



MANNINGTREE TOWN COUNCIL

ID CARD POLICY

Manningtree Town Council and its councillors are to adhere to the following guidelines regarding the issuing / holding of ID cards:

1. ID Cards are to be issued after each election or co-option.
2. Councillors are obliged to inform the Clerk should they lose their ID card.
3. The ID cards need to contain an up to date photo, name and title.
4. ID cards are to be returned to the clerk upon a councillor leaving the council.

Date of policy: 24/6/21

Approving committee: MTC

Date of committee meeting: 24/6/21

Policy version reference: 1

Supersedes:

Policy effective from:

Date for next review: **24/6/25**