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Date: 18th November 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 26th November 2025** at 6.00 p.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 24th September 2025, attached (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. APPOINTMENT OF HONORARY ALDERMEN/ALDERWOMEN & HONORARY FREEMEN/FREEWOMAN – report of the Assistant Director – Democracy and Governance, attached (**Page 6**)
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).
8. EXCLUSION OF PUBLIC AND PRESS
RECOMMENDED 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.
9. CIVIC HONORS – PUBLIC NOMINATIONS – report of the Assistant Director – Democracy and Governance.

NUNEATON AND BEDWORTH BOROUGH COUNCIL

CIVIC HONOURS SUB-COMMITTEE

24th September 2025

A meeting of the Civic Honours Sub-Committee was held on Wednesday, 24th September 2025.

Present

Councillor C. Watkins (Chair)

Councillors S. Hey, B. Saru, and K. Wilson

Apologies: None

PART I – PUBLIC BUSINESS

CHSC01 **Minutes**

The minutes of the meeting of the Civic Honours Sub-committee held on 11th March 2024 were submitted for approval.

RESOLVED that the minutes of the meeting held on 11th March 2024 be confirmed and signed by the Chair.

CHSC02 **Declarations of Interest**

RESOLVED that the Declarations of Interest for this meeting are as set out in the schedule which can be viewed on the website.

CHSC03 **Civic Honour Awards 2025/26**

SPEAKERS:
Councillor Michele Kondakor

The Assistant Director submitted a report to present the terms of reference for the sub-committee and the previous undertakings for the sub-committee to enable the sub-committee to consider the direction it wishes to take for the Civic Honours 2025/26 Awards.

RESOLVED that

- a) the terms of reference as detailed in the report be reconfirmed;
- b) the public nomination process for the Borough Award of Merit be reopened; and
- c) a future Civic Honours sub-committee be convened in November 2025 to give consideration to the nominations made by the public including individuals who were deferred from a previous meeting and any

nominations put forward by the sub-committee having regard to the budget.

Chair

AGENDA ITEM NO.6

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to:	Civic Honours Sub-Committee
Date of Meeting:	26 th November 2025
Subject:	Appointment of Honorary Aldermen/Alderwomen & Honorary Free- men/Freewoman
Portfolio:	Resources and Central Services
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. Following reconfirmation of the Terms of Reference at the Civic Honours Sub-Committee 24th September 2025, this report provides an overview of the appointment process for the appointment of Honorary Aldermen/Alderwomen & Honorary Freeman/Freewoman.

2. Recommendations

- 2.1. To note the contents of the report; and

- 2.2. Potential nominations for Freeman/Freewomen of the Borough or Honorary Alderman/Alderwoman to be submitted to the Civic Honours Sub-Committee, which will be considered at the meeting and – if approved;
- 2.3. Further to 2.2, it be recommended to Cabinet for endorsement to call upon the Head of Paid Service to refer any nomination to an Extraordinary Full Council scheduled Wednesday, 28 January 2026 for the purpose of voting upon the nomination(s).

3. Background

3.1. In accordance with regulation 249 of the Local Government Act 1972, a principal council may, confer the title of Honorary Aldermen (or Alderwomen) on persons who have, in the opinion of the Council, rendered eminent services to the Council as past members of that Council, but who are not then Councillors of the Council.

3.2. As for Honorary Freeman/Freewomen, this was passed under the Honorary Freedom of Boroughs Act, 1885, (now replaced by the Local Government Act of 1972). The current powers allow the Council to admit Honorary Freeman/Freewomen of the Borough of persons of distinction, and persons who have, in the opinion of the Council, rendered eminent services to the Borough.

3.3. It should be noted that:

3.3.1. No Honorary Alderman/Alderwomen shall, while serving as a Councillor of the Council, be entitled to be addressed as Alderman/Alderwomen or to attend or take part in any civic ceremonies of the Council as an Alderman/Alderwomen; and

3.3.2. An Honorary Alderman/Alderwoman of a principal council may attend and take part in such civic ceremonies as the council may from time to time decide, but shall not, as such, have the right—

(a) to attend meetings of the council or a committee of the council (including a joint committee upon which they are represented); or

(b) to receive any such allowances or other payments as are payable under sections 173 to 176 of the Local Government Act 1972.

3.3.3. The Public Nomination process for 2025/2026 which is subject to a separate report at the same Committee

(26th November 2025) may have nominations for Honorary Freeman/Freewomen which should be considered before this report to limit duplication.

4. Appointment Process

4.1. Honorary Aldermen/Alderwomen

4.1.1. To appoint an Honorary Alderman/Alderwoman, the Council has to, by a resolution passed by not less than two-thirds of the members voting thereon at a meeting of the Council, confer the title of Honorary Alderman/Alderwoman.

4.1.2. In accordance with 3.1 of the report, any nomination must be a person who rendered eminent services to the Council as a past member of the Council, but who are not then a member of the council.

4.2. Honorary Freeman/Freewomen

4.2.1. To appoint Honorary Freeman/Freewoman, the Council has to, by a resolution passed by not less than two-thirds of the members voting thereon at a meeting of the Council, confer the title of Honorary Freeman/Freewoman to persons of distinction, and persons who have, in the opinion of the authority, rendered eminent services to that place or area.

4.3. General

4.3.1. The Sub-committee is required to identify suitable persons for both honours and establish that the honour will be accepted. Once agreeable in principle, in accordance with regulation 249 of the Local Government Act 1972, the calling of a Council meeting is required to make the appointment formally.

4.3.2. To ensure a formal appointment process made by a resolution, approval by not less than two-thirds of the members voting thereon at a meeting of the Council, confer the title of Honorary Aldermen/Alderwomen on persons who have, in the opinion of the Council, rendered eminent services in accordance with 3.1 and/or 3.2 of this report.

4.3.3. To trigger 4.3.2 above, the Sub-committee will need to move a recommendation which effectively triggers the process. A suggested form of words for this could be:

"1. That be admitted as an honorary alderman/freeman (or

alderwoman/freewoman) of the Nuneaton and Bedworth Borough Council under Section 249 of the Local Government Act 1972 in recognition of [the eminent services which s/he has rendered to ...]

[his/her distinguished ...] [and that his/her name be enrolled on the freemen's/freewomen's roll]

2. That the common seal of the Council be affixed to the [enrolment of ... on the said freemen's roll and to the certificate to be presented to him/her on his/her admission as an honorary freeman/freewoman of the Borough] [certificate conferring upon ... the title of honorary alderman/alderwoman].

3. That an estimated expenditure of £... be approved for the purposes associated with the appointment and that the Chief Executive be authorised to agree any consequential matters."

- 4.3.4. The Council maintains a website page which lists the type of awards, the award recipients in 2024 and the list of Honorary Aldermen and Alderwomen and list of Honorary Freemen and Freewomen.

5. Financial Implications

- 5.1. 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.
- 5.2. The 2025/2026 budget includes provision of circa £3,000. At time of report, £1,900 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. Legal Implications

- 6.1. The Committee should note:

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

- 6.1.1.1. the title of honorary aldermen or honorary alderwomen;
- 6.1.1.2. the title of honorary freemen or honorary freewomen.

7. Equalities implications

7.1. A review has been undertaken and it has been identified that no assessment is required following consultation and liaison with the appropriate officer.

8. Health implications

8.1. Not applicable.

9. Climate and environmental implications

9.1. Not applicable.

10. Section 17 Crime and Disorder Implications

10.1. Not applicable.

11. Risk management implications

11.1. Not applicable.

12. Human resources implications

12.1. No direct human resource implications have been identified.

13. Options considered and reason for their rejection

13.1. 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	As the Sub-Committee is part of the Constitution and Council business, it has

	Sub-Committee	a meeting schedule in the calendar of meetings approved by Full Council.
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14. Conclusion

14.1. The sub-committee may propose nominations, separate to the Public Nomination 2025/2026 process, for the sub-committee to consider recommending for a resolution the appointment the appointment of Honorary Aldermen/Alderwomen & Honorary Freeman/Freewoman.

15. Appendices

15.1. Please note there are no appendices.

16. Background papers

16.1. Please note there are no background papers.

17. Report Writer Details:

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