



Boxley
PARISH COUNCIL

Chairman's Pendant Procedure

Security and Safety

When not in use the pendant will be stored in the office safe. When provided to the Chairman or Vice Chairman for an event that person will be responsible for the pendant's security, at the earliest opportunity the pendant will be returned to the Parish office for safekeeping.

Prior to and after use the pendant should be stored in its box.

Guidelines for when the pendant will be worn

The pendant can be used by the Chairman or Vice-Chairman when representing the Parish Council at a formal occasion. The correct badge (Chairman or Vice-Chairman) will be affixed to the collar.

It is expected that the pendant will only be used on formal occasions and the wearer should be suitably dressed e.g. suit and tie or smart clothing.

The following are guidelines for when the pendant can be worn:

- The Annual Meeting of the Parish Council.
- The Annual Meeting of the Parish.
- Any formal event or parade that the Parish Council is invited to attend.
- Any event where the invitation requests that regalia is worn.
- An event where the Chairman or Vice-Chairman is invited to talk to an audience or present prizes.

Insurance

All Risk Insurance cover.

Adopted May 2026