Nuneaton & Bedworth
United to Achieve

Nuneaton and Bedworth Borough Council
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Date: 17th November 2026

Our Ref: KB

Dear Sir/Madam,

A meeting of the **CIVIC HONOURS SUB-COMMITTEE** will be held in the Committee Room B, Town Hall, Nuneaton, on **Wednesday 25th November 2026** at 6.00 p.m.

Yours faithfully,

Tom Shardlow

Chief Executive

To: All Members of the Civic Honours Sub-Committee

Councillor G. Finch (Chair)
Councillors M. Bannister, C. Cape, P. Gilbert, and B. Hughes

A G E N D A

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 23rd September 2026, 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 **23rd September 2026**

A meeting of the Civic Honours Sub-Committee was held on Wednesday, 23rd September 2026

Present

Councillor G. Finch (Chair)

Councillors M. Bannister, C. Cape, P. Gilbert and B. Hughes

Councillor J. Groves - observing

PART I – PUBLIC BUSINESS

CHSC01 **Minutes**

The minutes of the meeting of the Civic Honours Sub-Committee held on 26th November 2025 were submitted for approval.

RESOLVED that the minutes of the meeting held on 26th November 2025 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 Honours Awards 2026/27**

SPEAKER:
Councillor Keith Kondakor

The Assistant Director – Democracy and Governance presented a report that contained the Terms of Reference for the Civic Honours Sub Committee and detailed previous undertakings of the Sub Committee.

RESOLVED that:

a) the contents of the report be noted; and

b) the Terms of Reference of the Civic Honours Sub-Committee be reconfirmed;

c) the public nomination process for the Civic Honour Awards be opened; and

d) at its meeting on 25th November 2026, the Civic Honours Sub-Committee gives consideration to the nominations made by the public, and any nominations put forward by the Sub-Committee.

CHSC04 **Any Other Items**
None.

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Chair

Nuneaton & Bedworth
United to Achieve

AGENDA ITEM NO. 6

NUNEATON AND BEDWORTH BOROUGH COUNCIL

Report to:	Civic Honours Sub-Committee
Date of Meeting:	25th November 2026
Subject:	Appointment of Honorary Aldermen/Alderwomen & Honorary Freemen/Freewoman
Portfolio:	Resources and Internal Affairs
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
Amendment to Budget:	No
Council Tax Related:	No
Recommendation to Council /Cabinet/Committee:	Potentially Subject to Decision
Forward Plan:	Not applicable
Subject to Call-in:	Not applicable

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1. Purpose of report

1.1. Following reconfirmation of the Terms of Reference at the Civic Honours Sub-Committee 23rd September 2026, this report provides an overview of the appointment process for

the appointment of Honorary Aldermen/Alderwomen & Honorary Freemen/Freewoman.

1.2. Please note, this report is separate from the Public Nomination process which is subject to a separate report.

2. Recommendations

2.1. To note the contents of the report; and

2.2. The Sub-Committee put forward any nominations for Freemen/Freewomen of the Borough or Honorary Alderman/Alderwoman, which will be considered at the meeting and – if approved.

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 Freemen/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 Freemen/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 2026/2027 which is subject to a separate report at the same Committee (25th November 2026) may have nominations for Honorary Freemen/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 Freemen/Freewomen

4.2.1. To appoint Honorary Freemen/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 Freemen/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 previous years 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 2026/2027 budget includes provision of circa £2,000 for Civic Gifts. 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 permits 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 appliable.

9. Environmental implications

9.1. Not appliable.

10. Section 17 Crime and Disorder Implications

10.1. Not appliable.

11. Risk management implications

11.1. Furter to the risk management framework, this is not directly appliable to this report.

12. Human resources implications

12.1. No direct human resource implications have been identified.

13. Biodiversity Implications

13.1. No direct biodiversity implications have been identified.

14. Local Government Reorganisation (LGR) Implications

14.1. No direct LGR implications have been identified at this stage noting LGR is currently paused (at the time of writing the report). However if Government is minded to make a decision on LGR for Warwickshire and the Council grants

awards, there will need to be consideration in the transitional arrangements titles and awards granted, carrying weighting and being retained in statute under a new Authority if Nuneaton and Bedworth Borough Council no longer exists.

15. Options considered and reason for their rejection

15.1. 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.

16. Conclusion

16.1. The sub-committee may propose nominations, separate to the Public Nomination 2026/2027 process, for the sub-committee to consider recommending for a resolution the appointment the appointment of Honorary Aldermen/Alderwomen & Honorary Freemen/Freewoman.

17. Appendices

17.1. Please note there are no appendices.

18. Background papers

18.1. Please note there are no background papers.

19. Report Writer Details:

Officer Job Title: Assistant Director – Democracy and Governance

Officer Name: Matthew Wallbank