



Town Council Offices
Maison Dieu House
Biggin Street
Dover
CT16 1DW

DATE OF ISSUE:
13th March 2024

DOVER TOWN COUNCIL

Dear Councillor

NOTICE IS HEREBY GIVEN THAT an extraordinary meeting of the TOWN COUNCIL will be held at the Town Council Offices on **WEDNESDAY 20TH MARCH 2022 at 5.40pm** when the business shown on the agenda below will be transacted.

Please note that questions from members of the public to the Town Council must be received by the Town Clerk in writing, or by email, at least 3 clear days, excluding bank holidays and weekends, prior to the date of the meeting. Any member of the public who requires further information, wishes to make representation to the Council, or has any special requirements in respect of this meeting please contact Allison Burton, Town Clerk, on 01304 242625.

Allison Burton
TOWN CLERK

The Press and Public are welcome to attend.

AGENDA

1. APOLOGIES FOR ABSENCE

To receive any apologies for absence. *Prior to a meeting Councillors' apologies, with a reason for absence from that meeting, should be submitted to the clerk.*

2. DECLARATIONS OF INTEREST

To receive any declarations of disclosable pecuniary and/or other interests as required by law.

3. HONORARY FREEMEN OF THE TOWN OF DOVER

To consider the appointment of Honorary Freemen of the Town of Dover (procedure & criteria attached)

NOTE: A COPY OF THIS DOCUMENT IN LARGER TYPE MAY BE OBTAINED ON REQUEST FROM THE COUNCIL OFFICES, MAISON DIEU HOUSE, BIGGIN STREET, DOVER.

COPIES OF THE DOCUMENTS MENTIONED IN THIS AGENDA ARE AVAILABLE FOR INSPECTION FROM THE TOWN COUNCIL OFFICES – MONDAY TO FRIDAY – 9am to 5pm. COPIES MAY BE REQUESTED GIVING 1 WORKING DAYS NOTICE AND WILL BE CHARGED AT 10p PER COPY

Procedure Note:

Honorary Freedom of the Town

1. The Town Council has the power to admit individuals as freemen of the Town under the terms set out under the amended Section 249 of the Local Government Act 1972 (with effect from January 2010). There is also legislative provision that a council may spend "such reasonable sum as it thinks fit for the purposes of presenting an address or casket containing an address to a person upon whom it has conferred the title..."
The title is entirely honorary and there are no rights or privileges arising from the award.
2. In most cases the consideration of the Council admitting a person to the freedom of the Borough will result from a motion to Council, which would be the only item of business on the agenda of a specially convened extraordinary meeting of the Council as referred to in the Act.
3. It is critical that if a motion to admit to the freedom is to be considered by the council that:
 - Members are in possession of sufficient facts in order to make an informed decision
 - Where there are strongly held views for and against that these are addressed informally in advance of any ordinary or extraordinary Council meeting called for the purpose
 - In so far as it is possible the Council would want to be meeting with a clear consensus that the person of distinction IS to be honoured and not humiliated by the proceedings.
4. Criteria for admission to the freedom of the Town
 - Evidence of exceptional charitable service to the town, whether a national or locally based charity
 - Evidence of exceptional voluntary service to the town or any part of it or community within it
 - Evidence of exceptional commercial service to the town
 - Evidence of exceptional service in public services working for the residents and businesses of the town whether as an elected member or an employee
 - Evidence of exceptional service to the town or the nation
5. Procedure for consideration of admission to Freedom of the Town
 - a) Any member considering a motion for consideration with regard to the admission to freedom of the Town should first raise the matter informally and in confidence with the Mayor of Dover providing full evidence in support of the person of distinction meeting the criteria for the awarding of such an honour.
 - b) Once The Mayor is in possession of sufficient supporting information he or she will then engage in confidence with as

many Councillors as necessary to gauge opinion and measure consensus.

- c) In the event that the Mayor concludes that it is unlikely that the motion would receive sufficient support from members or that the subject of the nomination would be unlikely to accept the honour then he or she will advise the proposer of this conclusion and the reasons for reaching that conclusion. The proposer would then be given the opportunity to withdraw the motion though the member would still be entitled to have the motion considered by Council.
- d) Should the Mayor conclude that there would be likely to be a two thirds majority voting in favour of the motion then he or she will ask the Proper Officer to convene an extraordinary meeting of the Council specifically for the consideration of the one item of business.
- e) The subject of the motion will be invited to attend the extraordinary meeting of the Council where the motion is to be considered.
- f) At the extraordinary meeting of the Council, the Mayor will take a vote on the motion and a two thirds majority of those present and voting is required. An abstention does not count as a vote and the required majority will be deduced from the number of members actually voting on the item.
- g) The Mayor will then immediately close the meeting.
- h) The ceremonial award of the Freedom will take place at the next Mayormaking.

CRITERIA FOR HONORARY FREEMEN/WOMEN OF DOVER

Eligibility

People from all walks of life and all sections of society, who have made a significant and positive difference to the community of Dover are eligible to be nominated as Honorary Freeman. Honorary Freeman should embody 'Service above Self'. The honour is awarded for the recipient's lifetime and is not hereditary. The maximum number of Freeman, at any one time, is limited to twelve in recognition of the important status of this award.. Serving councillors cannot be nominated.

Who can make a nomination?

Nominations can be made by any person who has links with Dover. Nominations can be made by completing the nomination form in full and forwarding it with any supporting documentation, in an envelope marked "Private and Confidential" to the Mayor of Dover.

The nomination form needs to be completed in full, following the instructions in each section closely. It is important that as much information as possible is provided about the nominee submitted from a person who has firsthand knowledge of, and can endorse, the nominee's contribution to Dover.

Confidentiality

All nominations of Honorary Freeman are treated in the strictest confidence. The nominee should not be informed that they have been nominated, as it is not fair to raise expectations in case they are not met. It is imperative that submissions are not discussed with any other persons (except the one person who may provide a letter in support of the application) or with the individual concerned. Any disclosure will make the application invalid.

Acknowledgement

An acknowledgement will be sent by the Mayor upon receipt of the nomination form. Correspondence will not be entered into on the merits of a particular nomination whilst it is under consideration.

Changes to information submitted

Additional information may be sent to support the nomination at any time and will be considered with the existing papers where possible. Any important change to the information, such as the home address, should be notified to the Council as soon as possible.

Election Process

There is a separate document laying out the process of nomination and election – please refer to this for more information

Benefits Following Receipt of Title

The title of Honorary Freeman is the highest honour that the Town can bestow although it carries no privileges. However, those elected will be able to use the title of 'Honorary Freeman' and receive a scroll in a casket. They will have the right to process and participate with Councillors at civic functions and wear a sash but not robes. Names are entered on the Roll of Honorary Freemen and added to the honours board in the Council Chamber.