

## **Gillingham Town Council - Freeman Policy**

Criteria – Gillingham Town Council shall admit to be Honorary Freemen of the Town, persons or organisations (e.g. regiment) who, in the opinion of Council, have rendered eminent service to the community.

Nomination Procedure:

Stage 1.

1. Any individual councillor or member of the public who resides in Gillingham and is on the electoral register may make a nomination.
2. A proposed nomination to be forwarded in CONFIDENCE to the Town Clerk with written testimonial giving reasons why the individual or organisation is worthy of nomination.
3. The matter is to be raised in CONFIDENTIAL session at the next Town Council meeting and the agenda will not name the nominee.
4. If the nominee is a currently serving Councillor who is present at the time, he/she will be requested to leave the chamber during this discussion.
5. The nominator may present their supporting information and answer any questions at this confidential meeting before leaving the meeting prior to discussion and voting taking place.
6. A proposer and seconder will be required and a vote taken as to whether further investigation is considered necessary or, if not, it will be raised in CONFIDENTIAL session at the next Town Council meeting for the purpose of voting on the award (see Stage 2 below).

Stage 2

7. At this second meeting, and for an award to be agreed, at least 75% of the membership of the Town Council then in office must be present and vote in favour of the award.
8. When the Town Council has voted and agreed the honour, the Town Clerk will notify the nominee in CONFIDENCE and seek his/her/their agreement of acceptance.
9. The Town Clerk will report to full council accordingly and arrangements will be put in hand for the Ceremony if the honour has been accepted. (See Standing Orders No.73)

Stage 3

10. Individual Freemen (Representative of Regiment/Organisation) to be invited to attend all Civic Functions.
11. Hosts for the Freemen to be nominated from among the currently elected Councillors so as to ensure that they are accompanied and hosted throughout all civic functions.
12. Freemen to be invited to other such functions as deemed appropriate (i.e. Remembrance Service, etc).
13. Freemen to be acknowledged at ceremonies i.e. during the welcoming speech.
14. Appropriate courtesy to be shown to Freemen i.e. seating arrangements (staff to escort to seats at Mayor Making Ceremony).