

To receive a report on the Town Council Regalia and consider any actions and associated expenditure

Report to: Policy and Finance Committee

Date of Report: 19 May 2025

Officer Writing the Report: Mayor's Secretary and Receptionist

Pursuant to:

[Policy and Finance Committee held on 14 January 2025 minute nr. 128/24/25](#)

Officers Recommendations

- To approve bi-annual cleaning of the Town Council regalia to include the Mayor and Deputy Mayor chains inclusive of consort chains by Company A used in March 2025 working within budget;
- To note the correct handling and storage procedures for the Town Council regalia.

Report Summary

In March 2025 the Town Council regalia as detailed in P&F minute 128/24/25, was cleaned, polished and checked for repairs.

The company used also cleaned, polished and checked for repairs on the Mayor's, Mayor's Consort, Deputy Mayor's and Deputy Mayor's Consort chains.

Feedback received from the company is as follows:

'The enamel medallions on the Deputy Mayor's and consort regalia are damaged due to being stored incorrectly over time.

The chain is knocking the enamel and chipping it.

The Deputy Mayor's chain is not detachable so must be stored in the box with the chain tethered to the prongs on the velvet base and the consort medallion must be detached from the chain each time it is placed into the storage box.

Unfortunately the repair to the enamel is a very specialist job, no one has been found who can undertake this work.

The silver across all the regalia is corroded due to white gloves not being worn when it is handled.

The acid on skin causes a chemical reaction on silver that can eat away at it, causing it to be replated.

Gloves **must be worn at all times when handling** all the regalia including the Mayoral chains. Gloves are available from the Mayor's Secretary and there will be a pair with the signing in sheet located on the front of the walk in safe.



Report Images

The chipping of the enamel can be seen in the blue ring on the medallion.

How Does This Meet the Business Plan?

The Civic Regalia is used during civic events such as Mayor Making and is worn during engagements both within the town and the county.

This meets the Boosting Jobs and Economic Prosperity by promoting Saltash as vibrant and welcoming visitor destination.

It's an attraction for residents and visitors to see the regalia during civic parades.

Budget Overview

The cost for cleaning in 2025 was £1,500.

The cost for bi-annual cleaning can be precepted over the next two years to ensure available funds.

Budgets

Budget Availability 2025/26: £9,719

Budget Codes: 6272 PF EMF Robes and Civic Regalia

Committed Spend 2025/26: £3,974.70

Signature of Officer:

Mayor's Secretary/Receptionist