

# **Barming Parish Council**

## **Established 1894**

### **Barming Parish Council – Name Badge Policy**

#### **1. Purpose**

This policy sets out the requirements for the wearing of name badges by Barming Parish Councillors to promote transparency, accessibility, and professionalism when representing the Parish Council.

#### **2. Scope**

This policy applies to all elected and co-opted members of Barming Parish Council when undertaking official Parish Council business, including meetings, events, site visits, and public engagements.

#### **3. Objectives**

- To ensure members of the public can easily identify Parish Councillors.
- To reinforce accountability and openness in Parish Council activities.
- To maintain a consistent and professional image for the Parish Council.

#### **4. Policy Requirements**

##### **1. Design and Issue**

- Barming Parish Council will provide each Parish Councillor with an official name badge.
- The badge shall include:
  - The Councillor's full name;
  - The title "Barming Parish Councillor";
- Badges will be produced to a consistent design and durable standard.

##### **2. When to Wear**

- Parish Councillors must wear their badge:
  - During Parish Council and Committee meetings open to the public;
  - At community events, consultations, and public meetings attended in an official capacity;
  - During site visits where the Parish Councillor is representing Barming Parish Council.
- Badges are not required at purely private or informal occasions.

##### **3. Display and Care**

- Badges should be worn clearly visible, ideally on the upper chest area.
- Parish Councillors are responsible for keeping badges in good condition and requesting a replacement if lost or damaged.

##### **4. Replacement and Security**

- Lost or damaged badges should be reported to the Clerk immediately.
- Replacements will be arranged at Barming Parish Council's expense, unless negligence is evident.

#### **5. Review**

This policy shall be reviewed annually or sooner if required by changes in Barming Parish Council practice or feedback from Parish Councillors and residents.

Adopted March 2026