

**Record of authorised use of Town Seals and Modern Logo 2023/24-  
Annual report to Policy and Finance Committee (Policy requirement)**

<b>Date Requested</b>	<b>Contact Name</b>	<b>Organisation</b>	<b>Reason For Request</b>	<b>Authorised / Rejected By</b>	<b>Date Authorised</b>
31/05/23	Ricky Lumley	STC	Great Big Green Week Promotion Video	Authorised by Ricky Lumley, Assistant Town Clerk	31/05/23
31/01/24	Adrian White	SEA	Promotion of SEA meeting at Isambard House	Ongoing approval given by Town Clerk for all SEA meetings held at Isambard House	31/01/24
23/02/24	Sinead Burrows	STC	Business Plan	Sinead Burrows / Town Vision Members	23/02/24
15/03/24	Sinead Burrows	STC	450 Red Bus Side Panel	Sinead Burrows	14/03/24
19/03/24	Lindsay Mansfield	STC	Civic Awards certificate	Sinead Burrows	20/03/24
19/03/24	Lindsay Mansfield	STC	Mayor's Civic service	Sinead Burrows	20/03/24