

To receive a report on the Town Council's Civic Regalia and consider any actions and associated expenditure.

Report to: Policy and Finance Committee

Date of Report: 12th December 2024

Officer Writing the Report: Mayor's Secretary/Receptionist

Officers Recommendations

Members to approve

- The cleaning and polishing of the civic regalia
- Two members of the Service Delivery Team to deliver and collect the items
- To provide delegated authority to Mayor's Secretary/Receptionist to work within budget to have the Mayor and Deputy Mayor's chain cleaned and polished in the 2025/26 financial year, prior to the Mayor elect taking office.

Report Summary

Saltash has a rich history of civic regalia with the current maces having been presented to the town in 1699. The maces are used at Civic events and are carried by the Town Sergeant and Mace Bearer.

In addition, the regalia includes two oar maces dating back to 1760, a small silver oar approximately and a pepper pot all of which are used during Mayor Making. It is widely believed that the small silver oar could be the only one of its kind and was used by the Collector of Port Dues as proof of his authority.

The town's Civic regalia is of historical importance and needs to be maintained in order to preserve it.

The silver regalia has not been cleaned professionally in many years and is tarnished in places. It's recommended that it is sympathetically cleaned and polished professionally.

This includes to sympathetically clean and polish

- 2 x large maces
- 2 x small silver oars
- 1 x mini oar
- 1 x pepper pot

The business is located in Plymouth with convenient access for Service Delivery to deliver and collect the items in the electric van. The business has confirmed their insurance will cover all the items whilst on their premises and the Town Council's insurance will cover the delivery and collection when undertaken by Town Council staff.

The Mayor’s Chain and Deputy Mayor’s Chain require cleaning and some minimal repair work to the enameling. The best time to undertake this would be in April/May when the Mayor elect has been chosen and there is an opportunity to get them done before Mayor Making takes place. Unfortunately, Company A have been unable to quote for the cleaning and repair of the chains in time for this evening’s meeting.

Civic Events will be considered prior to the cleaning taking place.

Please refer to the ‘Budget Overview’ section of the report for costings.

How Does This Meet the Business Plan?

The maintenance of the Civic Regalia supports the strategic priority for Boosting Jobs and Economic Prosperity by promoting Saltash as a vibrant and welcoming visitor destination; encouraging people to visit the town during events to see the Civic Regalia on parade. In addition, it supports the strategic priority for Recreation and Leisure by providing and supporting cultural activities in the town; Saltash has a long tradition of Civic parades where the Regalia is used and residents and visitors enjoy seeing this.

Budget Overview

Item Description	Quantity	Unit Price	Total Cost
Cleaning of Civic Regalia	Six items as listed in report summary	£1,200	£1,200
Total			£1,200

Quotes Provided

- Company A: £1,200 to sympathetically clean and polish the regalia. See Appendix 1

Financial Regulations/ Procurement Threshold

Does this project meet the procurement threshold?

Yes

Research on suitable companies to undertake the cleaning and polish has been undertaken. There are very few companies suitable to undertake the cleaning due to insurance and storage. Other Town Councils were approached for recommendations on businesses used. Based on one such recommendation another company was asked to quote; however, they charge £150 to quote which is not normal practice for the Town Council when obtaining quotes. In addition, their insurance would not cover all items to be stored on their premises resulting in multiple trips to Bodmin by the Service Delivery Team to drop off and collect the items. It was decided that this would not be the best use of staff time.

Budgets

Budget Availability: £3,936

Budget Codes: Civic Regalia 6272 PF EMF Robes and Civic Regalia

Committed Spend: None

Signature of Officer:

Mayor's Secretary/Receptionist

Appendix A



Lindsay Mansfield
The Guildhall
12 Lower Fore Street
Saltash
Cornwall
PL12 6JX

Dear Lindsay

Please find below our quote for sympathetically cleaning and polishing the Lord Mayor's regalia, as discussed with you on our recent visit.

The items to be cleaned and polished are as follows:

2 x Small silver oars

1 x Pepper pot

1 x Mini oar

2 x Large maces

£1,000.00

VAT £200.00

TOTAL £1,200.00

We look forward to hearing from you at your convenience.

Yours sincerely



Workshop Manager

