

BLYTH TOWN COUNCIL

Governance Committee

Tuesday 7 October 2025

Decision Report – Civic Regalia

Recommendation

The Council to consider the proposal of purchasing civic regalia for the use at official civic events as well as other commemorative memorabilia, as outlined in the report, at a current estimated cost of £1,470.00.

Ward

Not ward specific.

Risk Management

No budget exists in 2025/26, although savings are available with the Governance Committee.

The purchase of Mayoral Cadet regalia is subject to Council approval of the Mayoral Cadet Policy. The Mayor's Cadet will encourage positive ambition amongst young people and provide personal development opportunities when in the role. Their presence at civic events symbolises respect for tradition and support for Cadet Forces and the Armed Forces Covenant.

Crime Prevention

No implications.

Objective

To recognise the civic heritage of the Council.

Report

Past Mayor's Medals

Former Mayors of Blyth Town Council are presented with a 'Past Mayor' medal to commemorate their term in office. Previously, medals have been purchased in bulk to reduce costs. Currently, we have no more medals to present to the incumbent administration.

It is recommended that the Council approve the purchase of a further five Past Mayor medals, which should suffice for the next five years. The medals will replicate the design previously used and will include presentation boxes (*Appendix 1*).

Following a review of suppliers to ensure best value, the recommended option is to purchase five medals at a total cost of £1,184.63, which equates to £236.93 per medal from Company A.

For information, a comparison quote was sourced from our previous supplier, Company B, who quoted £351.95 per medal. Given the significant price difference, the quote from Company A represents best value and quality.

Mayor's Cadet Commemorative Pin Badge

The purchase of Mayoral Cadet regalia is subject to Council approval of the Mayoral Cadet Policy. The recognition of the Mayor's Cadet will encourage positive ambition amongst young people and provide personal development opportunities when in the role, where a pin badge and a brassard would recognise their position at events. Their presence at civic events symbolises respect for tradition and support for Cadet Forces and Blyth Town Council's commitment to the Armed Forces Covenant.

Three quotations were obtained for consideration. Options for a commemorative pin badge for the Mayor's Cadet are detailed in *Appendix 2*.

The intention is to present this badge to the Mayor's Cadet at the beginning of their term in office. The badge will serve as a memento and will be retained by the Cadet following the completion of their civic duties.

It is recommended to purchase five medals at a total cost of £242.78, which equates to £48.56 per badge from Company C, which also include a presentation box for each badge.

A comparison quote was sourced from an alternative supplier, Company D, who quoted £550 for 10 badges, or £980 for 20 badges, however the quality of the materials and lack of a presentation box to present with the medal. Company E quoted £144.57 per badge; however, the product doesn't represent value for money compared to that of Company C.

Mayor's Cadet Brassard

The Mayor's Cadet will wear a dedicated brassard on their left arm during their term of office at civic events. This brassard is to be returned to the Council at the end of their term.

Although our regular civic suppliers do not offer custom brassards, Company F recommended purchasing an embroidered badge, which can then be sewn onto a plain adjustable brassard (similar in style to a sports captain's armband).

The proposed approach is to purchase embroidered badge from Company F at a cost of £37.50 (*Appendix 3*). Then to purchase one plain adjustable brassard from Company G at a cost of £6.35. We would then speak to a local supplier to sew the badge onto the brassard.

This offers a cost-effective solution to a specific item which would be suitable for civic use on an annual basis.

Table summary of all recommendations

Item	Supplier	Quote	Per Unit	Quantity
Past Mayor's Pendant and Bar	Company A	£1,184.63	£236.93	5
Mayor's Cadet Pin Badge	Company C	£242.78	£48.56	5
Mayor's Cadet Brassard (Component 1)	Company F	£37.50	£37.50	1
Mayor's Cadet Brassard (Component 2)	Company G	£6.35	£6.35	1
TOTAL		£1,471.26		

It is also worth noting that civic regalia is a specialist purchase, and there are few companies that can supply civic regalia of the quality and specifications required for Councils. Companies which we have explored are nationally acclaimed and are reputable amongst civic officers on a national level.

Elisa Mullen
Democratic Services Officer

30 09 2025

APPENDIX 1

Image 1 – Past Mayor's Medal from Company A



APPENDIX 2

Image 2 – Example Mayor's Cadet Pin Badge from Company C



Image 3 – Mayor's Cadet Pin Badge from Company D

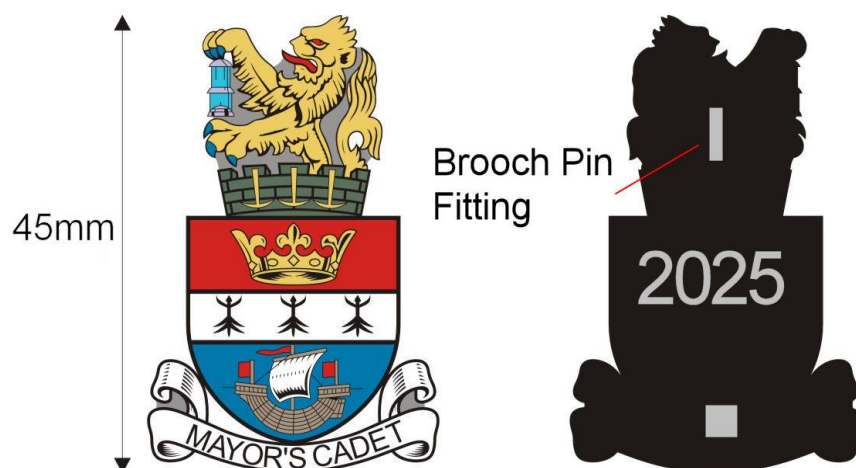


Image 4 – Mayor’s Cadet Pin Badge from Company E



APPENDIX 3

Image 5 – Example Mayor's Cadet Brassard Badge from Company F

