

Procedure for Election of Honorary Freemen

Eligibility

People from all walks of life and all sections of society who have made a difference to the community and Sandwich are eligible to be nominated as Honorary Freeman provided that, at the time of nomination, they are living in Sandwich. However, in keeping with the special nature of Honorary Freeman, the award should be strictly limited to those who have made a very significant contribution to the community of Sandwich and demonstrated 'Service Above Self'.

The number of Freemen, at any one time, is to be restricted to three in recognition of the important status of this award. Existing councillors are eligible to be nominated.

Who Can Make Nominations and How

Residents of Sandwich who are on the electoral roll are eligible to make a nomination. Nominations shall be made by completing the nomination form and forwarding it, in a confidential envelope, to The Chairman of Sandwich Town Council.

The nomination form needs to be completed in full, following the instructions in each section closely. It is important that as much information as possible is provided about the nominee, and an explanation about what their actual contribution in an area has been. One letter of support may be submitted from a person who has first hand knowledge of, and can endorse, the nominee's contribution. However, it is imperative that confidentiality is maintained - please see [Confidentiality](#) for more details.

Confidentiality

All nominations of Honorary Freeman are 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 the one person who may provide a letter in support of the application) or with the individual concerned. Any disclosure will make the application invalid.

Acknowledgement

An acknowledgement will be sent upon receipt of the nomination form. Correspondence will not be entered into on the merits of a particular nomination whilst it is under consideration.

Changes to Information Submitted

Additional information may be sent to support the nomination at any time and will be considered with the existing papers where possible. Any important change to the information, such as the home address, should be notified to the Council as soon as possible.

Nomination Process

The Advisory Committee will meet on an ad-hoc basis to give consideration to nominations received by the Chairman of the Council. Wherever possible the Advisory Committee Chairman and members of the Advisory Committee should not be changed or substitutions made to ensure consistency when considering applications. The Advisory Committee will meet in private to discuss the nominations received. The details of the nominee will be available only to members of the Advisory Committee.

Proposers are not allowed to attend any meeting of the Advisory Committee. The Advisory Committee may request further information from the proposers if required. Any recommendation to confer the honour should be a unanimous decision by members of the Committee present. The names of anyone not selected will not be recorded, but the person making the nomination will be notified. The Advisory Committee will then make their recommendations.

The Advisory Committee will then request the Town Clerk to approach any person that the Committee recommends to award Honorary Freeman status, to ask that person, if he or she were supported by the Council, whether or not he or she would accept.

A special meeting of the Council will then be held to consider granting Honorary Freeman to the nominees. This must be agreed by not less than two thirds of the Members present as required by Section 249 of the Local Government Act 1972. The decision will include the reasons for the Council's decision and the details of the public service provided by the recipient. Each recipient will then be presented with a scroll.

A Civic Reception, hosted by the Mayor, will be held immediately after the special Council meeting to give an opportunity for everyone to offer their congratulations to the newly appointed Honorary Freeman.

Unsuccessful and Re-nominations

If an application is unsuccessful, a further nomination may only be re-submitted after the next 'all council' local elections have taken place.

Benefits Following Receipt of Title

The title of Honorary Freeman is the highest honour that the Town can bestow although it carries no privileges. However, those successful will be able to use the title of 'Freeman' and receive invitations to major civic events. Their name will also be displayed on a roll of honour.

HONORARY FREEMAN NOMINATION FORM

If you have any difficulties or questions in filling in this form, please contact the Town Clerk's Office on 01304 617197 or email info@sandwichtowncouncil.gov.uk

NOMINEE

Please clearly print or type the following details about the person you are nominating. You must ensure that all sections of this form are completed or we will be unable to consider your nominee.

Surname:

Forenames:Title:

Address:

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Telephone No:Mobile:

E mail:

THE RECOMMENDATION

In this section please set out details of how the nominee has made a significant contribution in their area of activity whether it is in the public, private or voluntary sector. It is important that you give as much detail as possible about what your nominee has achieved which makes them stand out against others.

In what role(s) or area(s) has the nominee excelled?

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How has the nominee demonstrated service worthy of recognition?

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How has the nominee's contribution impacted on a particular field, locality, group or the community at large?

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Over what period of time has the nominee made a major commitment?

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What makes this person stand out from others doing similar work?

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BACKGROUND

Please provide full details of Post(s) held by your nominee, paid or voluntary, which support and are relevant to your nomination. Please give start and end dates (if known), or whether the person is still involved in this area of activity

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You may use additional sheets of paper, but please ensure that you state to which section the additional information you are providing relates. Please do not send in examples of the nominee's work (eg. videos, photographs, books) as we cannot take responsibility for their safekeeping.

LETTERS OF SUPPORT

One letter of support may be submitted but it is important that confidentiality is maintained and details of the nomination must not be discussed with any other persons or with the individual concerned.

DETAILS OF PERSON MAKING THE NOMINATION

Please provide your details.

Surname:

Forename: Title:

Address:

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Telephone No: Mobile:

E-mail:

Relationship to nominee:

Signature:

Date:

Confidentiality: it is imperative that your submission is not discussed with any other persons (except the one person who may provide a letter in support of your application) or with the individual concerned. Any disclosure will make this application invalid.

**Please send this form and any enclosures (marked confidential) to:
The Chairman of Sandwich Town Council
Guildhall
Cattle Market
Sandwich
Kent CT13 9AH**