

To receive a report on the Mayoral hats and consider any actions and associated expenditure

Report to:

Annual Meeting of Saltash Town Council

Date of Report:

23 April 2026

Officer Writing the Report:

Mayor's Secretary/Receptionist

Purpose of the report:

To review the current provision of Mayoral hats and determine whether further provision is necessary.

Officer's Recommendations

Members are asked to consider:

1. Purchasing an Deputy Mayor tricorne hat, with a silver-embroidered loop and adjustable hat-reducing foam to accommodate different head sizes at a cost of £521.95;
2. Approving the loan and insurance of a Mayoral hat currently being offered for the year 2026/27 at an increase in insurance of £1 and an excess of £250;
3. Approve a written agreement between the Town Council and a former Mayor for insurance purposes;
4. Purchasing a new Town Clerk robe and collarette at a cost of £2,447.92.
5. Approving all associated cost to budget code 6272 Civic Regalia.

Report Summary

The Town Council's ceremonial hat regalia currently comprises a Mayor's tricorne hat, a Mayor's bicorne hat, and a Deputy Mayor's bicorne hat. The hats are distinguished by embroidered trim: gold for the Mayor and silver for the Deputy Mayor.

Saltash Town Council does not currently own a tricorne hat with silver braid.

Both the Mayor and Deputy Mayor may choose to wear either a tricorne or bicorne hat, as the regalia is not gender-specific; however, the trim colour must correspond to the office held (gold for Mayor, silver for Deputy Mayor).

At present, the only Deputy Mayor's hat STC own is a small size and does not fit. The supplier has advised that best practice is to purchase a larger-sized hat and use hat-reducing foam to ensure a comfortable fit for different wearers.

The supplier has confirmed that, if an order is placed by 10 May 2026, the hat can be supplied by the end of May 2026.

The Mayor Elect has made arrangements with a fellow Councillor and former Mayor to borrow a suitably fitting ceremonial hat, as the hats currently held by Saltash Town Council do not fit and replacement costs would be significant.

The Town Council's insurers have confirmed:

- The cost for cover of £500 with an excess of £250, would be a total annually of £1.00 including IPT;
- There would need to be a written agreement in place, stating that Saltash Town Council are responsible for insuring the hat whilst on loan.

The Town Clerk's robe has been in use for approximately 20 years and whilst it has been dry cleaned several times it is now showing signs of wear. The hem and edging of the garment are threadbare and the tassels are worn and thin.

The supplier of Town Council regalia has confirmed that due to the nape of the material repair will not be possible.

Costs for a replacement Town Clerk Robe made from Black Grosgrain with Black Velvet Trim and Black Tassels have been ascertained for members consideration.

The Town Council may wish to consider purchasing collarette for the Town Clerk.

Report Images:



How Does This Meet the Business Plan?

The use of the civic regalia at events and functions promotes Saltash as a vibrant and welcoming visitor destination. It supports cultural activity by continuing traditions and keeping the town's history alive.

Quotes Provided

(Obtained Quotes attached):

Deputy Mayor tricorne hat with hand embroidered silver loop: £515

Hat reducing foam: £6.95

Town Clerk Robe made from Black Grosgrain with Black Velvet Trim and Black Tassels: £2,435.00

Town Clerk Collarette: £12.92

Delivery: £40

Insurance of loaned ceremonial hat for one year period: £1

Total cost of all items: £3,010.90

Procurement Threshold

Does this project meet the procurement threshold?

No

Due to the specialist nature of the item, only one quotation for the hat and robes has been obtained.

Ordering from this specialised supplier ensures the hat will complement the Mayor's tricorne hat, with matching embroidery.

Budgets

Budget Codes:

6272 Civic Regalia

Budget Availability:

£9,191

Committed Spend:

£3,542.50

Signature of Officer:

Mayor's Secretary/Receptionist