



## **MONMOUTH TOWN COUNCIL**

### **Policy for Kids Club Allocation**

**12.04.2021**

1. This policy is for the purpose of allocating loyalty cards applicable for the Monmouth Savoy Trust Kids Club in association with Monmouth Town Council to those children who do not attend a Monmouth school but reside in Monmouth.
2. Applications for a Kids Club Loyalty Card can be accepted via email or letter to at least one Monmouth Town Council Ward Councillor.
3. The application for a Kids Club Loyalty Card should include the following:
  - a. Application form (Appendix 1);
  - b. Proof of residence of the child;
  - c. Proof of school that the child attends.
4. It is the responsibility of the Ward Councillor(s) who receive(s) the application to ensure that the proof of residence and school confirms that the child:
  - a. resides in one of the wards of the town of Monmouth (Wyesham, Drybridge, Overmonnow, Dixton with Osbaston or Town); and
  - b. attends a school that is not in the town of Monmouth (for clarity, none of the following: ð Overmonnow Primary, Kymin View, Osbaston Primary, Monmouth School for Girls nor Monmouth Boys School).
5. Copies of the proof should be permanently destroyed within 7 days of receipt.
6. If the Ward Councillor(s) are satisfied that the applicant child resides in Monmouth and doesn't attend a Monmouth school, they should advise the Town Clerk who will provide a Kids Club Loyalty Card within 10 working days.



**APPLICATION FORM FOR MONMOUTH SAVOY THEATRE**  
**KIDS CLUB LOYALTY CARD**

Parent Details

Name.....

Address .....

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Postcode .....

Telephone .....

Email .....

Child Details

Name.....

Date of Birth...../...../.....

Name of School.....

Additional Information

Proof of Residence

Proof of School

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Ward Councillor Signature for Approval.....