



PROCEDURE AND CRITERIA FOR THE BESTOWAL OF HONOURS

This policy was adopted by Folkestone Town Council at its meeting held on: 12th May 2020 – Minute 1692.

1. Citizenship Awards Panel

In light of the research and confidentiality of prospective recipients of awards, a Citizenship Awards Panel is established to consider and make recommendations to the Full Council with regard to conferring awards/honours.

The Panel should comprise of the Town Mayor, Deputy Town Mayor, Past Mayor and one other Councillor, as agreed at the Annual Council meeting.

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 or Officers.

2. Purpose of the Honours/Awards

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

Appendix A lists recipients of the Awards since the formation of Folkestone Town Council in 2004.

3. Types of Honours/Awards

4.1 For Merit

Awarded to those who are, or have been, a role model for good citizenship in Folkestone and this could be demonstrated by all or any of the following:

- a) Positive achievements or actions worthy of praise and reward.
- b) Long sustained service to the community or part of it.
- c) Achievements or actions of an inspiring nature to the townspeople of Folkestone.
- d) Such other activities which have reflected credit on or brought benefits to the town or its townspeople.
- e) No serving politician should be considered.

4.2 Distinguished Citizen

Awarded to those who are, or have been, a role model for good citizenship in Folkestone which has made them known nationally in their chosen area and this could be demonstrated by all or any of the following:

- a) Outstanding positive achievements or actions which have had a long-term, significant impact and stand out as an example to others.
- b) Long sustained service to the community or part of it.
- c) Achievements or actions of an inspiring nature to the townspeople of Folkestone.
- d) Such other activities which have reflected credit on or brought benefits to the town or its townspeople.
- e) No serving politician should be considered.

4.3 Freeman/Freewoman Honorary Title (The highest honour a Council can bestow)

Awarded to:

- a) Persons of the highest distinction who have, in the opinion of the authority rendered eminent services to Folkestone.
- b) No serving politician should be considered.

4. Criteria to be considered

- a) The level of commitment shown.
- b) Any obstacles that had to be overcome.
- c) The length of service.
- d) The amount of benefit derived by the community.
- e) The number of people benefited or affected.
- f) Any recognition on a national level.
- g) Such other matters that in the opinion of the Town Council promote the purpose of the Award.

5. Entitlements

5.1 'For Merit' Recipient Entitlements

- a) The right to wear a 'For Merit' Badge.
- b) Receive notification of Town Council meetings and other appropriate civic functions or ceremonies organised by or on behalf of FTC and have a place reserved for them.
- c) Entry into the 'For Merit' book.
- d) Entry onto the Honours Board located in the Town Hall.

5.2 'Distinguished Citizen' Recipient Entitlements

- a) The right to wear a Distinguished Citizen's Badge.
- b) The right to occupy a special seat on the floor of the Council Chamber at all meetings of the Folkestone Town Council.
- c) The right to attend civic receptions and other civic functions or ceremonies to which Folkestone Town Councillors are invited.
- d) Entry into the 'Distinguished Citizens' book.
- e) Entry onto the Honours Board located in the Town Hall.

5.3 'Freeman/Freewoman' 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 Folkestone Town Council.
- c) The right to attend civic receptions and other civic functions or ceremonies to which Folkestone Town Councillors are invited.
- d) Entry into the 'Freedom of the Town' book.
- e) Entry onto the Honours Board located in the Town Hall.
- f) Presentation of a framed illuminated scroll.

6. **Procedure for Bestowal of Honours/Awards**

6.1 'For Merit' and 'Distinguished Citizen' 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 or Officers.
- c) A meeting of the Citizenship Awards Panel be convened for consideration of those nominated along with any supporting documentation, at which time the wording of the accolade(s) should also be agreed.
- d) Any nominee(s) approved by the Panel to be submitted to Full Council, under matters excluding press and public, where no less than 80% of Councillors present must vote in favour of bestowing the proposed award(s).
- e) The particular grounds upon which the Council have come to their decision and details of the public services rendered by the recipient will be stated which will be included in the official resolution.
- f) The prospective recipient should then be informed and invited to accept the bestowal of the award and receive a 'For Merit' or 'Distinguished Citizen' Badge at the Annual Council meeting.
- g) Name of the recipient to be entered into the 'For Merit' or 'Distinguished Citizen' book.
- h) Name of the recipient to be entered onto the Honours Board.

6.2 'Freeman/Freewoman' Honorary Title

- 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) A meeting of the Citizenship Awards Panel be convened for consideration of those nominated along with any supporting documentation, at which time the wording of the accolade(s) should also be agreed.
- c) Any nominee(s) approved by the Panel to be submitted to Full Council, under matters excluding press and public, where no less than 100% of Councillors present must vote in favour of bestowing the proposed award(s).

- d) The particular grounds upon which the Council have come to their decision and details of the public services rendered by the recipient will be stated which will be included in the official resolution.
- e) The prospective recipient should then be informed and invited to accept the bestowal of the award and receive a framed illuminated scroll of the Honorary Freedom, incorporating a copy of the formal resolution signed by the Town Mayor and Town Clerk, and a Freedom of the Town Badge/Key at a future Full Council meeting.
- f) Following the presentation of the scroll by the Mayor, the newly appointed Honorary Freeman/Freewoman will be given the opportunity to reply.
- g) Following the presentation at Full Council a reception will be held in their honour.
- h) Name of the recipient to be entered into the 'Freedom of the Town' book.
- i) Name of the recipient to be entered onto the Honours Board.