# 1. The Council on rare occasions may choose to admit persons as “honorary freeman” or “honorary freewoman” where they are both:

## 1.1 Persons of *distinction*

and

## 1.2 Persons who have, in the opinion of the authority, rendered *eminent* services to that place or area

# 2. The process for deciding on the admission must include a resolution:

## 2.1 At a specially convened meeting for this purpose with notice given of the purpose

and

## 2.2 By a vote of not less than two-thirds of the members who vote on it

# 3. The process in 2 above, in all cases will follow:

## 3.1 A written submission being made for consideration to the Assets, Inclusion and Development Committee (AIDC) with full details of:

### 3.1.1 The name of the individual

### 3.1.2 How the person is connected with the parish of Lowestoft

### 3.1.3 The way in which the person can be described as ‘of distinction’

### 3.1.4 The way in which the person has ‘rendered eminent services’ to Lowestoft

### 3.1.5 The names of 2 councillors nominating the named person

### 3.1.6 The names of no fewer than 10 members of the public who support the nomination with information about the capacity in which they know the nominated person

### 3.1.7 Confirmation that the person nominated would be prepared to accept the conferring of the title, as appropriate. Should the nomination be desired as a gift, the Town Council will consider such requests at its discretion.

## 3.2 In the event that the AIDC agree to recommend the submission:

### 3.2.1 Full Council shall:

#### a) Consider the submission and decide whether a meeting should be convened to confer the title

and

#### b) Agree the reasonable sum for the purpose of presenting an address or casket containing the address at the presentation ceremony

### 3.2.2 The Clerk shall:

#### a) Contact the person nominated to check their willingness to accept the title (subject to the terms of point 3.1.7)

#### b) If appropriate to do so, make the arrangements needed for a specially convened meeting, lawful resolution, and presentation ceremony

# 4. Relevant provisions under the Local Government Act 1972:

## 4.1 The power to admit certain persons (s.249(5)), subject to resolution (s.249(7)) at a specially called meeting by vote of no less than two-thirds of members (s.249(8)

## 4.2 The power to spend a reasonable sum (s.249(9))

## 4.3 The absence of rights accruing to the title (s.249(10))

# 5. Any questions about this process should be directed to the Town Clerk, 03300 536019, shona.bendix@lowestofttowncouncil.gov.uk, Lowestoft Town Council, Hamilton House, Battery Green Road, Lowestoft, NR32 1DE