



## LISS PARISH COUNCIL

### Policy on the Appointment of Freeman/Freewomen

#### 1. Purpose

This policy sets out the criteria and procedures for appointing individuals as Honorary Freeman/Freewomen of Liss, in recognition of exceptional service or contributions to the Parish.

#### 2. Legal Basis

This policy is adopted under the powers granted by Section 249 of the Local Government Act 1972, which allows parish councils to:

- Admit to the status of Honorary Freeman/Freewoman of the area.

As per Section 249(1) and 249(5) of the Act:

*"A resolution to admit a person as an honorary freeman shall be passed by not less than three-quarters of the members of the council who are present at a meeting of the council specially convened for the purpose."*

#### 3. Definitions

- Honorary Freeman/Freewoman: An individual (not necessarily a former councillor) recognised for exceptional contributions to the Parish of Liss.

*Note: Nominees must be living at the time of nomination and conferment. The Council will not bestow this honour posthumously.*

#### 4. Eligibility

##### 4.1. Honorary Freeman/Freewoman

- Open to any living individual (resident or non-resident) who has made an exceptional and long-standing contribution to the life or wellbeing of the Parish.
- Contributions may include, but are not limited to: community service, voluntary work, cultural or civic leadership, or philanthropy.

#### 5. Nomination Process

- Nominations may be submitted by any serving councillor, in writing, to the Clerk.
- Each nomination must include:
  - Full name and contact details of the nominee.
  - A written statement outlining the achievements or service meriting the honour.
  - The signatures of at least two serving councillors in support.

- The Clerk will review nominations and refer them to a Full Council meeting specially convened for the purpose.

## **6. Decision and Conferment**

- The resolution to confer an honorary title must be considered at a specially convened meeting of Full Council, with the intention of conferring such honours clearly stated on the agenda.
- As required by Section 249 of the Local Government Act 1972, the resolution must be approved by not less than three-quarters (75%) of the councillors present.
- Upon approval, the honorary title will be conferred at a formal civic ceremony, and the recipient will be presented with a certificate of honour and, if appropriate, a commemorative scroll or insignia.

## **7. Privileges and Recognition**

While honorary titles carry no legal rights or powers, recipients may:

- Be formally recognised at Council meetings and in public records.
- Be invited to civic and ceremonial events hosted by the Council.
- Have their name added to an honours board or published list on the Council's website.
- Be acknowledged at the Annual Parish Meeting or other appropriate occasions.

## **8. Withdrawal of Title**

If a recipient's conduct is found to bring the Council or the honour into disrepute, the Council may consider withdrawing the title. A motion to do so must be passed by a three-quarters majority of members present at a specially convened meeting.

## **9. Review**

This policy will be reviewed every four years, or sooner if there are relevant changes to legislation or guidance.

*Approved by Liss Parish Council on 16<sup>th</sup> February 2026.*