



## Appendix 6(ii)

### NEW ROMNEY TOWN COUNCIL



### CRITERIA FOR HONORARY FREEMEN/WOMEN OF NEW ROMNEY

#### **Eligibility**

People from all walks of life and all sections of society who have made a difference to the community and New Romney are eligible to be nominated Honorary Freeman. 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 New Romney and who have demonstrated 'Service above Self'. The honour will be awarded for the individual's lifetime and not as an hereditary award. The maximum number of Freeman, at any one time, is to be restricted to three in recognition of the important status of this award. Existing Councillors are not eligible to be nominated.

#### **Who Can Make a Nomination?**

Nominations can be made by any person who has links with New Romney. Nominations can be made by completing the nomination form and forwarding it, in a confidential envelope, to the Mayor of New Romney, marked 'Honorary Freeman Nomination'.

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 firsthand knowledge of, and can endorse, the nominee's contribution. However, it is imperative that confidentiality is maintained.

#### **Confidentiality**

All nominations of an 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**

All councillors will be invited to an informal private meeting to discuss nominations received for the Honorary Freeman/Women and, if members are unable to attend the meeting, that an expression of wish is counted. The nominees will then be submitted to a Full Town Council meeting for consideration. This must be agreed by not less than two-thirds of the members of this committee. The Council may request further information from the proposers if required. The decision will include the reasons for the Council's decision and the details of the public service provided by the recipient.

The awards will be made at the Annual Mayor Making Ceremony.

## **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. They will have the right to process with Councillors at these civic functions.

# **HONORARY FREEMAN NOMINATION FORM**

(If you have any difficulties or questions in filling in this form please contact the Town Clerk's Office on 01797 362348 or e-mail [town.clerk@newromney-tc.gov.uk](mailto:town.clerk@newromney-tc.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: .....

Address:

.....

.....

..... Post Code: .....

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 impact 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 person or with the individual concerned.

## DETAILS OF PERSON MAKING THE NOMINATION

Please provide your details

Surname: .....

Forenames: ..... Title :.....

Address: .....

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..... Post Code .....

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 forward this completed form and any enclosures (marked confidential) to :**

**The Right Worshipful the Mayor of New Romney  
Mayor's Parlour  
Town Hall  
High Street  
New Romney  
Kent TN28 8BT**