



# GRANTING FREEDOM OF THE PARISH

Date Ratified: 09 June 2026

Meeting: Finance and General Purpose Committee

Next review date: July 2029 (3 yearly review)

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## **1. INTRODUCTION**

This document sets out recommendations relating to the selection and appointment process for Honorary Freemen and Freewomen and the Granting of Freedom of the Parish to individuals.

Granting the Freedom is the highest honour that Thornbury Town Council ('the Council') can bestow. Although it carries no privileges, those who receive the honour are able to use the title of Freeman or Freewoman. As this is the highest honour that the Council can grant it should be used sparingly and should not be given too often in order to preserve its status and value.

## **2. LEGISLATION**

Section 249 (5) of Local Government Act 1972, as amended by Section 29 of the Local Democracy, Economic Development & Construction Act 2009, allows a relevant authority (including a town or parish council) to admit to be honorary freemen or honorary freewomen of the place or area for which it is the authority:

- a. Persons of distinction, and
- b. Persons who have, in the opinion of the authority, rendered eminent service to that place or area.

A resolution must be passed:

- a. At a meeting of the Council that has been specially convened for the purpose and where notice of the object of the meeting has been given; and
- b. By not less than two-thirds of the members of the Council who vote on it.

## **3. NOMINATIONS**

Any member of the Council may nominate persons who in their opinion have rendered exceptional service to the parish and are worthy of the honorary title. A group of no less than 20 local electors may also petition a Council member to make a nomination on their behalf. Nominations for the honorary title must set out in writing the reasons for the nomination. The councillor making a nomination for the honorary title needs to demonstrate to the Council that the criteria listed in the next section have been met. The process must be conducted in the strictest confidence until such time as the nominee approved by the Council has confirmed his or her willingness to accept the honorary title and the appropriate public announcement is made by the Council.

## **4. CRITERIA**

Candidates should have a strong and continuing connection with and commitment to the parish of Thornbury or have made a major contribution to community life. The honour should not be awarded simply for meeting certain milestones but in recognition of exceptional contributions. The candidate's contribution should be seen to stand above the contributions made by most other people. To be considered, the nominee should meet two or more of the following criteria:

- a. acted in a way that has shown significant distinction in parish life
- b. enhanced the parish's reputation in the area or activity concerned
- c. contributed a service that improves the lives of Thornbury parishioners or those less able to help themselves
- d. demonstrated innovation and entrepreneurship that is delivering results in the parish.

## **5. CONSIDERATION**

At a meeting of the Council, called in line with Standing Orders, at the given agenda item the following procedure shall be adopted:

- a. The Chairman shall open the agenda item and remind the members of the policy.
- b. The Chairman shall invite the sponsor to present the application for nomination.

- c. The Chairman shall invite all members to debate the merits of the nomination.
- d. The Chairman shall then invite the Council to pass the resolution, which should recite the particular grounds upon which the Council have come to their decision and details of the public services rendered by the recipient.
- e. If the Council passes the resolution by no less than a two thirds majority then the resolution shall be recorded in the Council Minutes in the usual way.
- f. The Chairman shall then make arrangements for the formal presentation of the 'Freedom' which will be marked by the giving of a framed certificate or scroll and a pin badge/medal.

A resolution shall be passed to exclude the press and public for the agenda item in recognition of the personal confidential nature of the business to be transacted.

## 6. FINANCIAL IMPLICATIONS

Thornbury Town Council has declared General Power of Competence (GPC) at the date of this policy. In the circumstance that GPC is not in force in the future, section 249 (6) of Local Government Act 1972 allows Councils to spend "such reasonable sum as they see fit" on presenting an address to Honorary Freemen or Freewomen.

## 7. PRESENTATION

The bestowing of the Freedom of the Parish actually occurs at the point the Council passes the resolution, but the presentation ceremony marks the occasion in a public way. The presentation would usually be made by the Mayor in the presence of other members at a suitable public event, which could include an annual meeting of the council. Photographs should be taken to record the event and placed on the Council website.

## 8. POLICY IMPACT ASSESSMENT

IMPACT ASSESSMENT	
Strategic	No impact
Equalities	No impact
Environmental/Sustainability	No impact
Crime and Disorder	No impact
Financial	Scroll, pin badge/medal
Resource	Administration only
Risk management	No impact

- END OF POLICY –