



# MANNINGTREE TOWN COUNCIL

## ID CARD POLICY

**Manningtree Town Council and it's 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: 24/06/2021

Approving committee: MTC

Date of committee meeting: 20/03/2025

Policy version reference: 2

Supersedes:

Policy effective from: 24/06/2021

Date for next review: **20/03/2026**