WELLS CITY COUNCIL

NOTICE IS HEREBY GIVEN THAT A MEETING OF THE CIVIC AND ARCHIVES COMMITTEE, WHICH MEMBERS ARE SUMMONED TO ATTEND, WILL BE HELD IN WELLS TOWN HALL ON THURSDAY 19TH NOVEMBER 2026, 6PM

Haylee Wilkins
Town Clerk

12th November 2026

Town Hall, Market Place
Wells
BA5 2RB
01749 673091
e-mail: townclerk@wells.gov.uk

Committee Members
Cllrs: L Agabani, J Browne (Chair), K Kinshaw
D Orrett, H Siggs, P Welch

AGENDA

The Council has declared a Climate Emergency. All reports should include climate implications alongside financial, legal, and community impacts to support informed decision-making and minimise adverse effects.

Members are asked to consider whether recommendations align with the Council's corporate priorities, climate emergency declaration, resource constraints, and financial implications.

Please note this meeting will be recorded for the purpose of minute-taking.

1 APOLOGIES FOR ABSENCE FROM COMMITTEE MEMBERS
To receive any apologies for absence.

2 DECLARATIONS OF INTEREST
To receive Councillors' Declarations of Interests, made under the Council's Code of Conduct as adopted 12th May 2022

3 MINUTES FROM THE CIVIC AND ARCHIVES MEETING HELD ON 17th SEPTEMBER 2026
To be confirmed as a true record and signed by the Chair.

4 ACTIONS FROM THE CIVIC AND ARCHIVES MEETING HELD ON 17th SEPTEMBER 2026

Open actions not on the agenda are listed below:

Date Raised	Description of Action
April 2026	Small additions to the guide previously discussed to be made and then circulated by the Town Clerk.
April 2026	Town Clerk to arrange a Town Hall Tour
April 2026	Charter Fair displays to be arranged for the November Fair dates
April 2026	Standing Orders – Microphone stands to be applied for full council meetings. Agenda references to be amended to explain standing or advising if not able.

5 MEETING OPEN TO THE PUBLIC

Public speaking time is normally restricted to 15 minutes in total, at the discretion of the Chair.

If you wish to speak at the meeting, you are encouraged to contact reception@wells.gov.uk to advise in advance, to aid the management of time.

6 ARCHIVIST UPDATE

To receive verbal update from the Archivist with support from University cadets.

7 CIVIC SERVICES UPDATE

Verbal update from the Town Clerk on forthcoming events and feedback from recent events.

8 MAYORS CADET BADGE

To agree the application of a Mayors Cadet badge and associated costs (attached)

9 CIVIC AWARDS

To receive an update from the Mayor regarding proposed Civic Awards for 2026-27

10 SERJEANT AT MACE UPDATE

Verbal update on recruitment.

11 ROBE AND REGALIA REVIEW

To receive the report from the Town Clerk on proposed timeline and changes (attached)

12 FORWARD PLAN

Topic	Month
Serjeant at mace recruitment update	February 2027
Robe and regalia review	February 2027

13 ANY MATTERS OF URGENT REPORT

14 DATE OF NEXT MEETING: Thursday 18th February 2027 at 6pm, Wells Town Hall

EXCLUDE THE PRESS AND PUBLIC STATEMENT

Note: If it is necessary for matters to be considered in confidence it will be proposed by the Chair that a resolution be passed under the provisions of the Public Bodies (Admission to Meetings) Act 1960 as amended, excluding the press and public, in order that confidential items can be discussed. In that instance the following statement is relevant:

Exclusion of Press and Public

The committee are required to consider passing a resolution under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and pursuant to Section 100A (4) of the Local Government Act 1972, that the press and public be excluded from the meeting for the following item(s) of business on the grounds that they involve the likely disclosure of exempt information. (Note the agenda item number and name). Where possible, reference the specific paragraph from Schedule 12A:

Personal information - This report contains information relating to an individual and is therefore exempt by virtue of Paragraph 1 of Schedule 12A of the Local Government Act 1972.

Financial/business affairs (individuals) - This report contains information relating to the financial or business affairs of an individual and is therefore exempt by virtue of Paragraph 2 of Schedule 12A of the Local Government Act 1972.

Commercially sensitive information - This report contains information relating to the financial or business affairs of a particular person (including the authority holding that information) and is therefore exempt by virtue of Paragraph 3 of Schedule 12A of the Local Government Act 1972.

WELLS CITY COUNCIL

MINUTES OF THE MEETING OF THE CIVIC AND ARCHIVES COMMITTEE, HELD ON THURSDAY 17TH SEPTEMBER 2026 AT 6:00PM IN WELLS TOWN HALL

COMMITTEE MEMBERS PRESENT: Cllrs: L Agabani, J Browne, D Denis, K Kinshaw, H Siggs, P Welch

IN ATTENDANCE: Wells City Council Archivist: J Chivers
RFO: C Woodland
Estates Manager: L Wassell
WCC Staff: J Nogan
1 Member of the public

26/27/CA APOLOGIES FOR ABSENCE FROM COMMITTEE MEMBERS
Cllr D Orrett, Town Clerk: H Wilkins

26/28/CA DECLARATIONS OF INTEREST
To receive Councillors' Declarations of Interests, made under the Council's Code of Conduct adopted 12th May 2022.
None declared

26/29/CA MINUTES FROM THE CIVIC AND ARCHIVES MEETING HELD ON 18th JUNE 2026
The minutes were agreed as a true record and signed by the Chair.

26/30/CA ACTIONS FROM THE PREVIOUS MEETING

Date Raised	Description of Action
April 2026	Small additions to the guide previously discussed to be made and then circulated by the Town Clerk.
April 2026	Town Clerk to arrange a Town Hall Tour
April 2026	Charter Fair displays to be arranged for the November Fair dates
April 2026	Updates to Twinning elements within website to be completed
April 2026	Standing Orders – Microphone stands to be applied for full council meetings. Agenda references to be amended to explain standing or advising if not able.

Cllr D Denis commented that the Town Hall tour had yet to be arranged, and that the Twinning elements of the website were yet to be updated.
Cllr J Browne confirmed that the additions to the guide, the charter fair displays and the microphone stands had all been complete, and stated that she would speak to the Town Clerk regarding the Town Hall tour and the Twinning elements.

26/31/CA MEETING OPEN TO THE PUBLIC
No public comments.

26/32/CA ARCHIVIST UPDATE
The Archivist reported that the number of email enquiries remains at a high level for this quarter though they are slightly lower compared to the same quarter last year. In-person visits also remain static. Given the heatwaves over the summer, the Archives have been quite hot as is expected, though the humidity has remained at 50% which is a positive. Some of the archive materials has been used for displays such as Len Sweales' Freedom of the City ceremony, the Heritage open days, and for an upcoming exhibition in relation to the Alms-houses.

26/33/CA **HERITAGE OPEN DAYS UPDATE**

The Estates Manager stated that having multiple open days had some repeat visits from members of the community.
The Archivist staid that he was pleased with the comments and the number of visitors.

Cllr J Browne asked if the Archivist thought the open days were positive and asked if these would be continued.
The Archivist confirmed they would. He stated that in previous years t had only been a single day. He also stated that he was grateful to the museum volunteers for their help.
Cllr H Siggs found the displays interesting.
Cllr P Welch thanked the Archivist for his hard work, which was echoed by all present.

26/34/CA **BATH SPA UNIVERSITY PRESENTATION**

The Archivist stated that, while he was originally expecting different items, the contributions made were a positive addition to the Archives. Emma, a volunteer of two years, wanted to give her account as a volunteer at this meeting however was unable to attend. He thanked the volunteers, Emma and Eloise, for their time and efforts dedicated to the Archives.

Cllr J Browne asked if the students were university undergraduates.
The Archivist confirmed the students were postgraduates, and the Archivist believes that the volunteer work at the Archive is contributing to her postgraduate studies.
Cllr J Browne inquired about the younger volunteers at the museum, who were confirmed to be front of house volunteers.

Cllr J Browne asked for the Councillor's views on the scheme. The Councillors agreed the scheme was a great idea.

26/35/CA **CADET REPRESENTATION**

Cllr D Denis met with the air cadets regarding their representation. The volunteer coordinators said they'd get back in touch with Cllr D Denis after deciding which two would be her cadets. Cllr D Denis has not heard back as of yet, though she did speak to one of the cadets who made comments suggesting that decisions have been made. Cllr D Denis has written to the volunteer coordinator again and is awaiting a response.

Cllr J Browne suggested the delay in response may be related to a change in management.
Cllr D Denis confirmed she was speaking to a named volunteer, and was hoping to meet the chosen cadets in October or November.

26/36/CA **CIVIC SERVICES UPDATE**

The Estates Manager confirmed there is the installation of a new vicar of St Cuthbert's on October 15th, the Planning Committee meeting has been cancelled and applications referred to delegated authority for councillors to attend. On November 8th the Remembrance Parade will be held.

Cllr D Denis has met with the British Legion, the Army Cadets and the Church Warden in regards to the Remembrance Parade. The cadets have asked to do the reading for this.
Cllr H Siggs added that there's also the event for Bishop Beckington in January, and to make sure the nosegay is ready in advance, ensuring the scented herbs are included in this.
Cllr D Denis confirmed that Mary Ellen has agreed to make the nosegay for the ceremony again this year.
Cllr J Browne commented that the nosegay, along with the fish presented at Mayor Making, were traditions dating back to our routes.

Cllr D Denis asked if Carnival or the Fair were to be discussed, however those are not civic services.

Cllr H Siggs commented that it would be a shame to not have a cadet in place before the Remembrance Service.
Cllr D Denis discussed this with the Town Clerk and the Cadets and British Legion. The volunteer cadets would be marching with the other cadets rather than the councillor procession. The coordinator stated that they would start in October. Cllr D Denis wants to name and meet the volunteer cadets in October.
Cllr L Agabani suggesting adding to the civic review offering incoming mayors the opportunity to recruit cadets, and to keep a diary of contacts to help with this.

26/37/CA FORWARD PLAN

Topic	Month
Robe and Regalia Review	November 2026

Cllr J Browne commented that the budget isn't large enough to make a large change at the moment.
Cllr H Siggs confirmed that the Town Crier's hat had been purchased.

Cllr D Denis confirmed the yolk had been purchased, though a correction was needed. She stated that there is some difficulty in attaching the chain to the yoke. She added that the yoke makes the chain more noticeable.
Cllr J Browne added that in past years the chain has caused damage to clothing so the yoke would be beneficial.
Cllr K Kinshaw asked if the yoke would be covered by the budget, which Cllr D Denis confirmed was agreed upon with the Town Clerk.
Cllr J Browne inquired as to the value of the budget currently.
The RFO stated that the civic events budget had been overspent given the Freedom of the City ceremony, though confirmed there was currently £800 remaining in the committee budget.

26/38/CA ANY MATTERS OF URGENT REPORT

Cllr D Denis raised the museum's welcoming of the mammoth skull. She stated that this would draw in cavers and asked if Councillors would like to attend.
Cllr J Browne reminded Cllr D Denis of the full council meeting taking place that evening. In response, Cllr D Denis added that, as an item of importance, the donation should be visited if attendees had the time.

Cllr D Denis asked what to do with the exchange hampers that were returned from the Twinning exchange. A discussion was had regarding this, with Cllr J Browne stating that these hampers were a gift to the mayor, so they should be used at Cllr D Denis' discretion.
Cllr D Denis thanked Julie Bollini for representing her in the Twinning exchange.

Cllr L Agabani thanked the Archivist for his help with the mayoress and consort board.

Cllr L Agabani inquired about how to arrange for the Town Hall to be called the City Hall. A discussion was held in regards to this topic.
Cllr J Browne added this as a future point of discussion at Cllr L Agabani's request.

Cllr P Welch asked if the unveiling of the mayoress and consort board was going to be photographed, which Cllr L Agabani confirmed.

26/39/CA DATE OF NEXT MEETING: Thursday 19th November 2026 at 6pm, Wells Town Hall

Minutes signed by The Chair: …… Date: ……..……

Item 8

WELLS CITY COUNCIL

Author	Haylee Wilkins
Subject	Mayors Cadet Badge
Date of Committee:	19.11.2026
Committee:	Civic & Archives Committee

Background & Context

Following recent decisions of this Committee and reports to Council, the Mayors Cadet program has been launched and very well received. As part of this process, it was felt by the current Mayor, that the creation of a Wells Mayors Cadet badge would allow cadets to proudly reference their engagement with the Mayor, in a way that they would other commitments and achievements within their unit.

It is proposed that a woven badge be designed and purchased by the Council, and used both this year and in future years as required to formally recognise cadets.

What is a Woven Badge?

A Woven Badge is distinct from an embroidered badge because the design is woven in to the actual fabric. An embroidered badge is where the design is stitched on to a piece of fabric so the stitching is raised above the fabric. A woven badge is flat and slightly more flexible. It is usually finished with an overlocked (merrow) border to stop the edges fraying.

As with other cadet or such like badges, woven badges are often chosen because they show the detail more clearly than embroidered badges.

It is proposed that the badge would consist of the crest, with supporting words of “MAYORS CADET“ to appear arched above the crest. A full mock up has been requested by the Town Clerk from a supplier and can be forwarded on receipt. It is expected that the badge would be 500 x 500 mm in line with other cadetship honours, and would be on a round, green stitched back ground with gold trim.



Links to Council Corporate Priorities

Please specify which of the councils' corporate priorities are supported within this decision.

Priority	Tick as Appropriate
1 – Financial Sustainability and Good Governance	
2 – Climate Change, Accessibility & Asset Stewardship	
3 – Securing the Future of Council Services	
4 – Community Services, Inclusivity & Wellbeing	
5 – Economic Growth and Tourism in a heritage context	
6 – Heritage, History and Civic responsibility	X

Financial Implications

It is expected to purchase 10 badges as it offers better value for money with a greater quantity.

Full costs have been requested and will be provided within the meeting once received.

Climate, Sustainability Implications

The Council has declared a Climate Emergency. All reports should include climate implications alongside financial, legal, and community impacts to support informed decision-making and minimise adverse effects.

In this instance, there are no considered implications.

Legal Implications

There are no perceived legal implications.

Community Implications

It is expected that to offer a badge in recognition of cadets, will aid in the profile of the council and will also build community confidence in the Mayoral Cadet scheme.

Recommendations

Committee is asked to:

1. Approve in principle the creation of a Mayors Cadet badge, using the city crest.
2. Delegate to the Town Clerk in line with delegation limits, to proceed to procure the product

Item 11

WELLS CITY COUNCIL

Author	Haylee Wilkins
Subject	Robe and Regalia Review
Date of Committee:	19.11.2026
Committee:	Civic & Archives Committee

Background & Context

As part of previous discussion within committee, and as part of the Councils financial planning processes, it is considered prudent to review our current regalia and form a plan associated to renewals, cleaning and maintenance needs. The attached review has been completed to document to the current items, and a proposed time line for management

Links to Council Corporate Priorities

Please specify which of the councils' corporate priorities are supported within this decision.

Priority	Tick as Appropriate
1 – Financial Sustainability and Good Governance	
2 – Climate Change, Accessibility & Asset Stewardship	
3 – Securing the Future of Council Services	
4 – Community Services, Inclusivity & Wellbeing	
5 – Economic Growth and Tourism in a heritage context	
6 – Heritage, History and Civic responsibility	X

Financial Implications

There are financial implications associated with the recommendations contained within this report. These will be considered in terms of whether they constitute essential expenditure, such as maintenance and repairs, or discretionary expenditure relating to improvements and the purchase of new items.

The attached document references the time line and cost implications associated to the relevant year to allow these balances to be built into the councils medium term financial plan.

Climate, Sustainability Implications

This review is not anticipated to have any significant direct climate implications. However, consideration will be given to the environmental impact of any proposed changes, with priority given, where practicable, to the repair or refurbish existing items. Should the acquisition of new

items be recommended, opportunities to procure both durable and sustainably sourced products will be considered to minimise the Council's environmental footprint.

Legal Implications

There are no legal implications associated with this review and proposed outcomes.

Community Implications

The civic function of the council is one that is valued and cherished within the wider community, and continues to be a key part of the traditional heritage of the City.

There are no direct impacts to the community in terms of this proposal, but it does ensure continued civic traditions and maintains the function for the future.

Recommendations

Committee is asked to:

1. Note the proposed project delivery and associated costs.
2. Recommend to Finance Committee to consider the future plan and build associated levels of cost into future budgets and forecasts.

Appendices:

- Appendix A: Robe and Regalia Review
- Appendix B: Badge and honours design

APPENDIX A - Civic Regalia Maintenance Plan

The Civic function of the council is one of significant community value and historical importance. The role of the City Council in Civic tradition is highly considered and as such, a duty of the council to maintain and support. A key element to the council's role, is the civic dress and regalia. Whilst the city council has continued to maintain and relace items at times, this has often been in an ad hoc fashion and been reliant on a very small budget for the function. To allow long-term managing of the civic estate and to ensure that the robes, regalia and other civic items remain fit for purpose, this report looks to provide council with a view of the current condition of the assets and the needed work to ensure that the assets remain in suitable condition for the years to come.

To do this, we have built upon the Councils current asset register and looked to include the current condition of the asset, known issues and to build and prioritise conservation and repairs, provide routine inspection and storage standards, and support a rolling 20-year financial plan.

All dates and replacement periods are provisional pending condition survey and quotations.

Condition and priority framework

Grade	Description	Response
A	Excellent	Routine inspection
B	Good	Routine inspection plus identified minor/specific works
C	Fair	Plan repair/refurbishment within 1–3 years
D	Poor	Prioritise action within 12 months
E	Critical	Suspend use if appropriate; urgent specialist assessment
Not assessed	Condition unknown	Inspect and grade in 2027

Priority 1: urgent safety or conservation risk;

Priority 2: planned action within 1–3 years;

Priority 3: 4–10 years;

Current position

A review of all assets has been completed by the Town Clerk. 45 assets are recorded individually: 7 metalwork items, 25 robes and 13 hats/wig items.

4 assets considered Excellent (A)

29 assets considered Good (B)

12 assets considered Poor (C)

4 assets considered Critical (D)

Identified actions

ID / item	Condition	Recorded information	Proposed action / timing
M01 – Ceremonial Mace 1	B	Re-gilding required	Specialist assessment and quotation in 2027; treatment proposed 2027–28
M02 – Ceremonial Mace 2	B	Re-gilding required	Specialist assessment and quotation in 2027; treatment proposed 2027–28
M03 – Mayor's Chain	B	Badge requires repairs	Inspect badge, attachments and fittings; arrange repair in 2027

Before treating the maces, a qualified conservator or specialist silversmith should confirm the original finish, underlying materials, historical significance and whether full regilding or more limited conservation is appropriate.

Individual asset register

Asset ID	Individual item	Condition	Recorded need / next action
M01	Ceremonial Mace 1	B	Specialist regilding assessment
M02	Ceremonial Mace 2	B	Specialist regilding assessment
M03	Mayor's Chain	C	Repair badge and re-guild
M04	Mayor's Yoke	A	Purchased 2026
M05	Mayoress's Chain	A	Regilded 2026 per latest note; verify date
M06	Town Crier Summer	C	Assessment in 2025-56 with commitment of Council to purchase new provision in year.
M07	Town Crier Winder	B	Assessment in 2025-26 with cleaning completed.
R01	Mace Bearer Robe 1	C	Generally good condition
R02	Mace Bearer Robe 2	C	Generally good condition
R03	Councillor Black Robe 1	B	Generally good condition
R04	Councillor Black Robe 2	B	Generally good condition

Asset ID	Individual item	Condition	Recorded need / next action
R05	Councillor Black Robe 3	B	Generally good condition
R06	Councillor Black Robe 4	B	Generally good condition
R07	Councillor Black Robe 5	B	Generally good condition
R08	Councillor Black Robe 6	B	Generally good condition
R09	Councillor Black Robe 7	B	Generally good condition
R10	Councillor Black Robe 8	B	Generally good condition
R11	Councillor Black Robe 9	B	Generally good condition
R12	Councillor Black Robe 10	B	Generally good condition
R13	Councillor Black Robe 11	B	Generally good condition
R14	Councillor Black Robe 12	B	Generally good condition
R15	Councillor Black Robe 13	B	Generally good condition
R16	Councillor Black Robe 14	B	Generally good condition
R17	Councillor Black Robe 15	B	Generally good condition
R18	Councillor Black Robe 16	B	Generally good condition – one robe is different from the others, which could look out of place. Consideration to replacement for looks only.
R19	Town Clerk Robe	C	Some discoloration of pom poms
R20	Father of the Council Robe	C	Some fraying at sleeves and considerable internal fraying of lining
R21	Red Ceremonial Robe 1	B	No concerns noted
R22	Red Ceremonial Robe 2	C	Fraying at sleeves
R23	Red Ceremonial Robe 3	B	No concerns noted
R24	Mayor’s Long Robe	B	No concerns noted
R25	Mayor’s Short Robe	B	No concerns noted
H01	Mace Bearer Bicorn Hat 1	B	No concerns noted
H02	Mace Bearer Bicorn Hat 2	B	No concerns noted
H03	Town Clerk Wig	B	No concerns noted

Asset ID	Individual item	Condition	Recorded need / next action
H04	Mayor's Tricorn Hat	D	Faded and fraying at tassels, and some shape distortion
H05	Ladies' Tricorn Hat 1	C	Discoloration and some shape distortion
H06	Ladies' Tricorn Hat 2	C	Discoloration and some shape distortion
H07	Ladies' Tricorn Hat 3	C	Discoloration and some shape distortion
H08	Ladies' Tricorn Hat 4	C	Discoloration and some shape distortion
H09	Ladies' Tricorn Hat 5	D	Spare – whilst useable, considerable discoloration and distortion
H10	Ladies' Tricorn Hat 6	D	Spare – whilst useable, considerable discoloration and distortion
H11	Ladies' Tricorn Hat 7	D	Spare – whilst useable, considerable discoloration and distortion
H12	Tricorn Flat Hat 1	C	Unused - discoloration
H13	Tricorn Flat Hat 1	C	Unused - discoloration

Preventative maintenance standards

Asset group	Routine care	Specialist review / indicative lifecycle
Maces, chains, yoke and staves	Inspect before/after ceremonial use and annually; check joints, fittings and finishes	Conservator review about every 5 years, sooner for defects; preserve rather than routinely replace
Robes (25)	Inspect annually; brush, air and repair as appropriate; check seams, linings, fastenings and decoration	Specialist cleaning when justified, often 4 years in line with political change over; review potential replacement around 15–20 years, condition-led
Mayoral robes	Inspect before/after use and annually	Cleaning annually or depending on wear; condition-led replacement

Asset group	Routine care	Specialist review / indicative lifecycle
Hats (7)	Inspect annually for shape, trim and deterioration	Specialist refurbishment review around 5 years; indicative replacement 15–25 years if appropriate
Town Clerk wig	Inspect after use and annually; protect from dust and distortion	Specialist care often 2–3 years; replacement review around 10–20 years

Identified and ideal storage to elongate life of items:

1. Padded hangers and breathable covers for robes – considered already in place
2. Supportive boxes for hats – Suggested to purchase thee hat boxes
3. Suitable wig stand/case – considered already in place
4. Secure padded supports for metalwork – considered already in place within safe

Rolling 20-year programme

Period	Planned activity
2027	Inspect and grade 35 outstanding assets; obtain mace quotations; arrange Mayor's Chain badge repair; identify urgent textile work
2028	Complete approved mace treatment; undertake survey-led robe/hat repairs
2029–2031	Annual checks; condition-led textile cleaning in 2031; scheduled specialist metalwork reviews
2032–2036	Five-year reassessment; phased replacement of worn robes/hats where justified
2037–2041	Continue targeted replacement and conservation based on condition and budget
2042–2047	Comprehensive lifecycle review and next 20-year plan

Funding and governance

Create a dedicated civic regalia maintenance and replacement reserve with headings for annual care, specialist conservation, planned replacement and contingency. Set

the contribution only after the baseline survey, quotations and remaining useful lives are known. Heritage metalwork should have conservation funding, not automatic replacement dates.

The Town Clerk or nominated officer should maintain the register and report annually before budget-setting. Record asset ID, location, photograph, condition, priority, treatment history, estimated cost, approved budget, supplier, work date and next inspection. Review the full scheme at least every five years.

Proposed Council Recommendations

1. Recommend to Finance Committee to adopt the 45-item individual asset register as the working record, in turn support the council's governance for insurance and valuations.
2. Recommend to Finance Committee to complete a baseline survey of the 35 unassessed assets during 2027.
3. Recommend to Finance Committee Seek specialist assessments and quotations for both maces and the Mayor's Chain badge, delegating authority to the Town Clerk to proceed on this basis.

APPENDIX B – Badge and Honors Design

The Council currently presents retiring Mayors with a Past Mayor's Badge in recognition of their year of service, and the same to the Mayoress/Consort. In the past, Mayor's Badges were generally larger and more substantial in design than those commissioned in more recent years. The reduction in size is a result of changes in manufacturing costs and budget considerations rather than any reduction in the significance of the office itself. Within 2025, the cost of provision increased significantly due to the cost increase of silver within the industry. As such, any return to larger badges, will inevitably increase the cost of the provision and likely substantially.

The City Council is at the point of regalia review, and as such, the Town Clerk has explored options, to revert back to larger badges and the proposed cost differences. In essence the design is the same, but the overall size of the product is greater for the Mayoral badge.

As such, the below looks to provide a breakdown of the current, versus the proposed for committees consideration.

Current Badges of the Council

	**Q0088852:1 - MAYOR'S BADGE** Hallmarked sterling silver gilt and enamelled badge. Special shape size 21mm x 31mm. Enamelled four colours. Complete with pin fitting and "D" ring to reverse of badge. Polished hard gold plated finish. Packed in presentation case. T.S. B111220-01 Quantity 1 £337.95 nett (2025 costs) Quantity 5 £239.13 each nett
If the same badge is created in the previous larger size, costs are expected to increase to: Quantity 1 £450.00 nett (based on 2025 costs and current estimates)	

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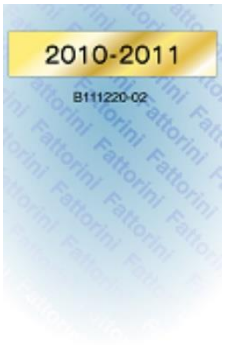

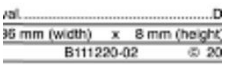
</td>
<td><u>Q0088859:1 - PAST MAYOR PENDANT – Long Service</u>
Sterling silver gilt and enamelled two piece pendant and top bar.
Sterling silver top bar special shape size 26mm x 14mm incl fitting
Staple on reverse.
Enamelled one colour,
Pendant two piece size 35mm x 48mm including top ring.
Enamelled four colours.
Polished Hard Gold Plated finish.
Attached to a 25mm wide green short length ribbon with invisible bar & brooch s/s pin on reverse.
Packed in presentation case.
T.S. B050425-08.

Quantity 1 £969.43 nett</td>
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<td><u>Q0088859:2 - RC3 BAR - M/C & ENAMEL TITLE PAST MAYORESS</u>
Hallmarked sterling silver gilt bar RC3 bar with machine cut and enamel filled title.
Staple fitting.
Polished hard gold plated finish.
As design B111220-02

Quantity 1 £133.48 nett</td>
</tr>
<tr>
<td colspan="2">If the same badge is created in the previous larger size, costs are expected to increase to:
Quantity 1 £250.00 nett (based on 2025 costs and current estimates)</td>
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Consideration of City Council Tie/Scarf

The review also presents an opportunity to consider the introduction of additional civic attire suitable for less formal engagements. This would provide an option between full ceremonial dress, including robes and full regalia, and standard everyday wear, allowing for a more subtle yet recognisable representation of the council. This attire would be particularly appropriate for civic events or community engagements where a formal civic presence is needed without the requirement for the full ceremonial dress. This could be achieved through the introduction of both a tie and a scarf, providing flexibility and choice whilst maintaining a consistent and professional civic identity. Some options are outlined below including the rough costs:

Tie in either polyester or silk:



Actual cost for the above ties:

Quantity	**100% Polyester Woven Tie**	**100% Silk Woven Tie**
20	£15.95	£19.85
50	£11.65	£15.65
75	£9.85	£12.85

100	£7.95	£10.95

Scarf:

(Created for illustrative purposes and costs are expected to be similar to the above)



Recommendations

1. Agree the proposed retainment of current badge designs.
2. Agree the procurement of ties and scarfs for Councillors
3. Delegate to the Town Clerk to purchases badges for the 2027 Mayoral Year and beyond as required.