



Frodsham Town Council
Honorary Freedom of Frodsham
Criteria, Procedure & Arrangements for Granting Honorary Freedom

- 1. Introduction:** This report sets out recommendations relating to the selection and appointment process for Honorary Freemen and the Granting of Freedom of the Town to individuals and organisations. The criteria for selection are based on those adopted by Cheshire West & Chester Borough Council.
- 2. Granting the Freedom of the Town:** Granting the Freedom of the Town is the highest honour that the Town can bestow. Although it carries no privileges, those who receive the honour are able to use the title of Freeman, receive invitations to major civic events and have their exceptional and significant contribution to life in the Town formally recognised. Granting the Freedom of the Town to Military Units provides for Freedom of Entry and the historic privilege *“to march through the streets of the town with colours flying, band playing and bayonets fixed.”*
- 3. Criteria:** There is no statutory guidance that sets out any criteria for the appointment of Freemen. As 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 successful candidates would be expected to have is recommended.
- 4. Cost:** Section 249 (6) of Local Government Act 1972 allows Councils to spend “such reasonable sum as they see fit” on presenting an address to Honorary Freemen. A commemorative gift such as a medal can be provided. A copy of the address made - ‘the scroll’ - should also be provided. Currently there is no budget provision for this. Guidance suggests that a maximum of £1,000 could be spent on the scroll, the gift and any associated civic reception. It is almost certainly the case that the appropriate arrangements can be made for significantly less than that sum.
- 5. Legislation**
 - 5.1. 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 freemen or honorary freewomen 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.
 - 5.2. A resolution must be passed:
 - a. At a meeting of the relevant authority which is specially convened for the purpose and where notice of the object of the meeting has been given; and
 - b. By not less than two-thirds of the members of the relevant authority who vote on it.
 - 5.3. A relevant authority may spend such reasonable sum as it thinks fit for the purpose of presenting an address or a casket containing an address to the person or organisation on whom the authority has conferred the honorary freedom.
- 6. Procedure for Appointment of Honorary Freedom and Granting of Freedom of Frodsham**
 - 6.1. All Members of FTC are responsible for nominating to the Council individuals or organisations, who in their opinion, have rendered eminent services to the Town of Frodsham and who should be granted Freedom of the Town, Freedom of Entry and the title of Honorary Freeman or Honorary Freewoman.
 - 6.2. The Member of the Council making a nomination for either Honorary title needs to demonstrate to the Council that the criteria listed in para 7 below have been met and that the candidate commands substantial support in Frodsham Town Council.
 - 6.3. The Council will consider any recommendations for either Honorary title and, if approved, will request the Chair to convene a special meeting of the Council to consider the nomination.
 - 6.4. The roll of Honorary Freemen shall be maintained by the Town Clerk.

- 6.5. Those granted Freedom of the Town shall be entitled to attend Civic Receptions and other civic ceremonies where all Members of the Council are invited and, where spouses and partners of members are invited to attend, so shall spouses and partners of Freeman.
- 6.6. Organisations granted Freedom of Entry shall be entitled to “to march through the streets of Frodsham with colours flying, band playing and bayonets fixed” or such reasonably equivalent ceremonial.

7. Criteria

- 7.1. When considering candidates for Freedom of Frodsham the following should be considered:
- a. Candidates should have a strong and continuing connection with and commitment to Frodsham or have made a major contribution to national life and in doing so have enhanced the reputation of the Town
 - b. Candidates should have made a substantial contribution to the Town in any area of activity, which could include:
 - Artistic and Cultural endeavours
 - Business, economic growth and prosperity
 - Charitable work
 - Improvement to the built and natural environment
 - Political activities
 - Religious and spiritual life
 - Sports activities
 - c. Candidates should be considered from all walks of life. The honour should not be considered exclusive to a particular endeavour or activity.
 - d. Candidates should be considered from all parts of the Town.

8. **Procedure:** At the special meeting of the Council called to give Freedom of the Town the following procedure shall be adopted subject to the discretion provided for in paragraph 9 below:

- The Chair shall open the meeting of Council and welcome all those in attendance
- The Chair shall invite a member (‘the proposer’) to move a motion to grant Freedom of the Town
- The Chair shall invite a different Member (‘the seconder’) to second the motion
- The Chair shall invite the proposer to pay tribute
- The Chair shall invite the seconder to pay tribute
- The Chair shall invite any other member who wishes to do so, to pay tribute
- The Chair shall then invite the Council to pass the resolution, which should recite the particular grounds upon which the Council have come to their decision and details of the public services rendered by the recipient (s).
- If the Council passes the resolution by no less than a 2/3rds majority then the Chair shall invite the Civic Mayor of Frodsham to preside over the recipient(s) of the Honorary Freedom coming forward to sign the Roll of Honorary Freeman and receive the scroll and civic gift.
- The Civic Mayor of Frodsham may make a short speech
- The recipient(s) will give a response
- The Chair will conclude proceedings and invite all Members and guests to attend the civic reception.

9. The Chair, after consultation with the Civic Mayor and the intended recipient of the Honorary Freedom may make such reasonable changes to the procedure set out in para 8 above as seems necessary and expedient.