



## **LISS PARISH COUNCIL**

### **Policy on the Appointment of Honorary Aldermen/Alderwomen and Freeman/Freewomen**

#### **1. Purpose**

This policy sets out the criteria and procedures for appointing individuals as Honorary Aldermen/Alderwomen and 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:

- Confer the title of Honorary Alderman/Alderwoman on former members of the council who have rendered eminent services.
- 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 or to confer the title of honorary alderman 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 Alderman/Alderwoman: A former councillor of Liss Parish Council recognised for eminent service to the Council and the community.
- Honorary Freeman/Freewoman: An individual (not necessarily a former councillor) recognised for exceptional contributions to the Parish of Liss.

*Note: Nominees for either title must be living at the time of nomination and conferment. The Council will not bestow these honours posthumously.*

#### **4. Eligibility**

##### **4.1. Honorary Alderman/Alderwoman**

- Must be a former elected member of Liss Parish Council.
- Must have served a minimum of 8 years.
- Must have demonstrated outstanding commitment, leadership, or service to the Council and the wider community.
- Must be alive at the time of nomination and conferment.

#### **4.2. 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.