



**LEIGHTON-LINSLADE TOWN COUNCIL**

**PROCEDURE FOR THE  
APPOINTMENT OF HONORARY BURGESS OF LEIGHTON-LINSLADE  
'TITLE OF DIGNITY' SCHEME**

1. Nominations for the Honour of Burgess of Leighton Buzzard and Linslade may be made by any resident of the town using the appropriate form. Nominations from any individual would normally be restricted to a maximum of two per municipal year.
2. Nominations should be received by the Town Clerk by no later than 31 October each year.
3. Nominations must be registered so that progress can be tracked. The Town Clerk may appoint another officer to process a nomination if the nominee is well known to her/him personally or for convenience.
4. Once the nominations are known, the processing officer should send an acknowledgement letter to those making the nominations and convene a meeting of a panel of three Councillors to be appointed by the Leaders of the political groups represented on the Town Council.
7. The purpose of the panel is to review the merits of the nominations.
8. The members of the processing panel should seek the views of other Councillors regarding their knowledge of the nominee and an indication of their support or otherwise if the nomination is brought to full Council. Any Councillor may defer his contribution while he seeks advice from contacts in the town. A nomination with significant opposition (to be decided by the processing panel) should not be brought to Council.
9. Nominations should be accepted, with full Council approval, if the following criteria are met:
  - the nominee has served the town in one or more voluntary capacities for at least seven years, performing services of benefit to the town or some vulnerable community within the town
  - the nominee is not a serving Councillor, nor has been, during the previous term of the Council

Note: the recognition of the nominee by some other honour, national or local, is no bar to appointment as Burgess although the honour of Burgess is primarily expected to be used when such other recognition has not been awarded.

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10. The processing panel should then meet to evaluate nominations and determine which should be recommended to Council for acceptance. There will normally be no more than three recommendations for the honour per municipal year. The outcome of nominations (i.e. whether recommended to Council or not) should be communicated to both nominee and person nominating.
  11. When the processing panel is ready to recommend the nominee/s, the nomination should be placed on the agenda of the next Policy and Finance Committee for consideration. The Policy and Finance Committee should then make a recommendation to the next full Council meeting.
  11. The processing officer should contact the nominee to determine whether s/he has any objection to her/his nomination being processed by the Council, informing the nominee that the final approval will be by a vote in open council with the possibility of there being votes against.
  12. The processing panel should provide a brief report to full Council when recommending the honour, citing the reason for the honour and the results of their consideration. Two members of the panel should move and second the recommendation.
  12. The full Council should vote on the recommendation by show of hands 'for', 'against' and 'abstain'. Normal voting rules will apply. Although the panel is not expected to bring a contentious nomination to Council, a nomination that reaches this stage and secures a simple majority will be accepted.
  13. Both successful and unsuccessful nominations should be communicated to the person nominating and the nominee. In the case of successful nominations, the nominee's acceptance should be confirmed.
  14. The honour should be recorded on a suitable certificate, to be presented by the Town Mayor along with an Honorary Badge. The names of the award recipients should be included on a Board of Burgesses to be displayed in the Town Council Offices.

***Revised procedure approved by the Policy and Finance Committee on 14 January 2013 and by Council on 28 January 2013***