



## The Conferring of the Title of Honorary Freeman and Freewomen

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
  - 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
- 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](mailto:shona.bendix@lowestofttowncouncil.gov.uk), Lowestoft Town Council, Hamilton House, Battery Green Road, Lowestoft, NR32 1DE