 1972 Act).

To be considered, a person must have been a resident of the Parish of Whitby for a minimum of 15 years and must have given continuous voluntary service over 10 years. He/she must have given special service over 5 years

('special' defined as having given service of themselves to the Town in their own particular way). A current serving member of a Local Authority cannot be nominated. The following criteria must be met to nominate a past member of Whitby Town Council. The nominee must have served a minimum of 15 years on Whitby Town Council. During the 15 year period the nominee must have served as either Mayor, Deputy Mayor, Chairman or Vice-Chairman of a Town Council Committee.

Nomination forms should be returned by 31 December prior to the year in which the award is made. The nominations will be resolved by Full Council before the end of March in the award year and the title will be conferred by the Town Mayor at the Town Assembly in April.



PANNETT PARK | WHITBY | YO21 1RE
TEL: (01947) 820227 | E MAIL: info@whitbytowncouncil.gov.uk

HONORARY FREEMAN NOMINATION

Please refer to the town council's policy for awarding criteria.

Nominee Details

	Title	Forename	Surname
Name	<input type="text"/>	<input type="text"/>	<input type="text"/>

Address

Number of years lived in the community

Brief outline of life, and dates of service (if applicable)

Summary of achievements or qualities that make the nominee outstanding.

Proposer Details

Name	Title	Forename	Surname
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address	<input type="text"/>		
Home Tel	<input type="text"/>	Mobile Tel	<input type="text"/>
Email	<input type="text"/>		
Signature	<input type="text"/>	Date	<input type="text"/>

Record of Receipt

Received by WTC	<input type="text"/>	Date	<input type="text"/>
-----------------	----------------------	------	----------------------