

BURSTWICK PARISH COUNCIL

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Honorary Freedom of the Parish of Burstwick Policy 2023

Policy statement

Burstwick Parish Council wishes to recognise the efforts of members of the community who demonstrate outstanding commitment to the wellbeing of the village. The Council will do this, in special circumstances that meet the criteria of this policy, by awarding an individual the Honorary Freedom of the Parish of Burstwick. This honour will be awarded only on rare and exceptional occasions. One person, unless otherwise decided by the Council, maybe awarded the title in any one year.

Nomination criteria

The following criteria will be taken into account when consideration is given to granting the honour.

1. Preference will be given to a person who performs in a voluntary capacity, but this should not preclude the honour being awarded to a person whose dedication and contribution is significantly above that expected for their occupation.
2. All nominees should have carried out their voluntary roles for a significant period of time.
3. Nominees need not necessarily be resident within the parish of Burstwick.
4. Any nominated parish councillor must have stood down or retired from the post.
5. The nominees should be persons of distinction or those, in the council's opinion, that have rendered eminent services to the parish of Burstwick.
6. The contribution to the community should involve one or more of the following:
 - A significant allocation of a person's time in serving members of the community for the improvement of their wellbeing
 - The promotion, achievement and/or delivery of community services in which a real personal contribution has been made
 - A contribution which is seen to stand above the contribution of most others
 - Bravery
 - Outstanding acts that promote the village
 - Outstanding sporting achievement

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Nomination procedure

1. Nominations should be made in the strictest confidence without the nominee's knowledge. Any resident or elector of Burstwick may make a nomination but it must be sponsored by a parish councillor.
2. Nominations must be made in writing to the Parish Clerk and supported by evidence of voluntary service provided by the individual to the community and any other examples of service which justifies the honour.
3. On receipt of a nomination it will be circulated by email to all councillors for confidential consideration. Councillors to indicate by return email if they are in agreement, councillor's reasons for any objections to a nomination must also be given.
4. If the councillors are in agreement, the nominee will be invited to accept the honour.
5. If the nominee agrees to accept the honour, the nomination will be put to full Council and a formal vote taken, in confidence.
6. No less than two thirds of the parish council must agree the nomination at the formal vote.
7. The decision of the council on all nominations (whether affirmative or negative) are final.

Entitlement

Any person declared Honorary Freedom of the parish of Burstwick may designate himself/herself 'Honorary Freeman/Freewoman of Burstwick' for life.

The award will normally be made at the Annual Parish Meeting held in April.

A scroll will be presented to the recipient.

Withdrawal

Any person awarded the honour who is deemed by the Council to have brought the office into disrepute, may have the honour withdrawn. No less than two thirds of the council, at a formal vote, must agree the withdrawal.

Adopted: 29.8.23

Signed chairman: *D James*

Review: 2025