



HAWKINGE TOWN COUNCIL

BESTOWAL OF HONOURS POLICY

Adopted by the Finance & General Purposes Committee on 30 May 2018 – Minute 1900

Hawkinge Hero Awards

The Council has adopted a scheme of recognition in the community. For details of the scheme please contact Clerk@Hawkinge-tc.gov.uk

Purpose of the award

To acknowledge and give recognition to those who have made a significant contribution to Hawkinge with the objective of expressing gratitude to those concerned and encouraging others to follow their example.

These awards are presented bi-annually.

Freeman/Freewoman and Alderman Awards

Section 249 of the Local Government Act states that a council may confer the title of Honorary Freeman/Freewoman or Alderman on any person who, in the opinion of the council, has rendered eminent services to the Council as a past member of the council.

Recipient Entitlements

- a) The right to wear a Freedom of the Town Badge/Key.
- b) The right to occupy a special seat on the floor of the Council Chamber at all meetings of the Hawkinge Town Council.
- c) The right to attend civic receptions and other civic functions or ceremonies to which Hawkinge Town Councillors are invited.
- d) Entry into the 'Freedom of the Town' book.
- e) Presentation of a framed scroll

Procedure for Bestowal of Honours/Awards

- a) Councillors and members of the public be invited to nominate individuals for awards and submit supporting documentation/evidence from several sources as to the eligibility and suitability of the prospective candidate.
- b) All matters should be viewed as strictly private and confidential until a formal decision is made and until then Town Councillors and Officers should act with discretion and not discuss the matter with others who are not Town Councillors.