

## Report to the Policy & Resources Committee 7<sup>th</sup> September

### Council ID Cards

#### **1. Purpose of the Report**

To detail potential requirement of Councillor ID Cards and costs

#### **2. Background**

- 2.1 Cllr Sanderson had recently been requested to take photographs for the Planning & Environment Committee and was challenged by a member of the public as he had no ID as an actual Councillor.
- 2.2 There are existing MTC lanyards and ID card holders in the Office as are used by the staff.

#### **3. Financial Implications & Risks**

Quotes have been sought and are in the region of £170 inclusive of VAT. These are one sided and will display a photograph as well as name, 'Malmesbury Town Council' & possibly Town Crest. Depending on which company is chosen, it can be easier/cheaper to order replacements or new cards.

#### **4. Recommendation**

- 4.1 Members determine whether or not they wish to use ID cards when carrying out Town Council work
- 4.2 If agreed to purchase, a budget is set.

Claire Mann  
Town Clerk  
September 2022