

# FREEDOM OF THE BOROUGH

Thursday, 27 May 2021 at 11.00 a.m.

Online, virtual meeting, Microsoft Teams

**Members:**

Chair: Councillor Mohammed Ahab Hossain

Councillor Sabina Akhtar, Mayor John Biggs, Councillor Peter Golds, Councillor Denise Jones, Councillor Abdul Mukit MBE, Councillor Rajib Ahmed, Councillor Victoria Obaze and Councillor Motin Uz-Zaman

Co-Opted Members:

Mike Smith, Mizan Chaudhury, Councillor Sirajul Islam, Councillor Rachel Blake, Councillor Asma Begum, Councillor Rabina Khan.

[The quorum for this body is 3 Members]

**Contact for further enquiries:**

Patricia Attawia

1st Floor, Town Hall, Mulberry Place, 5 Clove Crescent, London, E14 2BG

Tel: 020 7364 4651

E-mail: [matthew.mannion@towerhamlets.gov.uk](mailto:matthew.mannion@towerhamlets.gov.uk)

Web: <http://www.towerhamlets.gov.uk>

Scan this code  
for an  
electronic  
agenda:



**1. APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

**2. DECLARATIONS OF INTEREST**

**3 - 4**

To note any declarations of interest made by Members, including those restricting Members from voting on the questions detailed in Section 106 of the Local Government Finance Act, 1992. See attached note from the Chief Executive.

**3. UNRESTRICTED MINUTES**

**5 - 8**

To confirm as a correct record of the proceedings the unrestricted minutes of the ordinary meeting of the Freedom of the Borough Ad Hoc Panel held on 15 April 2021.

**4. REPORTS FOR CONSIDERATION**

**4 .1 Freedom of the Borough nomination process and nomination form including venue and award proposals**

**9 - 28**

**5. ANY OTHER BUSINESS CONSIDERED TO BE URGENT**

**Next Meeting of the Committee:** Date to be confirmed

# Agenda Item 2

## **DECLARATIONS OF INTERESTS AT MEETINGS– NOTE FROM THE MONITORING OFFICER**

This note is for guidance only. For further details please consult the Code of Conduct for Members at Part C, Section 31 of the Council's Constitution

### **(i) Disclosable Pecuniary Interests (DPI)**

You have a DPI in any item of business on the agenda where it relates to the categories listed in **Appendix A** to this guidance. Please note that a DPI includes: (i) Your own relevant interests; (ii) Those of your spouse or civil partner; (iii) A person with whom the Member is living as husband/wife/civil partners. Other individuals, e.g. Children, siblings and flatmates do not need to be considered. Failure to disclose or register a DPI (within 28 days) is a criminal offence. Members with a DPI, (unless granted a dispensation) must not seek to improperly influence the decision, must declare the nature of the interest and leave the meeting room (including the public gallery) during the consideration and decision on the item – unless exercising their right to address the Committee.

**DPI Dispensations and Sensitive Interests.** In certain circumstances, Members may make a request to the Monitoring Officer for a dispensation or for an interest to be treated as sensitive.

### **(ii) Non - DPI Interests that the Council has decided should be registered – (Non - DPIs)**

You will have 'Non DPI Interest' in any item on the agenda, where it relates to (i) the offer of gifts or hospitality, (with an estimated value of at least £25) (ii) Council Appointments or nominations to bodies (iii) Membership of any body exercising a function of a public nature, a charitable purpose or aimed at influencing public opinion.

Members must declare the nature of the interest, but may stay in the meeting room and participate in the consideration of the matter and vote on it **unless:**

- A reasonable person would think that your interest is so significant that it would be likely to impair your judgement of the public interest. **If so, you must withdraw and take no part in the consideration or discussion of the matter.**

### **(iii) Declarations of Interests not included in the Register of Members' Interest.**

Occasions may arise where a matter under consideration would, or would be likely to, **affect the wellbeing of you, your family, or close associate(s) more than it would anyone else living in the local area** but which is not required to be included in the Register of Members' Interests. In such matters, Members must consider the information set out in paragraph (ii) above regarding Non DPI - interests and apply the test, set out in this paragraph.

### **Guidance on Predetermination and Bias**

Member's attention is drawn to the guidance on predetermination and bias, particularly the need to consider the merits of the case with an open mind, as set out in the Planning and Licensing Codes of Conduct, (Part C, Section 34 and 35 of the Constitution). For further advice on the possibility of bias or predetermination, you are advised to seek advice prior to the meeting.

### **Section 106 of the Local Government Finance Act, 1992 - Declarations which restrict Members in Council Tax arrears, for at least a two months from voting**

In such circumstances the member may not vote on any reports and motions with respect to the matter.

**Further Advice** contact: Janet Fasan, Director of Legal and Interim Monitoring Officer, Tel: 020 7364 4348.

## APPENDIX A: Definition of a Disclosable Pecuniary Interest

(Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, Reg 2 and Schedule)

Subject	Prescribed description
Employment, office, trade, profession or vacation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by the Member in carrying out duties as a member, or towards the election expenses of the Member. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority— (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	Any tenancy where (to the Member's knowledge)— (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where— (a) that body (to the Member's knowledge) has a place of business or land in the area of the relevant authority; and (b) either—  (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or  (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.



**LONDON BOROUGH OF TOWER HAMLETS**

**MINUTES OF THE FREEDOM OF THE BOROUGH**

**HELD AT 1.00 P.M. ON THURSDAY, 15 APRIL 2021**

**ONLINE 'VIRTUAL' MEETING - [HTTPS://TOWERHAMLETS.PUBLIC-I.TV/CORE/PORTAL/HOME](https://towerhamlets.public-i.tv/core/portal/home)**

**Members Present:**

Councillor Mohammed Ahbab Hossain Speaker of the Council  
(Chair)

Councillor Sabina Akhtar

Councillor Peter Golds

Councillor Denise Jones

Councillor Abdul Mukit MBE

Councillor Rajib Ahmed

Councillor Victoria Obaze

Councillor Motin Uz-Zaman

**Co-opted Members Present:**

Councillor Asma Begum

Councillor Rachel Blake

Councillor Sirajul Islam

**Officers Present:**

Patricia Attawia

– (Democratic Services Team Leader,  
Civic & Members, Governance)

Matthew Mannion

– (Head of Democratic Services,  
Governance)

Muhammed Uddin

– (Democratic Services Officer, Civic &  
Members, Governance)

**1. APOLOGIES FOR ABSENCE**

There were no apologies for absence from Members already appointed to the Panel.

**2. DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS**

There were no declarations of interests.

### **3. UNRESTRICTED REPORTS FOR CONSIDERATION**

#### **3.1 Freedom of the Borough establishment and membership**

The Chair handed over to Matthew Mannion, Head of Democratic Services, to administratively run the meeting and introduce the report.

Matthew Mannion presented the report on the establishment and membership of the Freedom of the Borough Ad-Hoc Panel 2021/22.

The panel was asked to note the Terms of Reference, Quorum, timetable and Membership.

##### **Co-opted Members**

The Terms of Reference allow the Panel to consider co-opting additional non-voting Members from outside the Council onto the Panel. The report included options available to the Panel for co-opting new Members.

The panel discussed the process for appointing co-optees, highlighting the importance of cross-party representation and gender balance. A list of potential co-optees drawn up in line with the recommendations in the Terms of Reference and consultation with officers and councillors, was presented to the Panel for consideration.

The Panel were in favour of co-opting all those listed. In addition, they asked that the Deputy Lieutenant for Tower Hamlets, Leslie Morgan, be invited to join the Panel.

##### **Nomination Process and Form**

The Panel were presented with options for the nomination process and nomination form, broken down into three main areas: timetable, process and level of publicity and nomination form. The prestigious nature of the award was emphasised, and the Panel discussed the alternative option of nominations for a Civic Award for unsuccessful applicants.

##### **Timetable**

The Panel considered the different options for the timetable, taking into account potential Covid restrictions that may still be in place, and the need to try and avoid a virtual ceremony if possible and plan for a full celebration.

They discussed the importance of taking the necessary time to reach all sectors of the community and to give the process the consideration needed for such a prestigious award. The Panel therefore considered it would take several months to conduct the nominations process and so the Award Ceremony should take place in the Autumn.

##### **Process and level of publicity**

The Panel discussed the need for clarity around what the Freedom of the Borough means, what it is and who should be nominated. It should be emphasised that it is an extremely prestigious award, granted for eminent services to the Borough given over a significant period of time.

Consideration was given to ways of reaching people and raising awareness of the award and the opportunity to nominate. It was highlighted that digital platforms alone would not be enough and other means of publicity should be used such as magazines, newspapers etc.

Members agreed it was important to ensure an open and inclusive process, with awards being representative across communities and gender. It was also considered important to show that it was supported on a cross-party basis.

There was a discussion about the number of awards that should be given out and it was felt that given the exclusive nature of the award the number should not be too high, but as there had only been 1 ceremony in the last 20 years it was felt that subject to nominations the Panel would be happy to give a number of awards this year.

The Panel discussed signposting to other awards such as the Civic Awards, and the special award being run by the Government specifically for contributions during Covid.

#### Nomination form

The panel considered the nomination form briefly but wanted more time to look at it together with the accompanying guidance.

### **DECISION**


1. To note the Terms of Reference, Membership, Quorum and planned timetable.
2. To agree to the appointment of the following people as non-voting co-opted Members of the Panel
  - Mike Smith, Chair of THCVS and CEO of Real
  - Mizan Chaudhury, Former Speaker of Tower Hamlets
  - Cllr Sirajul Islam
  - Cllr Rachel Blake
  - Cllr Asma Begum
  - Cllr Rabina Khan
3. To invite the Deputy Lieutenant of Tower Hamlets, Leslie Morgan, to join the Panel as a co-opted member.
4. That a second meeting of the Panel be arranged for the end of May to consider amended proposals for the nomination form and process.

#### **4. ANY OTHER UNRESTRICTED BUSINESS CONSIDERED TO BE URGENT**

Nil items.

The meeting ended at 2.00 p.m.

Chair, Councillor Mohammed Ahbab Hossain  
Freedom of the Borough

<p>Non-Executive Report of the:</p> <p><b>Ad-Hoc Freedom of the Borough Panel</b></p> <p>Thursday, 27 May 2021</p>	
<p><b>Report of:</b> Janet Fasan, Director of Legal and Interim Monitoring Officer</p>	<p><b>Classification:</b> Open (Unrestricted)</p>
<p><b>Freedom of the Borough nomination process and nomination form including venue and award proposals</b></p>	

<b>Originating Officer(s)</b>	Matthew Mannion, Head of Democratic Services Patricia Attawia, Democratic Services Team Leader (Civic and Members)
<b>Wards affected</b>	All Wards

## Executive Summary

The Freedom of the Borough Ad-Hoc Panel was established on 15 April 2021, with six additional non-voting members being co-opted in accordance with the Terms of Reference. The proposal to adopt a further co-opted member is included in the report.

Following discussions at the first meeting, this report sets out options for the nomination process and nomination form for Members of the Panel to consider.

The report also sets out, for initial discussion, information on venues and types of award that can be presented, including costs.

## Recommendations:

The Freedom of the Borough Ad-Hoc Panel is recommended:

1. To consider the proposed appointment of the Deputy Lieutenant, Mr Leslie Morgan OBE DL as an additional non-voting co-opted Member of the Panel.
2. To consider the nomination process and form and agree the final arrangements
3. To review and discuss the information presented in relation to potential venues and awards.

## 1. REASONS FOR THE DECISIONS

This report is presented to enable Panel Members to be aware of the options available and to agree the proposed arrangements for the nomination process and form.

## 2. **ALTERNATIVE OPTIONS**

The Panel is free to propose alternative arrangements to the nomination process and form, and to request further information on potential venues and awards.

## 3. **DETAILS OF THE REPORT**

3.1 The report to the Panel meeting on 15 April 2021 set out the background to the Freedom of the Borough Award. It included the Terms of Reference, Membership and Quorum of the Panel to be noted and advised on co-opting additional non-voting members.

### **Co-optee**

3.2 In accordance with the Terms of Reference, the panel co-opted six additional non-voting members at their first meeting on 15 April 2021. They also requested that the Deputy Lieutenant for Tower Hamlets, Mr Leslie Morgan OBE DL be proposed as an additional co-optee subject to his agreement. He was approached and has agreed to be a co-opted Member of this Panel and so this report is recommending his appointment. The Panel may also propose further nominations should it so wish.

### **Nomination form and process**

3.3 The report to the Panel meeting on 15 April 2021 set out options for the nomination process and nomination form. Following the Panel's comments revised options have been set out below for review.

### **Timetable**

3.4 The Panel considered it important that the process be given enough time for comprehensive publicity and access for all areas of the community to have an opportunity to nominate. It was emphasised that the process not be rushed. On this basis a reviewed timeline could work as follows:

- Meeting to confirm nomination process and nomination form wording – May
- Period for receipt of nominations June/July/August
- Meeting to consider nominations early September
- Special meeting of Council to confirm nominations October or November

The Panel are asked to consider and comment on the above as necessary.

### **Publicity**

3.5 At the first meeting the Panel discussed the need for wide ranging publicity in a variety of formats, ensuring an open and inclusive process.

3.6 It is proposed that a webpage is created with information and guidance on nominating as well as a link to an electronic nomination form. This will be

promoted through council communication channels (including social media) and partners will be encouraged to promote it as well.

- 3.7 In addition, planning is underway for an article to appear in the June edition of Our East End with details on where to find the link or obtain a hard copy of the form if required. The draft article is attached at Appendix 1 for the panel to review and comment.
- 3.8 The prestigious nature of the award will be emphasised across all publicity and in the guidance notes to help attract appropriate nominations.
- 3.9 The Panel previously discussed signposting to other awards such as Civic Awards or the Government's Covid awards.
- 3.10 It is proposed that information about making Civic Award nominations is mentioned in the Freedom of the Borough process, to provide an alternative option.
- 3.11 Whilst Civic Award nominations will be accepted alongside Freedom of the Borough nominations, it will be emphasised that the process for those awards will not begin until after the Freedom of the Borough has been completed in the Autumn, with the Civic Award ceremony in the Spring of 2022.
- 3.12 Full advertising for the Civic Awards will begin after nominations for the Freedom of the Borough have closed. Officers in Strategic Policy and Partnership will be assisting to ensure nominations are spread widely across the community.

#### Nomination Form

- 3.13 Following the request from the Panel for more time to consider the nomination form and accompanying guidance, the draft nomination form and guidance are attached at Appendix 2, for further discussion.

#### Venue

- 3.14 The Panel discussed the importance of making the award ceremony a very special occasion to celebrate the exceptional nature of the achievement. Hosting the event in an outside venue such as York Hall was considered.
- 3.15 Officers have approached the management of York Hall and the East Wintergarden in Canary Wharf for costs involved in using these venues, for the Panel to consider.
- York Hall – hire rate for Mon-Wed is £3600 and for Thu-Sun is £4000. There is no discount available. Further potential costs include skylight blackout £500 + VAT, car park £600 + VAT and ceiling lighting rig (2m square in the middle of the hall) £300 + VAT
  - Canary Wharf – East Wintergarden: hire rate for 8am-5pm is £6500+VAT, and for 12pm-12am is £9500+VAT.

- Canary Wharf – Level 39 from £800 - £3000 + VAT for evening hire, depending on the room and numbers. However, these rooms would require names to be given to the venue well in advance so would perhaps be less accessible to the public.
- 3.16 Alternative options that would be free of charge or potentially incur lower costs would be to use Council venues:
- Mulberry Place – no charge
  - The Brady Centre – Main & side hall together, £117/hour after 5.00pm
  - The Ecology Pavilion – Half day hire (8hrs) Mon – Thu £1250, Fri-Sun £1500. Full day hire Mon-Thu £2500, Fri-Sun £3000
  - The Arts Pavilion – Half day hire (8hrs) Mon-Thu £1500. No half day hire available for Fri-Sun. Full day hire Mon-Thu £3000, Fri-Sun £3700
- 3.17 Any additional requirements such as technical equipment, PA systems etc. In the above venues, including some of the council ones would be provided at an extra cost.

### **Scrolls**

- 3.17 At the Freedom of the Borough Ceremony in 2018 the recipient was presented with a framed computer-generated scroll at a cost of £220+ VAT. An updated quotation for the same scroll and frame has been received for £218.00 + VAT.

Other options can be seen at appendix 3 for the panel to consider.

## **4. EQUALITIES IMPLICATIONS**

- 4.1 It is important that the award of the Freedom of the Borough should reflect the exceptional contribution of the resident(s) to the benefit of all sections of the community within the borough.

## **5. OTHER STATUTORY IMPLICATIONS**

- 5.1 This section of the report is used to highlight further specific statutory implications that are either not covered in the main body of the report or are required to be highlighted to ensure decision makers give them proper consideration. Examples of other implications may be:
- Best Value Implications,
  - Consultations,
  - Environmental (including air quality),
  - Risk Management,
  - Crime Reduction,
  - Safeguarding.
  - Data Protection / Privacy Impact Assessment.



5.2 None specific to this report.

## **6. COMMENTS OF THE CHIEF FINANCE OFFICER**

6.1 The cost of any of the proposals agreed in this report will be contained within existing budgets.

## **7. COMMENTS OF LEGAL SERVICES**

7.1 Section 249(5) of the Local Government Act 1972 permits the Council to admit persons to be honorary freemen or honorary freewomen of Tower Hamlets. The only requirements for persons so admitted is that they be persons of distinction and persons who have, in the opinion of the Council, rendered eminent services to Tower Hamlets.

7.2 The decision to admit must be by resolution of the Council at a specially convened meeting for that purpose and must be passed by not less than two thirds of the members voting at that meeting.

7.3 As there is no specific guidance for admitting Honorary Freeman and Freewomen, the Council can set up its own process for inviting nominations and for their consideration prior to the matter going to an Extraordinary Council meeting to consider resolutions to admit. Council has established the Freedom of the Borough Ad Hoc Panel to consider proposals that may be made in due course relating to the granting of the Freedom of the Borough, including any nominations for that award, and to make recommendations. This Panel can therefore determine the process for inviting nominations and for their consideration.

7.4 In consideration this Report and its recommendations, the Council must have due regard to the need to eliminate unlawful conduct under the Equality Act 2010, the need to advance equality of opportunity and the need to foster good relations between persons who share a protected characteristic and those who do not (the public sector equality duty).

7.5 The Council's ability to co-opt members derives principally from the Local Government Act 1972. The Local Government and Housing Act 1989 establishes that co-opted members of committees who are not elected Councillors do not generally have voting rights. There are exceptions to this rule which do not apply in this case.

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## **Linked Reports, Appendices and Background Documents**

### **Linked Report**

- Report to the Freedom of the Borough Panel 15 April 2021

### **Appendices**

- Appendix 1 – draft article for Our East End
- Appendix 2 – draft nominations form
- Appendix 3 – options for scrolls and similar awards

**Local Government Act, 1972 Section 100D (As amended)**

**List of “Background Papers” used in the preparation of this report**

List any background documents not already in the public domain including officer contact information.

- None.

**Officer contact details for documents:**

N/A

## **Nominations sought for the Borough's highest honour**

The Local Government Act 1972 allows local councils to grant the Freedom of the Borough to people or organisations of distinction that have given eminent service to the borough over an extended period of time.

The Freedom of the Borough is awarded relatively rarely and only to exceptional candidates. It is the highest honour a borough can confer so the decision to give the award is only taken after careful consideration.

The last award was made in 2018 to Commander John Ludgate (Retd.), who served as the Deputy Lieutenant for Tower Hamlets for 22 years. His duties included overseeing royal visits in the borough, advising the Mayor, Speaker and councillors on protocol and engagement with the royals and validating awards such as the Queen's Award for Enterprise and Voluntary Service.

The Council is now seeking nominations for Freedom of the Borough to be awarded this year. The nominations will be considered by a cross-party panel chaired by the Speaker, Cllr Mohammed Ahabab Hossain, who said: "I am very happy that there will once again be an opportunity for exceptional people or organisations in Tower Hamlets to be recognised for their achievements. It is a real and rare honour to be awarded the Freedom of the Borough and I look forward to congratulating the next recipients later in the year."

Nominations should be made by completing the nomination form and sending it to [Speaker@towerhamlets.gov.uk](mailto:Speaker@towerhamlets.gov.uk) by (insert closing date). Before completing your nomination please read the guidance notes carefully.

If you have any queries, please email the Civic Office on the email address above.

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**Nomination for the  
Freedom of the Borough**

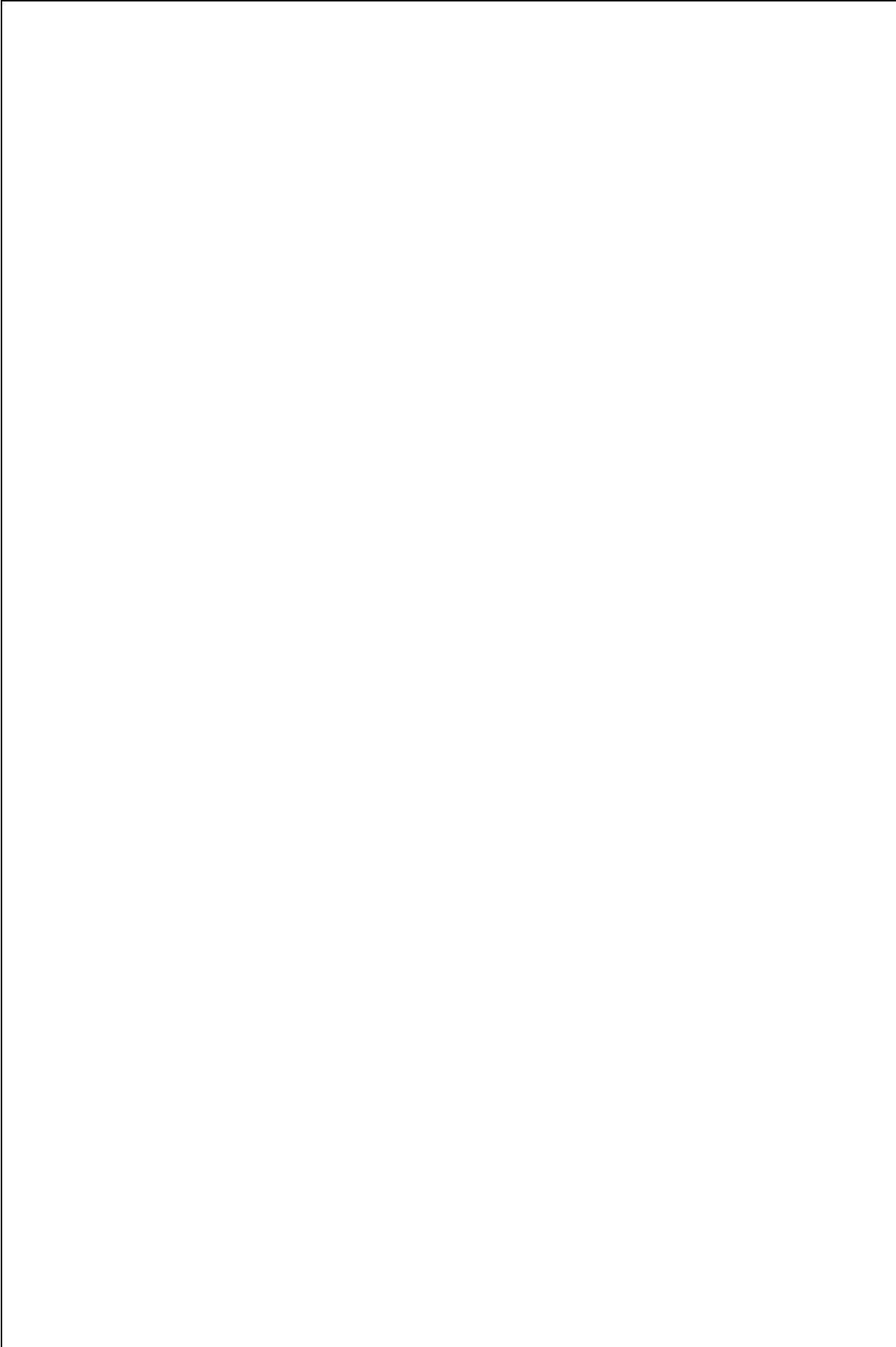


**NOTE – please read the accompanying guidance before completing this application form.**

**(1) Name of the person or organisation being nominated for Freedom of the Borough:**

**(2) About the person/organisation you wish to nominate:**

(Please set out your nominees outstanding achievements which would demonstrate the exceptional reasons why this candidate should be considered for the award of the Freedom of the Borough. Reference the criteria listed in the attached guidance. (continue on a separate sheet if required))



**About You (the person doing the nominating)**

**(3) Your Name**

**(4) Your Address:**

**(5) Your Contact Details** (e.g. preferred phone or email address – the Council will need to contact you to discuss the nomination):

**(6) What is your relationship to the person/organisation you wish to nominate?:**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **GUIDANCE ON SUBMITTING A NOMINATION FOR FREEDOM OF THE BOROUGH**

**Freedom of the Borough is a high honour which should only be awarded in exceptional circumstances where the prospective recipient is an individual or organisation of distinction and has rendered eminent services to the borough.**

**Candidates should have a strong and continuing connection with and commitment to Tower Hamlets or have made a major contribution to national life or on the international stage and in doing so have enhanced the reputation of the borough. For example they may have:**

- Demonstrated exceptional achievements or service to the community.
- Made a real difference in their field of work or their community.
- Brought distinction to the borough or enhanced its reputation.
- Exemplified sustained and selfless voluntary service.
- Demonstrated innovation or entrepreneurship which has delivered benefits to the Borough.
- Carried the respect of and inspired his/her peers.
- Significantly improved the lot of those who have suffered disadvantage.
- Promoted community cohesion
- Contributed to the borough in a way that stands out above others.

**The award may not be granted posthumously.**

**The award should not be made solely because a person has performed well in their job or reached a particular level, but rather in recognition of efforts that have gone beyond the call of duty, or achievement that stands head and shoulders above others.**

Submitted nominations will be considered by the Freedom of the Borough Ad-Hoc Panel who will propose any agreed nominations to Council for approval.

As the Freedom of the Borough is such a significant award it would not normally be presented to more than one/two people/organisations per year.

**The deadline for receipt of nominations is:\_\_\_\_\_**

### **Submission Details**

Please submit completed nomination forms (by email or post) to:

Matthew Mannion  
Committee Services Manager  
Democratic Services  
London Borough of Tower Hamlets  
Mulberry Place, 5 Clove Crescent  
London, E14 2BG  
**Tel:** 020 7364 4651  
**Email:** [matthew.mannion@towerhamlets.gov.uk](mailto:matthew.mannion@towerhamlets.gov.uk)



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**CITY OF NOTTINGHAM**

AN EXTRAORDINARY MEETING of the Nottingham City Council held at the Council House on the 8th day of July two thousand and thirteen it was

**RESOLVED** and ordered that:

**DR STEWART ADAMS** being a person of distinction within the meaning of the Local Government Act 1972 be admitted as

**HONORARY FREEMAN** of the City of Nottingham

That a certificate of admission be presented to Dr Stewart Adams in a suitable casket

This is to certify that Dr Stewart Adams has this day been duly admitted as Honorary Freeman of the City of Nottingham pursuant to the above resolution

**GIVEN** under the common seal of the Nottingham City Council this 8th day of July two thousand and thirteen

Councillor Merlita Bryon  
Lord Mayor of Nottingham

Glen O'Connell  
Director of Legal and Democratic Services (Monitoring Officer)

**Borough of Stockton-on-Tees**

At a special Meeting of the Council of the Borough of Stockton-on-Tees on the 1st day of December 2011 it was

**Resolved:**

THAT in appreciation of the splendid traditions of

**Close Support Battalion**  
**Royal Electrical Mechanical Engineers**

And that as an expression of the admiration of the peoples of the Borough of Stockton-on-Tees for the REME's great and Glorious Achievements the Council DO CONFER UPON the Battalion

**The Freedom of Entry into the Borough** on Ceremonial Occasions

With Bands Playing Drums Beating and Bayonets Fixed

**In Witness whereof** the Common Seal of the Borough of Stockton-on-Tees was hereto affixed in the presence of:

Chief Executive Officer of the Council

Arte  
et  
Marte  
October 1942  
By  
Skill  
and  
By  
Fighting

Confer: Prof. Abrystwyth  
SHYDFEINWR ANRHYDDUS  
Fennelir drwy hwn:

STADT RAT  
ABRYSTWYTH  
HONORARFREEMAN

Abrystwyth Town Council  
HONORARY FREEMAN

**HERR FRIEDRICH PRATSCHKE**

Er RHYDFEINWR ANRHYDDUS TRICE ABRYSTWYTH

wird hermit am EISENMEISGER der Stadt Abrystwyth ernannt

In Anerkennung seiner hervorragenden Leistungen zur Förderung der Partnerschaft zwischen der Stadt Abrystwyth und der Stadt Stuttgart am Sonntag, den 1. Juli 2011

Am Sonntag Tag, dem 1. Juli 2011

In recognition of Outstanding services to Town Partnership relations between Abrystwyth and Stuttgart on Sunday

On this 1st day of July 2011

Ernennung  
Mayor

Ernennung  
Chief Executive

**London Borough of HARROW**

A special meeting of the London Borough of Harrow held at the Civic Centre, Harrow on Thursday the seventh day of July 2011,

**It was Resolved:**

THAT in accordance with the provisions of Section 249 of the Local Government Act 1972, the Council of the London Borough of Harrow do confer the **Freedom of Entry to the Borough** upon

**Sir Paul Maxime Nurse**

In recognition of his outstanding continuous service to science and

That this honour of Freedom of the Borough be now so conferred on Sir Paul Nurse appropriately in the current year of 2011 in further joint commemoration and celebration of the one hundredth anniversary of Harrow High School (formerly Harrow County School for Boys and Gayton High School).

**The Common Seal** of the Mayor and Burgesses of the London Borough of Harrow was affixed hereto on the seventh day of July 2011

MAYOR LEADER CHIEF EXECUTIVE

**The City of Liverpool**

An Extraordinary Meeting of the City Council of the City of Liverpool held on Wednesday, 23rd January 2012, at 10.00am in the Council Chamber, City Hall, in the presence of the Mayor, Councillor Gary Millar and a full Council, it was moved by the Mayor of Liverpool, Mr Joe Anderson CBE and seconded by the Deputy Mayor of Liverpool, Councillor Roz Cladden and resolved unanimously that:

**The Internationally renowned St Paul's Eye Unit**

be admitted to Liverpool City Council's **Freedom Roll of Associations & Institutions**

founded in Liverpool in 1875 as St Paul's Eye Hospital, it has grown to become regarded as one of the world's leading eye treatment and research centres, now located within the Royal Liverpool University Hospital. The determination of the staff to develop new drug and surgical treatments means they are transforming the outcome of people suffering with eye disease not only in Merseyside but around the world.

**In Witness whereof** the Common Seal of the City of Liverpool was hereto affixed in the presence of:

Mayor  
Chief Executive

**Chorley Borough Council**

A special meeting of the Chorley Borough Council held in the Council Chamber, Chorley on the 6th day of June, 2012, in accordance with the provisions of Section 249 of the Local Government Act 1972.

**It was resolved unanimously:**

That this Council wishes to place on record its high appreciation of, and the deep gratitude of the Borough to, the Officers and Soldiers of

**THE MEDICAL REGIMENT**

and, in the light of the esteemed and close association between the Borough and the Regiment, resolved that the **Freedom of the Borough** be conferred on the Regiment and that they be granted the right, privilege, honour and distinction of marching through the streets of Chorley on all ceremonial occasions with drums beating, bands playing and flags flying.

**In Witness whereof** the Common Seal of the Chorley Borough Council was hereto affixed in the presence of:

Mayor  
Chief Executive

**BOROUGH OF STEVENAGE**

A special meeting of STEVENAGE BOROUGH COUNCIL held in the Council Chamber, Stevenage on Wednesday the 23rd day of May 2012

**IT WAS RESOLVED:**

That the Council do confer upon

**The Royal Anglian Regiment**

**THE HONORARY FREEDOM OF ENTRY** in recognition of the long and close association between the Borough and the Regiment and to record the confidence, trust and friendship existing between citizens of the Borough and the Regiment

The Council grants to

**THE ROYAL ANGLIAN REGIMENT** and its successors the right, privilege, honour and distinction of marching through the streets of the Borough of Stevenage on all ceremonial occasions with drums beating, bands playing, colours flying and bayonets fixed.

**THIS IS SO CERTIFY** that the Royal Anglian Regiment has been awarded the Honorary Freedom of Entry, on the 23rd day of May 2012, in accordance with the provisions of Section 249 of the Local Government Act 1972.

Mayor  
Chief Executive

**The City of Liverpool**

At an Extraordinary Meeting of the City Council of the City of Liverpool held on Wednesday, 8th April 2015 within the Council Chamber, in the presence of The Right Worshipful, The Lord Mayor of Liverpool, Councillor Erica Kemp CBE and a full Council, it was moved by the Mayor of Liverpool, Mr Joe Anderson CBE and seconded by the Deputy Mayor of Liverpool, Councillor Roz Cladden and resolved unanimously that:

**The Cunard Line**

Be admitted to Liverpool City Council's **Freedom Roll of Associations & Institutions**

founded in 1840 by Sir Samuel Cunard, the Cunard Line has since its earliest days had close links with Liverpool, with the line's first vessel Britannia crossing to New York in July 1840 and from this date a world recognised brand was born. Owner of some of the most iconic ocean liners in history - Mauretania, Queen Mary, Queen Elizabeth and QE2 - the Cunard Line remains synonymous with the finest in ocean going travel. With a proud association with Liverpool dating back to its inception, generations of Liverpool citizens or their families have either worked or travelled on one of the Cunard liners. The 175th Anniversary celebrations offer a unique opportunity to reaffirm the place of Cunard Line in the city's affections and we look forward to welcoming Cunard's three Queens, the most famous ocean liners in the world to the Mersey in May 2015.

LORD MAYOR CHIEF EXECUTIVE



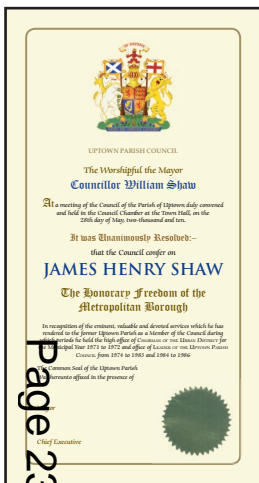
# COMPUTER GENERATED SCROLLS AND CERTIFICATES

LEAD TIME: USUALLY WITHIN 2 WEEKS FROM RECEIPT OF WORDING AND IMAGES

Scrolls are produced on cream wove paper for a high-quality appearance.

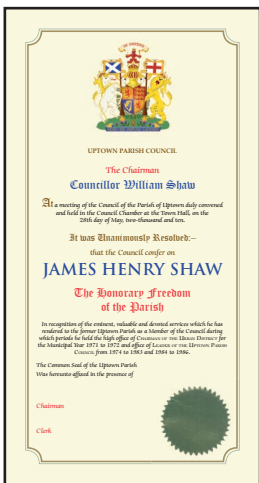
Choose from a variety of standard design templates (based on traditional hand-drawn artwork) at [www.shaws.co.uk/freedom-scrolls](http://www.shaws.co.uk/freedom-scrolls).

Significant modifications from the templates shown may be subject to a modest additional artwork charge.

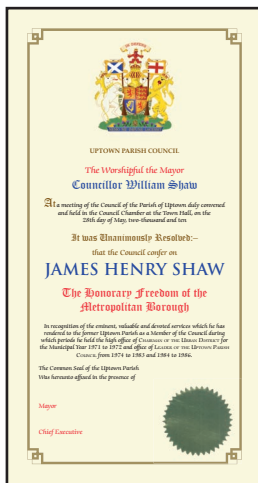


Style 1 (£100.00 + VAT)

[A]



[B]

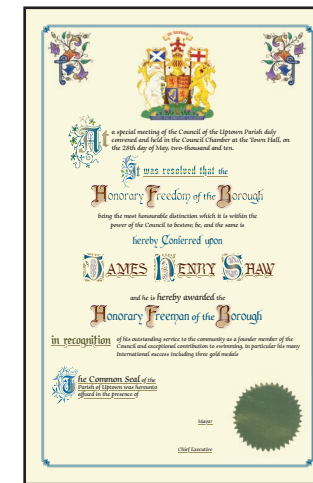


[C]



[A]

Style 2 (£150.00 + VAT)



[B]



[A]

Style 3 (£200.00 + VAT)



[B]

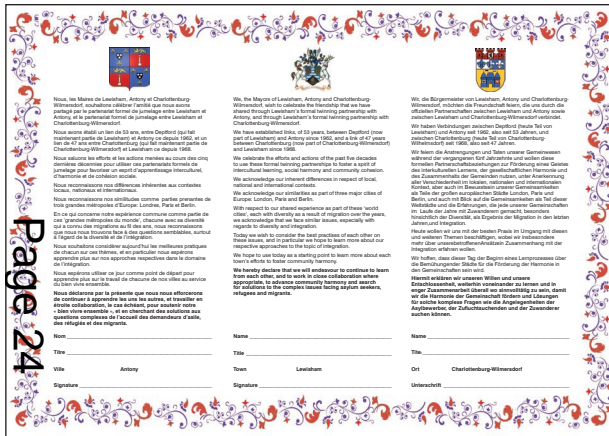
# BESPOKE COMPUTER GENERATED SCROLLS & CERTIFICATES

LEAD TIME: USUALLY WITHIN 2 WEEKS FROM RECEIPT OF WORDING AND IMAGES

We have also created bespoke computer generated certificates for customers for the following purposes:

- Twinning agreements.
- Retirement certificates.
- Membership warrants and certificates.

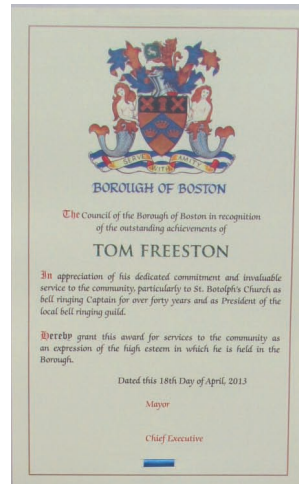
We can supply examples of previous work on request.



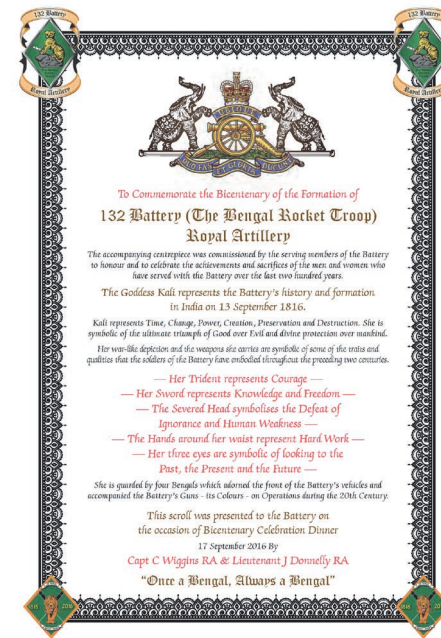
Twinning agreement between 3 parties.  
Printed in French, English and German.



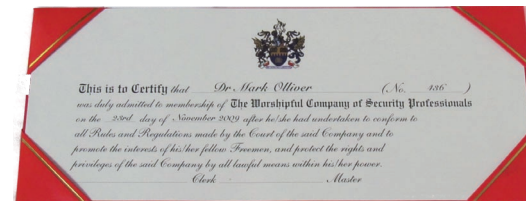
Twinning agreement between 2 parties.  
Printed in English and Chinese.



Community award with ribbon



Bengali themed scroll with bespoke border



Membership warrant presented in red leather certificate holder.



Bespoke logo creation for a parish council.  
The first image was their current logo. The second image was of the actual church tower they wanted to replicate in a new logo.  
The final image is the completed design used on a computer generated scroll for the client.

# UPGRADE OPTIONS FOR THE PRESENTATION OF THE SCROLL

## LEATHER BACKING AND PRESENTATION CASKETS

For further examples go to [www.shaws.co.uk/presentation-caskets](http://www.shaws.co.uk/presentation-caskets)

Note: All prices quoted are additional to the cost of the scroll. Certain presentation options may add to the lead time as can only be completed after the scroll has been produced



### Leather backing of scroll

Choice of leather backing colour

£220.00 + VAT

LEAD TIME: 2 WEEKS AFTER SCROLL COMPLETION



### Portfolio style scrolls bound in leather case

Choice of leather backing colour

LEAD TIME: 2 WEEKS AFTER SCROLL COMPLETION

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### Silver and perspex scroll holder casket

POA

LEAD TIME: 8 WEEKS



### Leather scroll tube casket

Choice of leather colour

£350.00 + VAT

LEAD TIME: 2 WEEKS



### Silver scroll holder casket

POA

LEAD TIME: 8 WEEKS

Other caskets also available.



# UPGRADE OPTIONS FOR THE PRESENTATION OF THE SCROLL

## FRAMING FOR SCROLLS

Note: All prices quoted are additional to the cost of the scroll. All framing options for hand-illuminated scrolls will add to the lead time; frames are made to order hence can only be produced after the scroll has been completed



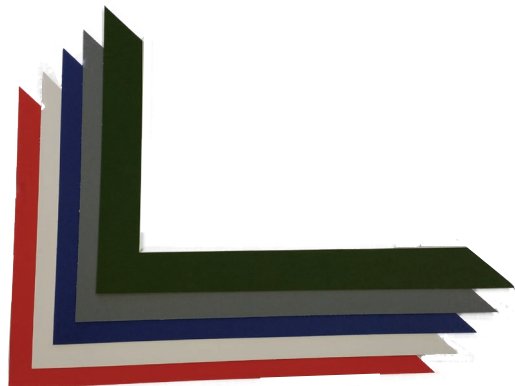
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### Available frames

We offer a choice of 7 popular frame styles to complete your scroll.  
From left to right: (0391 "Hogarth" black/gold), 0585 black/gold, 35 gold, 0100 red/gold, 0100 green/gold, contemporary black, contemporary brown.

### Available mount colours

We offer a choice of 5 mount colours to compliment your hand-illuminated scroll.  
From left to right: Red, Off white, Blue, Grey, Green



### Frame Specifications

Frame code	Frame moulding description
0391	"Hogarth". 15mm frame width. Black/gold.
35	22mm frame width. Gold.
0585	25mm frame width. Black/gold.
0100/Green	30mm frame width. Green/gold.
0100	30mm frame width. Red/gold.
-	Plain modern finish. 20mm frame width. Black.
-	Plain modern finish. 20mm frame width. Brown.

### Framing for Hand-illuminated Scrolls Price List

Prices below are based on a hand-illuminated scroll with a 17 x 10" sight size.  
Mounts will extend sight size by 1½" on all sides so the finished size would be 20" x 13" plus frame width.

The lead time for hand-illuminated scrolls will be up to 2 weeks after scroll is completed.

Frame code	with single mount	with double mount	with triple mount
Any frame / Any mount	£84.00	£94.00	£104.00

### Framing for Computer Generated Scrolls Price List

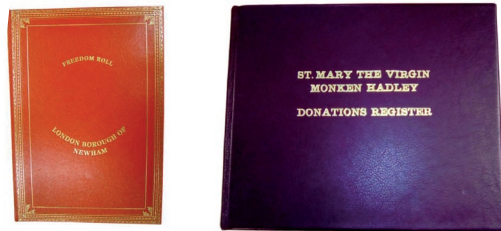
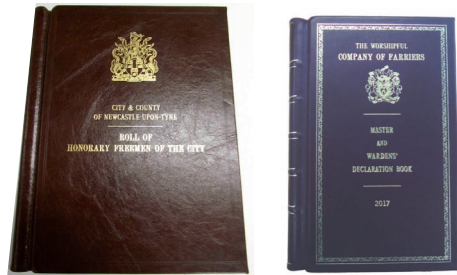
Prices below are for our A3 frames. These are available for immediate dispatch from stock and are supplied to fit orders of only our computer generated scrolls, size A3, with no mount.

For orders of computer generated scrolls which require mounting options, the prices on the above chart, and a lead time of up to 2 weeks after completion of the scroll, apply.

Frame code	Price
Any frame, no mount	£68.00

# DID YOU KNOW?

Shaw's Bespoke & Traditional Department is not limited to scrolls and presentation items.  
Discover what else we can offer below.



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## BESPOKE BOOKS eg. ROLL OF HONOUR

[shaws.co.uk/registers.cfm](http://shaws.co.uk/registers.cfm)

Shaw & Sons offer a wide range of printing and binding services. We specialise in producing 'traditional' registers and record books which are designed specifically for individual requirements. We have produced, among others, bespoke Rolls of Honour books, donations registers, Mayor's Parlour books, books of condolence, visitors books., Honorary Freemen registers.



## GAVELS AND BLOCKS

[shaws.co.uk/gavels-blocks.cfm](http://shaws.co.uk/gavels-blocks.cfm)

A variety of gavels (or hammers) and blocks can be supplied for the use of persons presiding at meetings. In addition to having their practical use, gavels and blocks can often be regarded as ceremonial objects and may be presented as gifts to existing or retiring presidents or chairmen of authorities, clubs or other organisations.



## HERALDIC SHIELDS & PLAQUES

[shaws.co.uk/heraldic-shields-presentation-plaques.cfm](http://shaws.co.uk/heraldic-shields-presentation-plaques.cfm)

Shaw & Sons offer a wide range of styles and manufacturing methods in the production of shields and plaques. Whether you are looking for an individual shield or a family crest, or larger quantities for special presentations, our knowledgeable staff can advise you on the most suitable option.

All shields are mounted on beautiful solid hardwood mounts.



## CORPORATE SEALS AND PRESSES

[shaws.co.uk/corporate-seals-presses.cfm](http://shaws.co.uk/corporate-seals-presses.cfm)

When documents are required to be given under the Common Seal of a local authority, company or other corporate body, the familiar sealing clause should properly be accompanied by a worthy impression of the seal – the hallmark of office from which it emanates. Individual quotes will gladly be supplied on request.



## CIVIC AND CORPORATE INSIGNIA

[shaws.co.uk/civic-corporate-insignia.cfm](http://shaws.co.uk/civic-corporate-insignia.cfm)

For many years we have advised and assisted customers who have come to us with their requirements for civic or official insignia, such as chains and badges of office and this page illustrates but a few of the many artefacts we have produced. Each object is individually designed and manufactured with the utmost care.

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