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Date: 16th September 2025

Our Ref: KB

Dear Sir/Madam,

A meeting of the **CIVIC HONOURS SUB-COMMITTEE** will be held in the Council Chamber, Town Hall, Nuneaton, on **Wednesday 24th September 2025** at 6.00p.m.

Yours faithfully,

Tom Shardlow

Chief Executive

To: All Members of the Civic
Honours Sub-Committee

Councillor C. Watkins (Chair)
Councillors S. Hey, B. Saru, and K.
Wilson.

AGENDA

1. EVACUATION PROCEDURE

A fire drill is not expected, so if the alarm sounds please evacuate the building quickly and calmly. Please use the stairs and do not use the lifts. Once out of the building, please gather outside the Lloyds Bank building on the opposite side of the road.

Please exit by the door by which you entered the room or by the fire exits which are clearly indicated by the standard green fire exit signs.

If you need any assistance in evacuating the building, please make yourself known to a member of staff.

Please also make sure all your mobile phones are turned off or set to silent.

2. APOLOGIES - to receive apologies for absence from the meeting.

3. MINUTES – to confirm the minutes of the Civic Honours Sub-Committee held on 11th March 2024. **(Page 4)**

4. DECLARATIONS OF INTEREST

To receive declarations of Disclosable Pecuniary and Other Interests, in accordance with the Members' Code of Conduct.

Declaring interests at meetings

If there is any item of business to be discussed at the meeting in which you have a disclosable pecuniary interest or non-pecuniary interest (Other Interests), you must declare the interest appropriately at the start of the meeting or as soon as you become aware that you have an interest.

Arrangements have been made so that interests that are declared regularly by members can be viewed in a schedule on the Council website ([Councillor Declarations of Interests](#)). Any interest noted in the Schedule at the back of the agenda papers will be deemed to have been declared and will be minuted as such by the Democratic Services Officer. As a general rule, there will, therefore, be no need for those Members to declare those interests as set out in the schedule.

There are, however, TWO EXCEPTIONS to the general rule:

1. When the interest amounts to a Disclosable Pecuniary Interest that is engaged in connection with any item on the agenda and the member feels that the interest is such that they must leave the room. Prior to leaving the room, the member must inform the meeting that they are doing so, to ensure that it is recorded in the minutes.

2. Where a dispensation has been granted to vote and/or speak on an item where there is a Disclosable Pecuniary Interest, but it is not referred to in the

Schedule (where for example, the dispensation was granted by the Monitoring Officer immediately prior to the meeting). The existence and nature of the dispensation needs to be recorded in the minutes and will, therefore, have to be disclosed at an appropriate time to the meeting.

Note: Following the adoption of the new Code of Conduct, Members are reminded that they should declare the existence and nature of their personal interests at the commencement of the relevant item (or as soon as the interest becomes apparent). If that interest is a Disclosable Pecuniary or a Deemed Disclosable Pecuniary Interest, the Member must withdraw from the room.

Where a Member has a Disclosable Pecuniary Interest but has received a dispensation from Standards Committee, that Member may vote and/or speak on the matter (as the case may be) and must disclose the existence of the dispensation and any restrictions placed on it at the time the interest is declared.

Where a Member has a Deemed Disclosable Interest as defined in the Code of Conduct, the Member may address the meeting as a member of the public as set out in the Code.

Note: Council Procedure Rules require Members with Disclosable Pecuniary Interests to withdraw from the meeting unless a dispensation allows them to remain to vote and/or speak on the business giving rise to the interest.

Where a Member has a Deemed Disclosable Interest, the Council's Code of Conduct permits public speaking on the item, after which the Member is required by Council Procedure Rules to withdraw from the meeting.

5. PUBLIC CONSULTATION - Members of the Public will be given the opportunity to speak on specific agenda items if notice has been given.
6. CIVIC HONOUR AWARDS 2025/2026 – report of the Assistant Director – Democracy and Governance attached **(Page 9)**
7. ANY OTHER ITEMS which in the opinion of the Chair of the meeting should be considered as a matter of urgency because of special circumstances (which must be specified).

NUNEATON AND BEDWORTH BOROUGH COUNCIL

CIVIC HONOURS SUB-COMMITTEE

11th March 2024

A meeting of the Civic Honours Sub-Committee was held on Monday, 11th March 2024. This meeting was held in the Council Chamber and was recorded.

Present

Councillor K. Wilson (Chair)

Councillors S. Croft, and C. Golby

Apologies received for Councillor C. Watkins

PART I – PUBLIC BUSINESS

CHSC08 **Minutes**

The minutes of the meeting of the Civic Honours Sub-committee held on 6th November 2023 were submitted for approval.

RESOLVED that the minutes of the meeting held on 6th November 2023 be confirmed and signed by the Chair.

CHSC09 **Declarations of Interest**

RESOLVED that the Declarations of Interest for this meeting are as set out in the schedule attached to these minutes.

CHSC10 **Sherbourne Park Re-naming**

SPEAKERS:
Councillor Julian Gutteridge
Councillor Keith Kondakor

The Communications and Marketing Manager submitted a report on the outcome of the consultation concerning the naming of Sherbourne Avenue Park.

RESOLVED that the play area of Sherbourne Park be renamed after Lewis Stevens MBE

CHSC11 **Exclusion of Public and Press**

RESOLVED that under Section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting during consideration of the following item, it being likely that there would be disclosure of exempt information of the description specified in paragraph 1 of Part I of Schedule 12A to the Act.

CHSC12 **Public Nominations of Civic Honours**

SPEAKER: Councillor Keith Kondakor

The Communications and Marketing Manager submitted an outcome report for consideration on the process which has enabled members of the public to nominate others for a civic award from Nuneaton and Bedworth Borough Council.

RESOLVED that

a) the report be noted; and

b) the following awards be given:

- i. D.G be awarded the Borough of Merit Award
- ii. J.H be awarded the Borough of Merit Award
- iii. R&S.B - Delegated authority be given to the Assistant Director – Democracy and Governance to refer this nomination to the Mayor of Nuneaton and Bedworth.
- iv. J.V be awarded the Borough of Merit Award
- v. D.H Snr be awarded the Borough of Merit Award
- vi. G.G – be deferred until the next consideration of Public Nominations of Civic Honours.

Chair

Civic Honours Sub-Committee - Schedule of Declarations of Interests – 2023/2024

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
	General dispensations granted to all members under s.33 of the Localism Act 2011			<p>Granted to all members of the Council in the areas of:</p> <ul style="list-style-type: none"> - Housing matters - Statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992 - An allowance, payment given to members - An indemnity given to members - Any ceremonial honour given to members - Setting council tax or a precept under the Local Government Finance Act 1992 - Planning and Licensing matters - Allotments - Local Enterprise Partnership
	S. Croft	Employed at Holland & Barrett Retail Ltd	<p>Treasurer of the Conservative Association</p> <p>Member of the following Outside Bodies:</p> <ul style="list-style-type: none"> • Champion for Safeguarding (Children and Adults) • Local Government Superannuation Scheme Consultative Board • West Midlands Employers 	
	C. Golby		Member of Warwickshire County Council	

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
			<p>Membership of Other Bodies:</p> <ul style="list-style-type: none"> • Nuneaton and Bedworth Safer and Stronger Communities Partnership • Nuneaton and Bedworth Community Enterprises Ltd. • Nuneaton and Bedworth Home Improvement Agency • Safer Warwickshire Partnership Board • Warwickshire Housing and Support Partnership • Warwickshire Police and Crime Panel • George Eliot Hospital NHS Trust – Public/User Board • George Eliot Hospital NHS Foundation Trust Governors • District Leaders (substitute) • Local Enterprise Partnership (substitute) • Coventry, Warwickshire and Hinckley and Bosworth Joint Committee (substitute) 	
	K.D. Wilson	Delivery Manager, Nuneaton and Warwick County Courts, HMCTS, Warwickshire Justice Centre, Nuneaton	<p>Deputy Chairman – Nuneaton Conservative Association</p> <p>Corporate Tenancies: properties are leased by NBBC to Nuneaton and Bedworth Community Enterprises Ltd, of which I am a Council appointed Director.</p> <p>Representative on the following Outside Bodies:</p> <ul style="list-style-type: none"> • Director of Nuneaton and Bedworth Community Enterprises Ltd (NABCEL) • Coventry, Warwickshire and Hinckley & Bosworth Joint Committee • District Council Network • Local Government Association • Director of Coventry and Warwickshire Local Enterprise Partnership Ltd (CWLEP) 	

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
			<ul style="list-style-type: none"> West Midlands Combined Authority 	
	M. Walsh	Employed by MacInnes Tooling Ltd. – UK Sales Manager		
	C.M. Watkins	Employee of Nutri Pack	Representative on the following outside bodies: Nuneaton and Bedworth Community Enterprises Ltd. (NABCEL)	

AGENDA ITEM NO. 6

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to: Civic Honours Sub-Committee

Date of Meeting: 24th September 2025

Subject: 2025 / 2026 Civic Honour Awards

Portfolio: Not Applicable

Responsible Officer: Assistant Director – Democracy and Governance

Corporate Plan – Theme: Your Council

Corporate Plan – Aim: Focus on Civic Pride, celebrating rich heritage and diverse communities

Ward Relevance: All

Public or Private: Public

Forward Plan: Not applicable

Subject to Call-in: Not applicable

1. **Purpose of report**

- 1.1. To present the sub-committee with the terms of reference for the sub-committee and the previous undertakings of the sub-committee.
- 1.2. Further to 1.1, this will enable the sub-committee to consider what direction it wishes to take and instigate for the 2025/2026 Municipal Year.

2. **Recommendations**

- 2.1. To note the contents of the report.

- 2.2. To consider the action the sub-committee wish to take and resolve with regards to matters within the Terms of Reference.

3. Background

- 3.1. On 14th July 2021 Council resolved a Civic Awards Sub-Committee of Cabinet be established. The Terms of Reference for the sub-committee were delegated to the Sub-Committee to agree and recommend to the Cabinet for approval. The Terms of Reference were agreed by Cabinet 2nd February 2022 and are contained in the Constitution but for reference, the sub-committee shall:

- a) Invite nominations for Civic Honours from a wide range of stakeholders including:

- Elected Members
- MPs
- Charities and other Public Sector Organisations operating in the Borough
- Members of the Public.

- b) Agree the criteria for awarding Civic Honours, having regard to the provisions in any local, statutory or national criteria.

- c) Consider and make recommendations to Council in connection with:

- Community Awards
- Freedom of the Borough
- Honorary Aldermen

- d) Consider making nominations for national awards, where appropriate (to be considered as an exempt item to comply with national protocols).

- e) Ensure that Cabinet make appropriate provision in each financial year to meet the financial implications that may arise from bestowing different types of Civic Awards and Honours.

- f) The Sub-committee establish a naming convention of streets and buildings.

- 3.2. Since its inception, the sub-committee has met six (6) times before this meeting, with the first meeting 15th

December 2021. To date, it has concluded the following business:

- a) The approval of the Terms of Reference as Full Council approved the establishment of the Sub-committee, but the terms of reference were left to the Sub-committee to consider and seek approval from Cabinet (as per 3.1 of the report).
- b) Appointment of Honorary Aldermen/Alderwomen (nine (9) nominations since its inception since July 2021) and Honorary Freeman/Freewomen (ten (10) nominations since its inception since July 2021) to be issued a civic honorary award at an Extraordinary Full Council meeting.
- c) Creation of a nomination form to be created and hosted on the Council website.
- d) Civic Honour be introduced and called Nuneaton and Bedworth Award of Merit.
- e) Civic recognition be incorporated by making arrangements for the naming of streets and structures to recognise civic achievements.
- f) Street/Road Naming in Honour of Sergeant Valentine and Frank Parsons, as well as the renaming of Roanne Ringway in Honour of the Queen's Platinum Jubilee.
- g) Street Naming and Numbering Report – Clinic Drive.
- h) Renaming of Sherbourne Avenue Park play area after Lewis Stevens MBE.
- i) Creation of a public nominations for Civic Honours.
- j) Four (4) nominations and awards of the Borough of Merit Award.
- k) One nomination received via public nomination referred to the Mayor of Nuneaton and Bedworth for award and recognition and one to be deferred until the next consideration of Public Nominations of Civic Honours.

3.3. It be noted Civic Honours Sub-committee did not meet during the 2024/2025 Municipal Year due to lack of business.

4. Body of report and reason for recommendations

- 4.1. The Background to the report at section 3 sets out the background to the sub-committee and the matters it has acted upon since its inception.
- 4.2. The sub-committee are reminded that they can undertake actions as per the Terms of Reference. Ultimately, it is for the sub-committee to debate and discuss the action it

wishes to take in terms of awards, recognition within the Terms of Reference and subject to policy where applicable (i.e. street naming and numbering).

4.3. The Council website contains the following information:

4.3.1. Nomination page for the public to submit nominations. Nominations currently closed by this could be resolution by the Committee be re-opened.

4.3.2. Types of Civic Awards which includes the following:

- a) Nuneaton and Bedworth Award of Merit – Community award to reward those who have served Nuneaton and Bedworth with distinction.
- b) Naming of streets or public places.
- c) Honorary Alderman or Honorary Alderwoman awards which confer the title on any former councillor who, in the opinion of the Council, has rendered eminent services to the Authority.
- d) The Mayoral Award which is entirely at the discretion of the Mayor without referral.
- e) Freedom of the Borough which has been extended to people and bodies whose service to the Borough is singularly notable.
- f) Freedom of Entry to the Borough which is granted to military bodies as ceremonial recognition of their role in defending the realm.

5. Consultation with the public, members, officers and associated stakeholders

5.1. Consultation can occur subject to the recommendations and resolutions resolved by the sub-committee. This can include public nominations via the Council website and receive nominations in accordance with the Terms of Reference.

6. Financial Implications

6.1. In accordance with the Civic Honours Sub-Committee Terms of Reference, the sub-committee are required to ensure that Cabinet make appropriate provision in each financial year to meet the financial implications that may arise from bestowing different types of Civic Awards and Honours.

6.2. The Sub-Committee should note costs for civic honour awards relate to the following:

- 6.2.1. Street Naming and Numbering - as per agenda item 13 of Cabinet held 6th March 2024, at the time a request can cost £435 for one request and in the region of £350 for supply and installation of street nameplates for one street sign. This is the typical cost for this form of civic award/recognition.
- 6.2.2. As for other awards, where badges, certificates and/or other associated costs for an award, that will vary. There are also associated costs for the calling of an Extraordinary Council meeting (including staffing, setup, award ceremony, communications and marketing, small buffet post ceremony for the individuals awarded civic recognition and their families).
- 6.2.3. The 2025/2026 budget includes provision of circa £3,000. At time of report, £2,300 remains available, noting that a proportion of the available budget was allocated to Mayor Gifts and memorabilia as part of the Mayoral Award and for visitors of the Parlour (alder pens). The Council does maintain a stock as is required for account purposes, which will be monitored and replenished if required subject to the Civic Honour Sub-Committee resolutions.
- 6.2.4. For the purposes of street naming and numbering, this is a financial risk that there is a right of appeal via the Magistrates Court. Whilst it is difficult to estimate a value against this, the sub-committee should note there is a financial risk associated to renaming and renumbering streets and buildings.

7. Legal Implications

7.1. The Committee should note:

- 7.1.1. For the provision of street renaming and numbering, the Council does have a policy which any request would need to be assessed against. Furthermore, it must be noted at least one month's notice must be given before making such order, either by posting at each end of the street or in some conspicuous position on the street. Each notice must provide information about the right of appeal (to the magistrates' court) against the proposed order.

7.1.2. The Local Government Act 1972 permit a Council in accordance with at section 249 the granting of Honorary Titles which includes:

7.1.2.1. the title of honorary aldermen or honorary alderwomen;

7.1.2.2. the title of honorary freemen or honorary freewomen.

8. Equalities implications

8.1. No specific equality implications have been identified following the completion of an equality impact assessment.

9. Health implications

9.1. No specific health implications have been identified following a review. It is noted that public involvement in civic nominations such as the street naming process, allows residents to leave a lasting legacy and build a stronger connection to the local area, which supports the wellbeing of residents as it can enhance a sense of place and belonging.

10. Climate and environmental implications

10.1. No direct climate and/or environmental implications have been identified.

11. Section 17 Crime and Disorder Implications

11.1. No direct Section 17 crime and disorder implications have been identified.

12. Risk management implications

12.1. No direct risk management implications have been identified other than noting the sub-committee will need to ensure Cabinet make suitable budget provision. The sub-committee will also need to note that each award will need to have its own separate review in terms of implications (street renaming and number for instance).

13. Human resources implications

13.1. No direct human resource implications have been identified.

14. Options considered and reason for their rejection

14.1. In formulating this report and recommendations, the following other options were identified. Reasons for their rejection or why the option and recommendation proposed in section 2 of the report has been selected are outlined below.

Option Ref	Option Title	Reason for rejection or why the option and recommendation proposed in section 2 of the report has been selected
A	No report or Civic Honours Sub-Committee	As the Sub-Committee is part of the Constitution and Council business, it has a meeting schedule in the calendar of meetings approved by Full Council. Therefore, whilst the membership of the sub-committee in its current form has not yet met at a Civic Honours Sub-committee, noting the Council Plan has an aim to Focus on Civic Pride, celebrating rich heritage and diverse communities, it is necessary to bring a report to the sub-committee for its consideration and to debate its resolutions.

15. Conclusion

15.1. That the sub-committee note the contents of the report; and

15.2. The sub-committee consider the action they wish to take and resolve with regards to matters within the Terms of Reference.

16. Appendices

16.1. Please note there are no appendices attached to this report.

17. Background papers

17.1. Please note there are no appendices attached to this report.

18. Report Writer Details:

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